



Place: <https://kth-se.zoom.us/j/69633360195>

Time: 17:00-18:00, November 9th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening
The meeting opens at 17:02.
- b. Invited: chapter board, head of educational affairs and chapter auditors
Attendees: Gloria Samosir, Mohit Daga, Tanja Richter, Jasmin Höglund Hellgren, Saiman Ding and Inês Lourenço.
- c. Choice of meeting chairperson
Gloria Samosir was elected meeting chairperson.
- d. Choice of meeting secretary
Jasmin Höglund Hellgren was elected meeting secretary.
- e. Choice of meeting minutes checker
Saiman Ding was elected minutes checker.
- f. Approval of meeting agenda
The meeting agenda was approved with the addition of §4.f. and §4.g.
- g. [The latest protocol checking and signing](#)

§2. Reports & updates [17:05-17:10]

- a. Board reports
Board reports are attached.
- b. THS central (KL/KS) and KF
 - i. Updates
The last meeting with THS central was held on October 28th and attended by Gloria, Mohit, Sofia and Jasmin. The discussion touched on education issues, the latest Chapter Meeting and how the conduct of Chapter Meetings in general can be improved, the statutes, the website, and some ideas regarding connecting master's and PhD students.
 - ii. Next meeting scheduled for Nov. 24th, kl. 12.00-13.00
Any board member is welcome to join the next meeting. The board was asked to let the attendees know of any issues that need to be brought up in the next meeting.
- c. From KTH Central Organizational Bodies
 - i. Research Education Network (Sv: Forskarutbildningsnätverket)



The first, of two, Research Education Network meetings for the fall semester was held on October 29th and was attended by Mohit and Jasmin along with several school council members. The meeting focused on the program analysis of PhD programs as an important part of the annual monitoring of programs and KTH quality assurance system. The prioritized goals for this year's analysis is digitalization and integration of equality. Mohit gave a presentation regarding the doctoral student survey that was much appreciated, and further this led to an invitation to give a similar presentation at the SCI School. One of the tangible outcomes of the meeting was an agreement that doctoral students from each program will be included by the PAs during the Quality Dialogue 2021. The next Research Education Network meeting is scheduled for December 18th.

d. From National Organizational Bodies

- i. SFS-DK (Doctoral Committee of the Swedish National Union of Students, Sv: Doktorandkommittén i Sveriges förenade studentkårer)
SFS-DK held a meeting where they invited all doctoral student organizations to present what the SFS-DK is working on, have discussions, and share knowledge. Jasmin attended the meeting. The meeting had two main topics for discussion; the question of consequences of the corona pandemic on doctoral education and a broader discussion on how to improve the Swedish doctoral education in general. The discussions regarding the corona pandemic focused on the issue of prolongation and the discussions regarding improved doctoral education focused on the issue of doctoral mental well-being and high expectations. SFS-DK also informed about a survey they conducted aiming to highlight the impact of the corona pandemic on doctoral students in Sweden, the report can be found [here](#).

§3. Decision points [17:10-17:15]

§4. Discussion points [17:15-18:00]

- a. Latest FHM recommendations and implications on PhD Chapter activity
The board members discuss how to handle the new FHM recommendations. It is suggested that the PhD Chapter does not organize or finance any in-person activities for the time being. It is still ok to use the Meetup group for individual initiatives, however outdoor activities where proper distance can be followed are preferred, e.g. ice skating.



- b. Updating the “style” of the PhD Chapter, e.g. website, visuals, language, norms
Gloria suggests to work on this during the fall and possibly also during the spring. This is an area where we can make headway despite the restrictions posed by the corona pandemic. A workgroup is formed including Gloria, Inês, and Jasmin. The initial task is to make contact with designers/programmers to get an idea of the time and price to redo the PhD Chapter website (this could include design, structure, and perhaps some updated graphics (e.g. logo, infographics)).
- c. Reflecting on the PhD Chapter statutes
The board discusses the general language use in the Chapter statutes and other texts. The overall view is that they can be inaccessible in parts and occasionally ambiguous or contradictory. A workgroup to further pursue this (and in the long run make potential revisions to the statutes) is formed including Gloria, Jasmin, Saiman, Inês, and perhaps Sofia.
- d. Coordinating an education & advocacy issues discussion group within the PhD Chapter Board
The idea of starting a discussion group for ongoing education and advocacy issues is proposed. It is meant to be less rigid than a “workgroup” and would be a medium for fostering open dialogue and common understanding about relevant issues. It is suggested that such a group is formed including Gloria, Mohit, Jasmin, Saiman, and perhaps Sofia.
- e. Preparations for Chapter Meeting no. 2 (December 9th)
 - i. Vacancies -- board and functionary positions
The promotional material created by Tanja, Inês, and Gloria have been sent out and posted on our website and social media. The deadline for nominations and applications will be decided in the Nominating Committee meeting on November 12th. Nominations and elections for school councils don't need to be carried out at the Chapter Meeting, but can be conducted in the general school meetings.
 - ii. General agenda
Since elections and other formal errands will take up a lot of time, it is suggested that we don't add nonessential agenda points to the Chapter Meeting. The board agrees.
- f. Communication for doctoral students
The language doctoral survey showed a large interest among PhD students in attending Swedish classes even without credits. The issue of funding is



