


Time Compensation Prognosis for PhD Chapter Board

Spring 2021 (VT21)

To: Head of Schools ABE, CBH, EECS, SCI, and ITM; Director of third cycle studies at ABE, CBH, EECS, SCI, and ITM;	 PhD Chapter at KTH <i>Doctoral students' network</i> Doktorandsektionen vid Tekniska Högskolans Studentkår
Attention to: Head of School Administration; THS/Dr KF doctoral representatives;	Copy to: THS head of educational affairs; THS board;
Date of Issuance/revision: 2021-01-04, 2021-01-15, 2021-01-25, 2021-02-02, 2021-02-08 (Board Meeting Decision), 2021-02-12 Date: 2021-02-12	PM Type: Decision Responsible: PhD Chapter Board, e-mail: board@dr.kth.se
Effective Period: 2021-01-01 to 2021-06-30	Diary number: Dr2021-PB-07/0001

Decisions

To₁ endorse the following time compensation budget for the spring semester 2021, for:

	Namn	Skolan	Arb. dd. ¹	%(/866 tim ²)
1	Deniz Yildiz	CBH	19	17
2	Emma Riese ³	EECS	6	5
3	Federico Izzo	SCI	52	48
4	Gloria Samosir	ABE	48	44
5	Inês De Miranda De Matos Lourenço	EECS	20	18

¹ Approximated number of days for corresponding percentages. In case of conflicts, the percentages apply.

² 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbets tid och arbetstidsberoende ersättningar för lärare"

³ Emma Riese was elected as a member of Sveriges förenade studentkårens doktorandkommitté (SFS-DK) for mandate period 01-08-2020 to 31-07-2021.

6	Jasmin Höglund Hellgren	ABE	27	25
7	Saiman Ding	CBH	20	18
8	Sofia Broomé	EECS	18	16
Total		Tt (Dd)	210/217 days	191/200%

To₂ request ABE, CBH, EECS, SCI and doctoral support units to adjust the study activity of Deniz, Emma, Federico, Gloria, Inês, Jasmin, Saiman, and Sofia in correspondence to the amount described therewith.

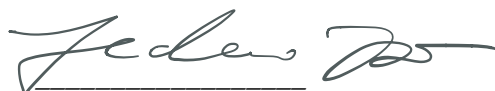
Background

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 20201209 PhD Chapter Meeting no. 2 §5.a and 20210208 PhD Chapter Board Meeting no. 13 §3.a, time compensation prognosis for Deniz Yildiz, Emma Riese, Federico Izzo, Gloria Samosir, Inês De Miranda De Matos Lourenço, Jasmin Höglund Hellgren, Saiman Ding, and Sofia Broomé during Spring Semester 2021 is proposed as detailed herewith. See attachments 1 and 2 for more details.

On behalf of the PhD Chapter Board, Dr/THS,



Gloria Samosir
 Chairperson 2020/2021
 Stockholm, 12th of February 2021



Federico Izzo
 Vice Chairperson 2021
 Stockholm, 12th of February 2021

Attachments

Attachment 1

Guide on time compensation for PhD students at KTH

BACKGROUND

Time compensation for commission-of-trust positions for PhD students officially appointed by the KTH student union at the central and national level is subject to the 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 [28th 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.

GUIDING PRINCIPLES

- 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 explore possibilities without being accounted. 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)⁴.
- 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 has been resolved:

- 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 should be allocated and accounted for.

⁴ Participation within workers unions, e.g. professional unions (SACO) and civil servant trade unions (TCO/ST) are usually compensated using different guidelines.

- 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%+ Sum(workload multipliers x meetings in hours)/866⁵

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:

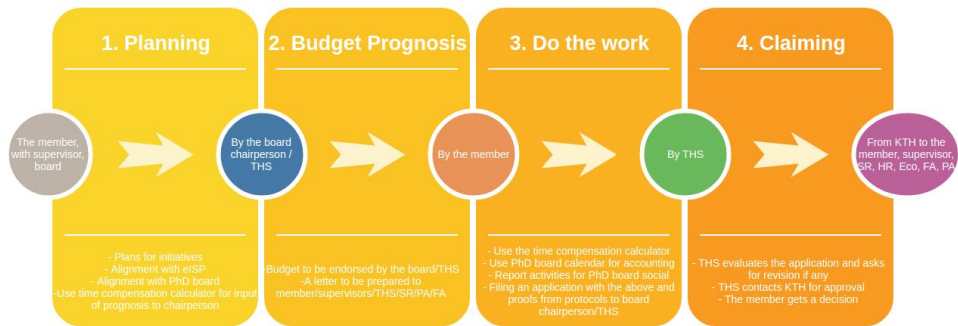
Meeting Type**	workload multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN/DK	2-2.5*
UN/FU	2-4*
AN	2-4*
UU/FA	2-4*
RU/Språk/Stipen/Sustainability	2-4*
Board/Chapter meetings	2-5*
Other national level representations	2-5*

*: 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:



⁵ 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 108 days/term for simplicity.

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 the 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 eISP, under section 2.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

Doing the work: here the member is responsible to use 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 application for time compensation to the chapter board presidium/THS for approval.

Claiming: This is done by THS where it takes responsibility of 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 eISP, under section 2.4. "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%)

Attachment 2

Time compensation prognosis for January 2021 - June 2021

BACKGROUND

As per election results of 20201209 PhD Chapter Meeting No. 2, 20210208 PhD Chapter Board Meeting no. 13, PhD Chapter Board decisions on appointment of representatives and allocation of tasks and using the time compensation guide adopted by the PhD chapter board, the following time compensation prognosis is derived⁶.

Gloria Samosir/ABE - Chairperson		
Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	5x10x1	
Chapter meetings	5x2x4	
US meetings	5x3x4	
SR/FA meetings	5x6x4	
Language Committee	3x3x1.5	
Dr x THSC meetings	2x4x4	
Communication errands		5%
Miscellaneous strategic errands	24	
Total		44%

Federico Izzo/SCI - Vice Chairperson & Treasurer		
Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	4x10x1	
Chapter Meetings	4x2x4	
FR meetings	4x7x4	

⁶ For more details on meetings multipliers and fixed rate, consult [Attachment 1](#)

AN Meetings	3x11x3	
FF coordination	20x0.5	
Treasurer errands		5%
Miscellaneous executive, budget, and financial errands	36	
Total		48%

Saiman Ding/CBH - Council Coordinator		
Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
School council/board meetings	3x10x2	
Miscellaneous KTH Councils errands	24	
Total		18%

Jasmin Höglund Hellgren/ABE - Education Manager		
Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
FU Meetings	4x6x2	
UN Meetings	4x5x3	
FA-PA Network Meetings	2x2x2	
Individuellt åtagande i forskarutbildning workgroup	2x1x2	
Miscellaneous educational errands	24	
Total		25%

Deniz Yildiz/CBH - Event Manager		
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Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
Sustainability group	3x2x2	
FF meetings	2x3x4	
Stockholm Trio	2x4x2	
Events planning and organizing	24	
Total		17%

Inês De Miranda De Matos Lourenço/EECS - Business Liaison		
Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
FF meetings	2x3x4	
Stipendierådet	2x1x2	
Events planning and organizing	32	
Business liaison errands	24	
Total		18%

Sofia Broomé/EECS - Workgroups Manager		
Item	Hours	%(Total hours/866)
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
Ethics committee	2x1.5x4	

Time compensation workgroup	4x4x2	
Workgroup errands	24	
Total		16%