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

Time: 17:00-18:00, February 22nd 2021

**§1. Opening formalities [17:00-17:05]**

- a. Meeting opening  
*The meeting is opened at 17:05*
- b. Invited: chapter board, head of educational affairs and chapter auditors  
*Attendees: Deniz Yildiz, Federico Izzo, Gloria Samosir, Saiman Ding, and Sofia Broomé*
- c. Choice of meeting chairperson  
*Gloria is approved meeting chairperson*
- d. Choice of meeting secretary  
*Saiman is approved meeting secretary*
- e. Choice of meeting minutes checker  
*Sofia is approved meeting minutes checker*
- f. Approval of meeting agenda  
*The agenda was approved with the addition of §4.d*
- g. [The latest protocol checking and signing](#)

**§2. Reports & updates [17:05-17:25]**

- a. Board reports  
*Board reports are attached to the minutes.*
- b. THS central (KL/KS) and KF  
*Positive news regarding the budget proposal. Chapter has a high chance to get one million kr for activities. Some of the budget can be distributed to the different school councils according to our/their proposals.*  
*Gloria used the slack discussion to inform them of the different PhD issues. Courses, supervision, salary ladder, and the yearly development meeting were among the topics highlighted.*  
*Charley agreed to sign the letters of gratitude for the supervisor of the year award.*  
*THS' Ävelin asked for a doctoral student representative at a new workgroup, which will be discussed at a later point of the agenda.*
- c. From KTH Central Organizational Bodies



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- i. Workgroup “Time Compensation for Doctoral Students’ Commission of Trust Assignments”

*23th of Feb will be the next workgroup meeting. The Ladok activity calculation will be discussed. Doctoral students should freely be able to choose if they want to partake in student representation (for example, parental leave is a similar case and protected by law), provided they are elected for it. It is good to inform the supervisor to do these things, but one doesn't need the approval. Other than that, there is a draft being prepared now from the workgroup describing the recommended routines for time compensation. The workgroup is updating it continuously and are discussing the different formulations in there.*

*Management of the students:*

*Discuss the underlying issue, for example, the blending of the roles. This is a problem with many different effects; when changing the supervisor, the students need to get the former supervisor's signature, which can lead to a conflict of interest. Based on these points regarding student management, Federico suggested preparing a brief document with examples and talking points to present to the appropriate forums.*

- ii. Third Cycle Education Committee (Sv: Forskarutbildningsutskottet, FU)

*Federico attended the meeting, replacing Jasmin. The KTH alumni survey was presented. This one has points in common with the Ph.D. survey. Some brief discussion about the Ph.D. students in general, and 'breddad rekrytering' to the PhD programmes. Federico discussed with Gloria and Jasmin about the poll of the students doing their masters in Sweden. Doing this can help the PhD studies seem like a viable career move, that the master students can see themselves pursuing. The CFU participated and agreed with the point by mentioning that among the master students, as it is not commonly thought of as a worthwhile possibility.*

- iii. SFS-DK: Follow up on the meeting "the doctoral education in the corona pandemic" -- Meeting on March 17th, 18.00-20.00 -- sign up link here:

<https://stockholmuniversity.zoom.us/meeting/register/u5ArcumuqTIqG9OOjMdGS6TzV4OvaF34BWCE>

*Gloria will attend the meeting.*



**§3. Decision points [17:25-17:40]**

- a. Substitute appointment for Third Cycle Education Committee (Sv: Forskarutbildningsutskottet, FU)  
*Deniz and Gloria will share the forums (2 months, 4 meetings), with Sofia after mid-March.*
- b. Substitute appointment for Board of Education (Sv: Utbildningsnämnden, UN)  
*Deniz, Sofia, Gloria, Saiman are available and will share the appointment workload.*
- c. School Council Elections  
Approval for the new elected members
  - i. CBH  
Chairperson: Jai White  
Vice Chairperson: Lea Hohmann  
PADs:
    1. Biotechnology
      - a. N/A
    2. Theoretical chemistry and biology
      - a. Juan De Gracia
    3. Chemical science and engineering
      - a. Lea Hohmann;
      - b. Moritz Streb
      - c. Martina Butori
      - d. Elise Farah;
      - e. Jai White
      - f. Hao Yang
    4. Technology and health
      - a. Simone Bendazzoli;
      - b. Jingru Fu;
    5. Medical technology
      - a. Mehdi Astaraki;
  - ii. ITM  
Chairperson: Mohammad Abuasbeh  
PADs:
    1. Energy and Environment



- a. Mohammad Abuasbeh
2. Economics and Management
  - a. Daniel Berlin
3. Production Engineering:
  - a. Katherine Gonzalez
4. Learning Department
  - a. Hans Lundin
  - b. Vice PAD: Anna-Karin Högfeldt
5. Machine Design
  - a. N/A
6. Material Science & Engineering
  - a. Sundhanshu Kuthe

*The board votes to approve the election decisions from the CBH and ITM school councils. (The ABE, EECS, and SCI school council election decisions were already approved in the board meeting on December 17th, 2020.)*

- d. Appointment for Workgroup on “course administration for PhD-studies”, discussing admission to PhD-courses, ladok, administration, etc. In Swedish. *THS asked for a PhD representative. We will try to find someone from the school councils who wants to do it.*

#### **§4. Discussion points [17:40-18:30]**

- a. Spring Chapter Meeting (March 8th, 2021)
  - i. Preliminary Agenda: [link here](#)

