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

Time: 17:00-18:00, May 3<sup>rd</sup> 2021

### §1. Opening formalities [17:03-17:05]

- a. Meeting opening:  
*After verifying quorum, the meeting is opened at 17.03*
- b. Invited: chapter board, head of educational affairs and chapter auditors  
*Attended by Gloria, Federico, Sofia, Saiman and Jasmin*
- c. Choice of meeting chairperson:  
*Gloria was appointed as the meeting chairperson*
- d. Choice of meeting secretary:  
*Saiman was appointed as the meeting secretary*
- e. Choice of meeting minutes checker:  
*Federico was appointed as the minutes checker*
- f. Approval of meeting agenda  
*The agenda was approved.*
- g. The latest protocol checking and signing  
*The latest protocol was signed, uploaded, and linked after the meeting. It will be confirmed at the next board meeting.*

### §2. Reports & updates [17:05-18:15]

- a. Board reports  
*Board reports are attached to the minutes.*
- b. THS Central
  - i. THSxDr  
*No meeting since last time.*
  - ii. Training-the-Trainer  
*Course for JML program*  
*Saiman attend the training sections*  
*Rob Petas is the trainer*  
*Three sections includes:*
    - 1 *Working in smaller groups on developing parts of training that you can lead yourselves.*
    - 2 *Chapter analysis: Analyse your chapter or organisation*  
*Analysis of your chapter's previous work with gender equality, diversity and equal opportunities (JML).*  
*Representation in your chapter*



*Resources*

*Culture*

*More information on the role of JML <https://www.kth.se/profile/alicema>*

iii. Meeting with head of THS International

*Gloria and Federico attended the meeting with Francesco. He is interested in all the occasions where important information is available in Swedish only for Master students or new PhDs/postdocs. This stems from his experience of being included in meetings about internationalization at KTH where everyone only spoke Swedish. He is also interested in understanding how for non-Swedish student representatives the language barrier may have been an obstacle in student influence. Gloria and Federico will give him some information about relevant experiences and cases so that he can present at the Language Committee where he has been invited.*

c. From KTH Central Organizational Bodies

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

*Sofia mentioned the final report is submitted. Leif Kari will present to FU. The report is added in the minutes. He will make a decision and initiate an assignment that the schools will carry out. Sofia mentioned that it would be great if the decisions were implemented before the end of the year, as the Chapter and school councils are currently in sync. Gloria and Federico addressed that school level should be involved and can inform the chairs to raise the issue as much as possible as soon as the decision is made and sent to the schools.*

ii. eISP Internal Audit meeting

*Sofia attended the internal audit meeting. They are assessing the eISP system. Important points include:*

*1 A lack of overview central to the eISP system. There is no central role clearly responsible for the eISP*

*2 Financing in eISP. In the financing percentage section, no project information is addressed. If there were, it would have to be filled more carefully by the supervisor; it might be good for students to feel guaranteed.*

*3 Supervision training checkbox*

*4 Sustainability*

*5 To let students be aware of the importance of eISP (can be addressed in the introduction day)*