discussed. There also seems to be an interest for a Writing Center for PhD students. Interest in this has also been expressed by supervisors.

- g. Rotating schedule for the choice of meeting secretary.

Jasmin suggests creating a rotating schedule for the meeting secretary. The board agrees. Jasmin will manage this.

§5. Meeting closure [18:00]

Gloria declared the meeting closed at 18:05.

Protocol,

Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Jasmin Höglund Hellgren

Signature: _____

Minutes checked by: Saiman Ding

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Tanja Richter	Communication activities (facebook & website); Meeting with Gloria & Ines for the election promotional materials; Meetup registrations; Meeting with KTH Language regarding language survey and other communication-related opportunities for doctoral students
Inês Lourenço	Since the last meeting I spent some time working with Mohit on the form to be distributed among the students for the Supervisor of the Year award. It took quite some discussion to agree upon the final version, but it is now done. I prepared three Facebook posts to advertise the THS Armada event that PhD students can join. I also helped with the material for the next recruitment, mainly by creating the flyer. Finally, I started planning the posts for the taking over of KTH Relocation's Instagram, and got access to it.
Tharagan Kumar	NA
Jasmin Höglund Hellgren	Attended meeting with THS management 28/10, 1h, meeting organized by SFS 28/10, 2h, Forskarutbildningsnätverksträff 29/10, 2h. Email to school councils regarding PhD involvement in Quality Dialogues 2021, sent 2/11. Co-wrote blogpost with Mohit Daga on 'Doctoral student representation in the third-cycle education network', published 2/11 on the Chapter's website. Attended to some email errands of the edu-email.
Gloria Samosir	28/10 Meeting with THS Management, together with Sofia, Mohit, and Jasmin. The discussion touched on education issues, the latest Chapter Meeting and how the conduct of Chapter Meetings in general can be improved, the statutes, the website, and some ideas regarding connecting master's and PhD students. 02/11 Meeting with Inês and Tanja to discuss our collaboration for the upcoming elections. Exchanged feedback on the materials we've created (flyer, promotional text, information document) and decided on a timeline for releasing them in coordination with various other ongoing initiatives. 02/11 Brief meeting with Mohit and Inês to discuss final revisions for the main text of the Supervisor of the Year Award submission form. 03/11 Meeting with Sofia and Emma to discuss key issues around time