*Saiman can ask the school councils to prepare a small report to present. Also emphasize the open positions to the school councils.*

*Mention that the Treasurer position is looking for a substitute for the Autumn semester.*

*When the funding is officialized, spread the news together with the fact that the PhD Chapter is looking for a treasurer.*
  - ii. Distribution of Roles
    1. Attendance checkers (2) -- can take screenshots; keep track of someone new joins; ideally keep track of when someone leaves the meeting;



*Suggestions (subject to approval by the Chapter Meeting): Sofia and Saiman*

2. Vote counters (2)

*Suggestions (subject to approval by the Chapter Meeting): Sofia and Saiman*

3. Minutes taker

*Suggestion (subject to approval by the Chapter Meeting): Federico*

4. Minutes checker

*Suggestion (subject to approval by the Chapter Meeting): Deniz*

iii. Vacancies -- advertising and promotional material

*Vacant positions could be further advertised in e.g. a website blog post, maybe Facebook or Instagram.*

b. Supervisor of the Year Award -- status update

*Inés is proposed to be appointed as the head of the jury. Her consent for the position will be sought.*

c. COVID situation for PhD students -- should we request more leniency for PhDs' wishes to work at the office some days a week?

*It is not good if the KTH guidelines are interpreted strictly in one department and loosely in another.*

d. Gender Equality for experimental PhD students particularly pertaining to laboratory safety issues

*There are "word of mouth" reports of female students receiving pressure to pursue doing experimental work that could potentially have dangerous outcomes during the course of their pregnancy and nursing period. In this case, the female student finds herself in a situation to make a choice between the motherhood and the work duties, risking to encounter a conflict in the workplace, or even having a professional set-back or loss of image based on the fact that they have to make this choice. A male student would never find themselves in such a situation. Therefore, it is deemed that the reports can be addressed as a gender equality issue. It is also recognized to be a cultural issue since it is reported by students who work in different fields and it is also perceived to be a new layer in enhancing gender equality throughout KTH. Therefore, a meeting is scheduled with the Equality Office to raise concern and to conduct*



*dialogue regarding this issue with a KTH wide JML focus. Also, a potential follow up with Ingrid Iliou after meeting with the Equality Office will be scheduled.*

**§5. Meeting closure [18:30]**

*The meeting is closed.*

Protocol,  
Meeting chairperson: Gloria Samosir

Signature: \_\_\_\_\_

Secretary of the meeting: Saiman Ding

Signature: \_\_\_\_\_

Minutes checked by: Sofia Broomé

Signature: \_\_\_\_\_



# Attachments

## Attachment: Board Reports

Written reports before the meeting

Inês Lourenço	<ul style="list-style-type: none"> <li>- Finished grading the nominees.</li> <li>- Zoom meeting with Mohit to discuss the next steps</li> <li>- Chatting with committee of the Teacher of the Year award to ask questions regarding their interview process and get their opinion in the topics that are concerning us.</li> <li>- Investigation for the printing process of the gratitude letters</li> </ul>
Gloria Samosir	<ul style="list-style-type: none"> <li>- 10/02 THS Ordföranderåd</li> <li>- 12/02 Presidium meeting with Federico</li> <li>- 15/02 University Board pre-meetings the rektor, together with Charley and Elisabet.</li> <li>- 16/02 Strategic Council meeting</li> <li>- 17/02 Meeting with THS Management (Charley, Ävelin, Agnes, Tilda), together with Federico.</li> <li>- 18/02 University Board meeting</li> <li>- 19/02 Meeting with Sofia and Federico regarding the time compensation workgroup</li> <li>- 19/02 Presidium meeting with Federico</li> </ul> <p>Ongoing errands and correspondences:</p> <ul style="list-style-type: none"> <li>- PhD Chapter Spring 2021 newsletter</li> <li>- Preparing for the Spring Chapter Meeting (summons, preliminary agenda, work descriptions of Chapter positions, etc.)</li> <li>- Prepared questionnaire to follow up on COVID-19 extension routines for doctoral students</li> <li>- Correspondences regarding the doctoral salary ladder advancement criteria motion</li> </ul>
Sofia Broomé	<p>Time compensation workgroup meeting on Feb 10th (1.5h), with preparations before (2h).</p> <p>Meeting with board presidium on Feb 19th about the upcoming time compensation workgroup meeting, 1h.</p> <p>General work on the same workgroup feb 10th-feb 19th: 2h (emails, thinking, etc).</p> <p>There is now a draft for a time compensation 'routine'. The workgroup is continuing the work on that one. For tomorrow's meeting with the workgroup we will discuss the level of activity corresponding to the hours spent.</p>



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Saiman Ding	2-17 ITM election meeting. 2-22 ABE meeting. Reply Emails. Supervisor year award evaluation
Federico Izzo	Attended Anställningsnämnden 10/02 Weekly Presidium meeting 12/02 Finalized the time prognosis document Attended Forskarutbildningsutskottet 15/02 Presidium meeting in regards to ongoing errands 15/02 Meeting in regards to the proposed motion to the labor union 15/02 THSxDr meeting 17/02 Meeting in regards to the proposed motion to the labor union 18/02 Weekly Presidium meeting also with Sofia 19/02
Deniz Yildiz	-Conducted a word of mouth survey among various female experimental PhD students pertaining to inequality and safety issues (during pregnancy and nursing) -Communicated with Equality Office to address gender equalities in lab spaces especially pertaining to safety during pregnancy and nursing