


# Appointment of Education Manager 20/21

To: KTH doctoral administrations at ABE; KTH doctoral education quality responsables;	 <b>PhD Chapter at KTH</b> <b>Doctoral students' network</b> Doktorandsektionen vid Tekniska Högskolans Studentkår
Attention to: THS/Dr KF doctoral representatives; THS/Dr Master of Ceremonies;	Copy to: THS head of educational affairs; THS board;
Date of Issuance/revision: 2020-10-28	PM Type: Decision
Date: 2020-10-28	Responsible: PhD Chapter Board, e-mail: presidium@dr.kth.se
Effective Period: 2020-07-01 to 2020-12-31	Diary number: Dr2020-CP-06/EM01

## Decisions

**To<sub>1</sub>** endorse the following time compensation budget for July 2020 - December 2020, for Jasmin Höglund Hellgren.

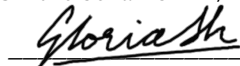
Name	School	Working Days	%(/866 hours <sup>1</sup> )
Jasmin Höglund Hellgren	ABE	10	9

**To<sub>2</sub>** request ABE doctoral support unit to adjust the study activity of Jasmin in correspondence to the amount described therewith.

## Background

With reference to the rector's decision Dnr. V-2016-0451 detailing time compensation policy for PhD students at KTH and as per decisions in 20201019 PhD Chapter Meeting no. 01 §6.a and delegation in 20201026 PhD Chapter Board Meeting no. 6 §3.a time compensation prognosis for Jasmin Höglund Hellgren during 2020 is proposed as detailed herewith. See attachments 2 and 3 for more details.

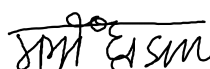
On the behalf of Dr/THS,



Gloria Samosir

Chairperson 2020/2021

Stockholm, 30 October 2020



Mohit Daga

Vice Chairperson 2020

Stockholm, 30 October 2020

<sup>1</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetsid och arbetstidsberoende ersättningar för lärare"

# Attachments

# Attachment 1

## Guide on time compensation for PhD students at KTH

Time compensation for commission-of-trust positions for PhD students officially appointed by KTH student union at the central and national level is subject to rector's decision Dnr. V-2016-0451 in effect since the 1st of July 2017. As per PhD chapter board protocol on September 19, 2017, a [work-group](#), had been created to investigate and propose how time-compensation can be managed with the aim to provide guidelines for the board members. On the [28<sup>th</sup> of February 2018](#), the board decided to adopt a procedure on how to work with time compensation. This document details this procedure in effect. Due to absence of school level policies, similar compensation policy has been adopted for school level representatives.

The following is considered for the guiding principles of time compensation

- 1- Transparency: representational work to be compensated needs to be communicated. This in practice means that individual work (to be done, or already done) needs to be communicated with the board and be verifiable by means of supporting documents such as meeting minutes.
- 2- Sustainable representation: representational work to be compensated shall take into account preparation work, documentation and handover. This in practice means reading up on relevant policy documents, reporting highlight work to relevant representatives in the different levels, updating relevant testaments and participating in handover.
- 3- Representational effectiveness: a base time shall be allocated for educational purposes about the post and should be allocated for trying out ideas and exploring possibilities without being accounted for. This in practice means the allocation of time equivalent to approximately 3 ECTS per academic year as a fixed rate (~5% in percentage).
- 4- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation in connection with representational duties at KTH, this includes the union of students union (SFS), Eurodoc, European Student Union (ESU)<sup>2</sup>.
- 5- Experience-based time factor for prognosis: this implies that for budgeting purposes, time prognosis shall be made based on input of past members. This is to reduce bias when budgeting.

Based on the above, the following is proposed:

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<sup>2</sup> Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (TCO/ST) are usually compensated using different guidelines.

i. Members of intensive working bodies with more strategic duties tied to them, e.g. chapter board at KTH central or other representatives at national and european level should be allocated 5% per their involvement for one term. This also includes chairpersons of school councils. Regardless of the member's extent of involvement, this fixed rate of unaccounted time can be granted.

ii. Representation work should be compensated as incurred.

iii. To assist scheduling and planning for engaged members, an initial estimated workload duties can be obtained as follows:

Estimated workload duties (/term, %) = 5% +  $\text{Sum}(\text{workload multipliers} \times \text{meetings in hours}) / 8.5^3$  The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from the estimated numbers. Additionally, national representations and european-level representations are included.