	<p>compensation for doctoral students' commission of trust positions. 04/11 Meeting with Mohit to discuss a plan for coordinating council-related errands.</p> <p>Errands and correspondences (some ongoing):</p> <ul style="list-style-type: none"> - Prepared the time prognosis document for our new Education Manager, Jasmin, sought feedback on the document, and sent it out to the relevant authorities at KTH Central and the ABE school. - Created an overview document summarizing all PhD Chapter Board and Functionary positions. This is to be used for the upcoming elections, but can be reused as a reference document at any future time with appropriate changes made. - Liaised with the Nominating Committee. Received their feedback on the promotional materials for the upcoming elections. Incorporated some of it before publicizing. - With Mohit, wrote and sent out a general PhD Chapter news email to all doctoral students. - Wrote and sent out an email inviting PhD school council boards and presidia for a meeting to discuss some important council-related issues (time compensation, quality dialogues, and elections). - Corresponded with Johan Gärdebo (PhD Chapter Chairperson during academic year 2015-2016) and obtained some blueprints for a previous "PAD workshop." - Prepared and sent out the upcoming board meeting agenda. - Corresponded with KTH Relocation to get Inês access to their Instagram account (which will be used during the third week of November to showcase PhD Chapter activity).
Sofia Broomé	<p>28/10 joined a meeting with the THS board. 3/11 met with Emma and Gloria in preparation for the Time compensation workgroup. Otherwise only division and program level engagements.</p>
Mohit Daga	<p>#Highlights</p> <p>## Forskarutbildningsnätverket - inför KU21 * Attended the meeting on 29th October 2020.</p> <p>## Meeting Preparation</p> <ul style="list-style-type: none"> * Based on the input from the coordinator of this new forum, I led the invitation to school councils. This involved the compilation of relevant issues to be raised. * Prepared the presentation about doctoral student survey. * Several email conversations with the meeting coordinator. <p>## During the Meeting</p> <ul style="list-style-type: none"> * Made a presentation about the doctoral student survey in this meeting. <p>Also, I was invited by SCI School FA to make the same presentation at the school's FA+PA Group.</p> <p>## Post Meeting:</p> <ul style="list-style-type: none"> * With the help of Jasmin, created a web-post about this forum. The PhD Chapter should continue to be present in this forum. Also, meeting invitation should be extended to the councils on a regular basis * Also sought feedback from the councils about the meeting.



	<p>* One of the most tangible outcomes of this meeting is that the councils (read program ansvarig doktrand) will now be invited for quality dialogue for each doctoral program.</p> <p>## Supervisor of the Year Award</p> <p>* The nominations for the supervisor of the year award is now open.</p> <p>### Promotional Tasks</p> <p>* wrote emails to all the communication managers of schools to create a post about this award in the upcoming newsletters</p> <p>* created a website page</p> <p>* created a Facebook post and flyer</p> <p>### Nomination Process</p> <p>* Set up the nomination by incorporating several inputs from jury members.</p> <p>## Meetup Platform</p> <p>* Now we have 140 members on the platform.</p> <p>* I have now simplified the process. Only, one link is enough: https://www.kth.se/form/5f77ae395b2837568b3b9585/</p> <p>* after submitting this form the doctoral students get an email (a copy of which is also sent to social@dr.kth.se) with the further process.</p> <p>* Sent an email to THS, to formally inform about this platform</p> <p>* liaison with relocation to include the information in their newsletter. This was published by them in the newsletter of week 44 of 2020. Also, sought their help in reaching out to different HR representatives of KTH, subsequently forwarding the information to PhD Students.</p> <p>* met Lovissa from SH to help her set up the meetup platform for SH</p> <p>## Attended AN on the 5th November</p> <p>## Upcoming presentation at SCI School</p> <p>* Created the presentation</p> <p>* Collaborated with the applied maths program's pad to raise the issue of the high number of credit requirements.</p> <p># Other minor meetings</p> <p>27/10 lunch meeting with Gloria to discuss upcoming errands. we agreed on creating an event on archiving the PhD Chapter's historical documents.</p> <p>28/10 Meeting with THS Management Team (THS KL), together with Sofia, Gloria, and Jasmin. The discussion touched on education issues, the latest Chapter Meeting and how the conduct of Chapter Meetings in general can be improved, the statutes, the website, the meetup group, and some ideas regarding connecting master's and PhD students.</p> <p>02/11 Brief meeting with Gloria and Inês to discuss final revisions for the main text of the Supervisor of the Year Award submission form.</p> <p>04/11 Meeting with Gloria to discuss a plan for coordinating council-related errands. These include School council elections, PhD Chapter elections, quality dialogue and</p>
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	<p>time compensation.</p> <p># Minor Errands</p> <ul style="list-style-type: none">- Reviewed the time prognosis document for our new Education Manager, Jasmin, and sent it out to the relevant authorities at KTH Central and the ABE school.- With Gloria, wrote and sent out a general PhD Chapter news email to all doctoral students.- gave input to Gloria about TC.- gave input to THS-vice on how to automatically resolve the tenancy review issue of doctoral students.- gave input to Sofia (prodekanus) on the up coming document on guidelines for publication. The most important objection here is to not make it mandatory for doctoral students to use kth email address in publications. This is due to the recent policy of de-activating emails of doctoral students after graduation.- helped Jasmin draft an email to the school councils regarding quality dialogue- gave input to Karin (UN Secretary) about upcoming issues at UN
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