*6 Time allocated for supervision*



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- iii. Third Cycle Education Meeting (Sv: Forskarutbildningsutskottet, FU)  
*Jasmin attended the meeting. Salary ladder was discussed. FU might not be the place to bring up this issue. Supervisor makes the assessment of the work progress. The FAs were split on the best way to approach the salary ladder criteria. Some seemed in favor of the time-based system. Some were of the opinion that although it can be problematic if a supervisor is overly demanding, this should be addressed separately instead of changing the whole system. The board believes this overlap between the supervisor's educational role and managerial role (which in this system is de facto present) is problematic and should be addressed.*  
*The survey. 1 Supervision courses, updated courses for supervisors 2 Question towards all FU, how to do a common introduction for PhD students. The summary will be received soon.*  
*Jasmin suggested making a wishlist first about how the PhD introduction should look like, how often it should take place, how to reach all PhDs at the school level.*  
*Sofia suggests school-level is a good way to spread the information, for example every third month, with clear info about the importance of the eISP, with an HR representative and the council present.*  
*Federico shared a link to an FAQ for new PhD students at SCI school which the school council begun last year*  
<https://intra.kth.se/en/sci/phd/sci-doktorandradsgru/faq-for-new-phd-students-1.1054538>  
*Gloria mentioned KTH Relocation can be included to give information, as they are very relevant for the new international PhDs.*  
*Saiman mentioned a PhD day (CBH has this tradition) which can be held at the school level to share all PhD related information.*
- iv. Faculty Council (Sv: Fakultetsrådet, FR)  
*Federico attended the meeting. Presentation of JML-equality two year plan by the vicerektor: now every school is asked to have a JML group and the plan is to extend it to the department level. Another topic is the FR communication plan; to target PhD students there is not much, just the plan to have a page on the intranet accessible where highlights of topics discussed and decisions taken can be found.*



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**§3. Decision points [18:15-18:15]**

**§4. Discussion points [18:15-18:43]**

a. Work hours and departmental duties

*There is significant variation in the types of work that are considered departmental duties and how they are accounted for in different parts of KTH. Some on the board were surprised to learn that kitchen cleaning chores constituted a departmental duty in some departments. There are also differences in the way that tasks related to the administration of research projects is handled in different places; in some places, this type of work is considered distinct from the research itself and a PhD student undertaking it can do so as part of departmental duties, while in other places, no additional time is given for such work. In some places, PhD students count up the hours they spend on departmental duties as they go and report their final time in the end, while in other places, most PhD students are assigned a fixed number (e.g. 10% or 20%) and are expected to handle everything within that workload.*

*There is a suggestion to create central guidelines to bring clarity what types of tasks should count as departmental duties and how to count departmental duty hours.*

b. Quality Dialogues

*Share with everyone when we receive the reports from different schools.  
CBH and SCI gave fruitful information.*

c. Chapter Meeting -- suggested distribution of roles

*Vote counter and attendance checker: Saiman and Sofia*

*Minutes taker: Jasmin*

*Minutes checker: Federico*

**§5. Meeting closure [18:43]**

*Gloria declared the meeting closed.*

Protocol,

Meeting chairperson: Gloria Samosir

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

Secretary of the meeting: Saiman Ding

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

Minutes checked by: Federico Izzo

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



# Attachments

## Attachment: Board Reports

Written reports before the meeting

Sofia Broomé	<p>-- 26/4. Meeting with KTH's head of internal audit together with Agnes from THS about the ISP, 1h. Reading through the report she later sent me, x hours (not done yet). Can talk about this on Monday, it was a good meeting.</p> <p>-- 29/4. Our final version of the time compensation document is now sent to GVS. What happens next is that Leif will present it at FU (again, apparently), and then he will write a decision about the mission to be sent out to the schools.</p>
Jasmin Höglund Hellgren	Attended FU meeting on 27 April, 2h. I might arrive a bit late to the meeting as I have another seminar to attend.
Gloria Samosir	<ul style="list-style-type: none"> <li>- 20/04 Meeting with Head of THS International to discuss issues around language use in various contexts at KTH</li> <li>- Follow up meeting on ISP &amp; COVID-19 related extensions with concerned student</li> <li>- Started looking into a new case regarding another student being whose studies have been negatively impacted by COVID-19 and is also experiencing difficulties with the extension process</li> <li>- Coordinating first "PAD seminar" meeting</li> <li>- Finalized and sent out Chapter newsletter</li> </ul>
Saiman Ding	19/04 SCI and 20/04 EECS council meeting. 28/04 JML training
Federico Izzo	<p>Meeting with Head of THS International 20/04</p> <p>Meeting with THS CFU for commenting FR and Quality Dialogues 20/04</p> <p>Fakultetsrådet 21/04</p> <p>FF docentintervjun 27/04</p> <p>Various errands: FF, Treasurer, Quality Dialogues</p>