



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

Time: 17:00-18:00, December 7th 2020

§1. Opening formalities [17:00-17:05]

- a. Meeting opening
- b. Invited: chapter board, head of educational affairs and chapter auditors

All board members attended the meeting:

Gloria Samosir

Mobit Daga

Inês Lourenço

Jasmin Höglund Hellgren

Saiman Ding

Sofia Broomé

Tanja Richter,

and Tharagan Kumar

- c. Choice of meeting chairperson
Gloria Samosir was elected to be the meeting chairperson
- d. Choice of meeting secretary
Saiman Ding was elected to be the meeting secretary
- e. Choice of meeting minutes checker
Mobit Daga was elected to be the minutes checker
- f. Approval of meeting agenda
- g. [The latest protocol checking and signing](#)

§2. Reports & updates [17:10-17:30]

- a. Board reports
- b. THS central (KL/KS) and KF
 - i. Updates
No updates. KF Meeting is scheduled on 8th Dec 2020.
- c. From KTH Central Organizational Bodies
 - i. Workgroup “Time Compensation for Doctoral Students’ Commission of Trust Assignments”
It seems that the overall system discourages doctoral students from taking up an active role as a doctoral student representative, which can be seen at central level even though we have a rector’s decision in this regard. Taking this point forward, Mobit indicates to Sofia, the workgroup representative



(and the board) that these considerations should be taken into account while framing the new policy. Also, the central representation guidelines, which has an earmarked budget of 200% (2 full-time doctoral student positions), includes national level representation as well (like SFS). This could be an issue if we have both an active PhD Chapter board and a chairperson of SFS from KTH.

The board discusses this point. Sofia notes them to be taken to the workgroup.

- ii. Research Education Network Meeting (Sv: Forskarutbildningsnätverket) --
December 18th 10am

Jasmin, who is coordinating this meeting from the Chapter's side, takes the lead on this. She mentions to the board that the different course types will be discussed apart from the KTH doctoral student survey. We will have additional info from this week.

Sofia, Jasmin and Gloria will attend the meeting. The meeting is going to be held in English.

The board discusses this errand.

It was suggested that it would be good to have pre-meeting with all council member attendees.

- iii. Third Cycle Education Committee (Sv: Forskarutbildningsutskottet)
The meeting was held on December 1st. Jasmin attended the meeting. The discussion included:

- *Covid-19 situation was discussed at length. Of note is that onsite attendance of dissertation defenses is restricted to 8 people.*
- *The workgroup on Individuellt åtagande (individual commitment - e.g. workshops, conferences, summer schools, reading course, one-off courses, etc.). The main tasks of the workgroup is to differentiate individual commitment from courses and transfer of course credits. The workgroup shall decide on guidelines on this. The PhD Chapter*



is asked to send a representative to the workgroup. Jasmin will attend.

- *There is a new template for the description of PhD programs. This does not include courses, but focuses on what makes a program regardless of subject specific differences such as courses.*
- *The discussion on courses continues. During the meeting it focused on course PM (English: course memo) and course analysis. The discussion on courses will continue next meeting.*
- *Next meeting the KTH doctoral survey and a deeper discussion of the PhD Chapter survey were suggested as agenda points.*

iv. Ethics Committee (Etikutskottet)

Sofia attended the meeting

- *The lawyer (förvaltningsjurist) who is part of the Ethics committee (Etikutskottet) has pointed out that KTH's current guideline on deviations from research integrity is not clear enough on whether a decision should go by the Rektor to shorten the processing time or should always go by "KTH:s kommitté för utredning av misstänkt avvikelser från god forskningssed (KTH:s kommitté)". Typically 2-3 cases per year for research errands, which makes it feasible for the committee to go over the cases. Unclear exactly how the Ethics committee and the "Kommitté för utredning..." intersect. The Ethics committee agreed that it would be best to propose an update to the guidelines that makes it more clear that such decisions should always go via a committee.*
- *Further, it was discussed that faculty should receive more support in ethics questions. It was also discussed that research ethics courses should be offered to doctoral students. These were looser points, for the upcoming year.*

§3. Decision points [17:30-17:41]

- a. Approval of budget for Supervisor of the Year Award Ceremony: Planned ~15th February, 2021

Mohit, chairperson of the jury takes the lead about this errand. The rule mandates that we give a diploma (a certificate) to the winner. So, one of the responsibilities of the board shall be to prepare a diploma (with a frame).



It was also discussed if we should give a medal to the winner. No decision has been made regarding this, but the board is inclined to not give the medal.

Further the procedure for the ceremony was also brought up. The board discusses this errand. The ceremony could be scheduled to be held sometime during February if the ongoing situation due to the pandemic improves. This could be a simple ceremony at the supervisor's division/department with a fika arranged by the board.

The board sets a budget of SEK 3000 for this. Inês and Saiman will design the diploma and take care of the frame for the diploma.

§4. Discussion points [17:41-18:00]

- a. Chapter Meeting (Dec. 9th, 2020): structure, logistics, confirmation of role assignments

The board discusses this agenda point. The chairperson assigned responsibilities for different errands to different board members.

- b. Time Prognosis

Gloria takes the lead on this. She suggests for everyone on the board to take a look at the time compensation numbers and make an honest assessment about whether the original time prognosis for each board member is in keeping with the work done this term, and to make an adjustment (whether up or down) if necessary. The documents are posted on the website www.dr.kth.se. Gloria goes on to mention that some board members like Mohit, due to his work in central forums and leading chapter initiatives like the meetup group and the supervisor of the year award, have spent more time than originally prognosed. She also mentions that Tanja has likely spent more time than prognosed (4hrs/week) due to taking the lead on all the communication activities.