The workload multipliers can be described as follows:

Meeting Type**	workload multiplier (xNumber of hours)
US/LG	5*
FR/SR	4*
FF (AN/BN/RN/Docent)	3-4
UU/UN/FU/UA/FA/KR/RU	2-4*
Språk/Stipen/Sustainability/JML	2-4*
Board/Chapter/Council meetings	2-3*
Other representations	2-5*

\*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

\*\*: see the overview of vacancies for the meeting type.

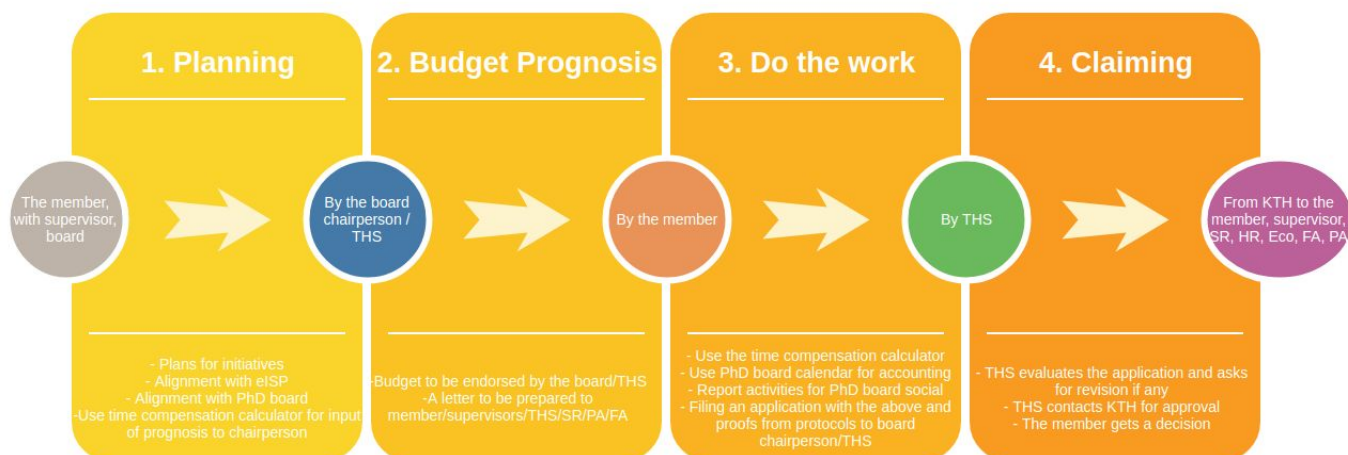
## Working process

The process of working with time compensation can be described as follows:

Planning: starting with the board member planning whereby the member, within the capacity of her/his involvement would self-describe what activities he/she would like to take part. At this stage, the member can make use of time compensation using the multipliers. The stage ends by submitting application for 'Prognosis of workload within commission of trust to the chapter board presidium or to THS central if such delegation exists.

Budget prognosis: the board presidium/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a memo to the member's respective supervisor SR/FA/PA and CC: member/THS. At this point, if not done yet, the board member can already report the prognosis in the ISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

<sup>3</sup> According to KTH local agreement on working hours for teachers, "Lokalt avtal om arbetstid för lärare", PhD students have an average of 850\*-878 hours/term or 106 days/term for simplicity.



Doing the work: here the member is responsible to use an accessible medium to register for activities. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded, e.g. in the time compensation calculator in the corresponding tabs. This stage ends by filing an application for time compensation to the chapter board presidium/THS for approval.

Claiming: This is done by THS where it takes responsibility for approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to corresponding KTH personnel where successful compensation claims will result in issuance of letters to the member and respective supervisors, SR, FA, PA, economy, HR, THS. At this point, once applicable, the board member can commit the actual "commission of trust" in the ISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions". The member takes responsibility for applying for extension at the respective department citing KTH policies and agreed time.

Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates, minutes, emails, calendar events, etc. would be needed. As long as it is not 20% beyond planned, a statement of justification might not be needed.

## KTH Policies

[Dnr 930-2005-0345 Time compensation policy for school-level representation](#)

[Dnr V-2016-0451 Time compensation policy for central and national level representation](#)

## Examples

Emma Riese/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	5x10x1	
Chapter meetings	5x2x4	
US meetings	5x5x4	
SR/FA meetings	5x5x4	
Miscellaneous strategic errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x4x4	
Total		49%

Tage Mohammadat/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	4x10x1	
Chapter meetings	4x2x4	
FR meetings	4x5x4	
FF coordination meetings	0.5x20	
Miscellaneous executive errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x2x4	
Total		34%

Alessandro Enrico/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	

EECS council/board meetings	5x5x3	
EECS doctoral program council meetings	3x2x2	
FF meetings	2x3x4	
Miscellaneous KTH Councils errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		25%

Rinat Yapparov/SCI		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x10x1	
Scholarship grants meetings	2x4x1	
Events management	12	
FF meetings	2x3x4	
Miscellaneous Social and IT errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		18%

PAD, 7.5%(10%) example		
Item	Hours	%
Fixed rate	-	-
Dr Councils meetings	2x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Committees and workgroups	-(16)	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	-	



Dr x STHLM meetings	-	
Total		7.5% (10%)

More intensive council-level , 15% (20%) example		
Item	Hours	%
Fixed rate	-	-(5%)
Dr Councils meetings	4x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Executive group meetings	3x4x4	
Committees and workgroups	16	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	4x1x4	
Dr x STHLM meetings	-	
Total		15% (20%)

 g.s.  
 JM



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## Attachment 2

### Role description, duties & workload for workgroup manager for July 2020 - June 2021

A board member with education manager role is part of the board which has the following duties:

- a) Answer to the PhD Chapter Meeting regarding the operations and management;
- b) Remit more important decisions to the PhD Chapter Meeting;
- c) Implement PhD Chapter Meeting decisions;
- d) Manage and be responsible for the PhD Chapter resources, process submitted motions, handle the PhD Chapter correspondence and otherwise manage the ongoing business;
- e) Administer elections for provisional posts.
- f) Represent the interests of the PhD chapter members within the scope of the student union's mission.

The board member is also part of the Studies Liaison Unit with the following responsibilities.

#### **Education manager**

Educational responsibility: Responsible for the educational and research issues that might affect the studies environment and its condition for PhD Students. Focuses on educational development and leads the chapter education council. Works closely with Council Coordinator.

Representational tasks: Represents the chapter at the Education Board at KTH.

Board tasks: Responsible for addressing issues related to education at board meetings and informing the board about educational changes.

Chapter tasks: Responsible for collecting and addressing issues related to education, e.g. via the PADs.

Union tasks: Represents the chapter in Utbildningsrådet (UR) at THS Student Union.

Substitute: Council Coordinator

The PhD Chapter Board decided in the board meeting that was held 26th of October 2020 to make the following appointment:

- Jasmin Höglund Hellgren was appointed as the PhD representative in the Third Cycle Education Committee (Forskarutbildningsutskottet).

Given the aforementioned duties and responsibilities, the following workload has been proposed and adjusted over the term as follows:

Jasmin Höglund Hellgren/ABE		
Item	Hours	(Total hours/866) <sup>40</sup> %
Fixed rate	-	2.5%
Board meetings	2x5x1	
Chapter meetings	2x1x2	
FU meetings	4x2x2	
Forskarutbildningsnätverksträff	2x2x2	
Education errands	16	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		9%

### Access and Responsibilities

All board members have access to the email address [board@dr.kth.se](mailto:board@dr.kth.se) and to our Chapter Hall T-centralen. In addition, the following applies:

- Jasmin Höglund Hellgren is mainly responsible for the email address [edu@dr.kth.se](mailto:edu@dr.kth.se) and folder Education Manager within the PhD Chapter Board. She is mainly responsible for questions concerning education.

<sup>4</sup> 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetstid och arbetstidsberoende ersättningar för lärare"