Gloria suggests that each board member should fairly assess their time load and inform her in time for the final time compensation document to be approved in the next and final board meeting of this semester, which is scheduled for December 17th.

Gloria remarks that this errand should be communicated to all board members, including Deniz, who is not present in the meeting.



c. Testaments

Gloria takes the lead on this agenda point. She remarks that in addition to the regular testament, board members should also consider writing a short and more informal account of their experiences in their role. These accounts can be publicized and also used to give potential future candidates a more personal/relatable glimpse into what it's like to work on the PhD Chapter Board, which could serve as a supplement to the Chapter's formal "work description" documents."

§5. Meeting closure [18:00]

The board extends advance birthday greetings to board members Sofia Broomé and Saiman Ding.

Free chat with the Presidium [18:00-18:30]

Protocol,

Meeting chairperson: Gloria Samosir

Signature: _____

Secretary of the meeting: Saiman Ding

Signature: _____

Minutes checked by: Mohit Daga

Signature: _____



Attachments

Attachment: Board Reports

Written reports before the meeting

Saiman Ding	Attend council meetings. ITM(Election will be held around 15/01/2021), ABE
Tanja Richter	Communication activities, meetup registrations, Storträff
Tharagan Kumar	Setting up bank account for Gloria
Sofia Broomé	<p>Nov 24. Meeting with Filip who is CFU at THS. We discussed student representation in general, as requested by Leif Kari at the time compensation workgroup, since he had such good experience working with Filip and other undergrad student reps. The topic was 'what expectations should we have on student representatives'? And also whether to 'represent' or to 'collaborate' is most efficient when working with kth.</p> <p>Nov 24. DRxTHS meeting. About the chapter budget from KTH and also touching on the above topics.</p> <p>Nov 24. Send out email to all councils and ask for help with an estimate of their current workload, in terms of people and committees.</p> <p>Nov 26. Short meeting with nominating committee.</p> <p>Nov 27. 1h work on language committee errand (Swedish courses for doctoral students), and the test/proposal we will present and discuss at the Forskarutbildningsnätverket Dec 18.</p> <p>Nov 30. Further discussion about the language committee errand with Gloria and Mohit.</p> <p>Nov 24-Dec7nd > following up on the council workload email. Made the form for EECS.</p>
Jasmin Höglund Hellgren	<p>Attended meeting with THS management 24/11 (1h).</p> <p>Prepared for and FU pre-meeting with Agnes (THS) 1/12 (1h). Attended FU meeting 1/12 (2h). The meeting discussed the current Covid-19 situation to quite some extent, in relation to this PhD well-being came up and to a lesser extend</p>



	<p>prolongation. The question of how to know and assess how the current situation is affecting PhD students came up. There were continued discussions about courses and this will be continued, among other things course PM was a big theme. There will be a work group formed on the issue of 'individuellt åtagande' to which we should appoint a doctoral representative.</p> <p>Email correspondence and preparations for the upcoming FU-nät meeting 18/12.</p>
Gloria Samosir	<p>24/11 Strategic Council 24/11 Meeting with THS Management team, primarily focused on discussing our funding proposition 30/11 Meeting with the presidium of DSA (Doctoral Students' Association at MF/Karolinska), primarily discussing the structure and operations of our respective doctoral student organizations 7/12 Student meeting (together with Charley and Elisabet from THS) in preparation for the student meeting with the rector 7/12 Student meeting (together with Charley and Elisabet from THS) with the rector in preparation for the University Board meeting</p> <p>(Ongoing) errands and correspondences</p> <ul style="list-style-type: none"> - Winter PhD Chapter Meeting preparations and communications - Drafted proposition for funding doctoral students' activities - Continued communication with Suha, PhD student who is leading the yoga/relaxation event - Communication with Nominating Committee - Input regarding the language committee proposal for the upcoming - Preparing the activity report for the Chapter Meeting (ongoing) - Time compensation workgroup slideshow preparations (ongoing) - Board meeting agenda preparation and communication - Supervisor of the Year Award communication
Mohit Daga	<p>#Highlights</p> <ul style="list-style-type: none"> * Supervisor of the year award ** Drafted the questions for the FAQ session ** attended the FAQ session ** several email correspondences <p>* Attended AN Meeting 3/12</p> <p>* Attended KTH Kollegiat Forum 1/12</p> <ul style="list-style-type: none"> * Drafted the budget proposal for PhD Chapter * participated in budgetary meeting with THS * finalized blog post about the UN meeting and posted on the website <p># Other errands</p> <ul style="list-style-type: none"> * Helped Sofia translate the language document to English and gave input to add the



	<p>PhD Chapter's position mentioned in the survey</p> <ul style="list-style-type: none">* met the presidium of Doctoral Student Association of KI for a meeting with this. This was on their invitation.* gave input to the board/chapter meeting agenda* helped create material for the chapter meeting: summon, invitation, forms, draft email etc.* Emma Stromberg reached out to us. She used to be an associate professor at KTH and is now working with UKÄ as a consultant. She was interested in our blog post and data behind this. I held a telephonic meeting with her to discuss this issue.* Attended prep meeting for FR (in past I have not included this because, I thought this was included in the actual meeting).
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