

# Chapter Meeting no. 1 – November 11th 2021

## Minutes



PhD Chapter at KTH

**Place:** PhD Chapter Hall “T-Centralen”, Drottning Kristinas väg 29

**Time:** Thursday, November 11th 2021, 17:17-20:30

### 1. Opening formalities [17.43-17:50]

- a. Meeting opening  
*The meeting was declared open at 17:43 by Federico Izzo (Chapter Vice Chairperson)*
- b. Attendees  
*The attendees list is attached to the minutes*
- c. Choice of meeting chairperson  
*Federico nominated himself. Federico was elected meeting chairperson. The votes were: 13 yes, 0 no, 0 abstained.*
- d. Choice of meeting vote counters  
*Federico nominated Saiman Ding and Mohammad Abuasbeh. Saiman and Mohammad were elected meeting vote counters. The votes were: 12 yes, 0 no, 0 abstained.*
- e. Choice of meeting secretary  
*Federico nominated Inês Lourenço. Inês was elected meeting secretary. The votes were: 14 yes, 0 no, 0 abstained.*
- f. Choice of meeting minutes checker  
*Federico nominated Mohammad. Mohammad was elected meeting minutes checker. The votes were: 14 yes, 0 no, 0 abstained.*
- g. Approval of the latest protocol  
*The latest protocol was approved. The votes were: 11 yes, 0 no, 3 abstained.*
- h. Approval of rules of conduct, motion handling, voting procedure  
*The document was approved. The votes were: 13 yes, 0 no, 1 abstained.*
- i. Approval of the meeting agenda  
*The meeting agenda was approved. The votes were: 15 yes, 0 no, 0 abstained.*

### 2. Introductions and Reports [17.50 - 19.00]

- a. Introduction to the PhD Chapter and PhD School Councils  
*The board started by presenting the representational roles that are taken on. Federico presented the councils that the board is in, including the university board (US), strategic council (SR), board of education (UN), faculty council (FR), third cycle education committee (FU), employment board (AN), language committee, sustainability council, ISP focus group, and various reading groups and workgroups. The PhD Chapter also funds activities for PhD students, for example workshops organised by the SCI school and two mini conferences at the ITM school, social and welcome events organised by divisions/departments, and even financial support to conduct surveys by funding the purchase of surveying tools. Every PhD program should have at least one PAD - Program representative PhD student. At the school, all PADs should form the school council, together with council*

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Organisation number: 802412-5026, Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [board@dr.kth.se](mailto:board@dr.kth.se)

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*positions independent of specific PhD programs, like chairperson, vice chairperson, events manager, webmaster and treasurer for example. The PAD is the closest representational point-of-contact to PhD students. They bring forward PhD issues at school level. The first decisional organ is the programråd (Program Council). You can contact them if the program description is e.g., outdated (or too many credits). PADs can also participate in Future Faculty errands- promotion meetings, recruitment meetings, docent interviews. The participation of PhDs is very important to bring the student perspective during the process of hiring new faculty members, promoting current faculty, or giving docentship (ability to be main supervisor of PhD students). E.g. when someone wants to become a docent, the doctoral student perspective is the most important and the PhD students are extremely useful. PADs can also organize events for their programs, or department, or even school.*

*We are working on the PAD getting time compensated, the process is complete for some schools, less for others.*

*The PhD Chapter aids communication between different schools, so that the school councils can compare differences and share advice and useful information.*

*Every year KTH has Quality Dialogues. In each school, the students should participate to the assessment of their program, and then a report is written by the schools FA; someone from the school council participates and comments on the report. The PhD Chapter tries to help the schools comment these report, and then comment on the full report at KTH at the different councils it's presented, like FU, UN and FR. The Quality Dialogues are the best forum to highlight problems e.g., not enough courses, problems in the PhD programs. If the issues are not brought up there they are not heard.*

*Question from the audience: What is the relation between the chapter and the labor unions? Answer: When it comes to issues regarding education, doctoral students should talk to us. If regarding employment, then to the labor unions. However, the Board and the trade unions have established dynamics and communicate with each other, so this is not a strict rule. Students are welcome to talk to both. There are some differences between different trade unions: while ST is for all government employees SULF is more academic focused. A-kassa has benefits when signing up at least one year before the employment ends.*

*Hanna (THS SSA) presented the THS student union. It consists of 22 different chapters. They work on business relations (such as with THS Armada in Nymble), social activities (pubs every friday), educational affairs (in every instance where KTH is making decisions there is a representative from THS). They are also recruiting and recently launched a newspaper, whose first edition was released last week. There is also KTH global for the students who want to go abroad.*



*“T-Centralen” is the PhD chapter hall (where the meeting is held) and is shared with the aerospace section (flygsektion, T-sektion). Although they run it usually, all PhD students are welcome to attend their pubs and use the space to study. However, recently, KTH asked THS to coordinate a chapter hall move. PhD students are welcome to give suggestions about where we would like to move to. One possibility is to move with THS international. The timeline for the move will be at least 2 but maybe 3 years. THS is also discussing finding two new chapter halls. They will ask for all PhD students to have access to the chapter all every time. Furthermore, every PhD student should be able to book the chapter hall for events. There’s also a meeting room within the chapter hall that can be booked.*

**b. Activity Report from the Board**

*The topic was then changed to projects that the board is currently putting its efforts into. One of the main points was the Aliens Act. The Board, through one of its members, was involved in the grassroots campaign, creation of the petition, communication with political parties within the government, trade unions, and the KTH board. There will soon be a survey related to this issue.*

*The second large topic was time compensation at school level. The Board was involved in helping the school councils coordinate to write the documents for time compensation at schools.*

**c. Activity Report from the School Councils**

*(On our website there are contact emails to all school council chairs.)*

**i. ABE**

*The ABE school council is having issues due to the lack of a chairperson. They discussed prolongation regarding covid extensions: KTH got some funding - every department has, which can be requested by adding time and reason for extension in section 2.4 of the ISP “special reasons to get an extension”. Introduce a mentor system to mention important things like ISP, etc. They are also organizing a workshop about productivity and stress management.*

**ii. CBH**

*Nothing was presented.*

**iii. EECS**

*Wiebke is the chair and presents. They have a quite sizable council, and have been working with JML issues (equality) and working environment issues. The strategic council of the school attended by the professors has realized that they want PhD representatives in their meetings. Electrical engineering only has one. The school has been accepting in terms of time compensation for more PADs. December 2nd there will be elections and after there will be an afterwork. They are inviting alumni to share their experiences and are planning to kick it off soon. There have been some changes, such as a new head of school, of administration, etc. Third cycle education*



*responsibles and some PAs are retiring. Out of the people that are responsible for doctoral education and who are engaged with the doctoral student representatives more than half of the team is leaving at the same time. So there is some uncertainty about projects which have begun and took a lot of effort and now may stop which would be a shame. People in HR have been collaborating and helping. The council is also collaborating with the school to increase recruitment of female PhD students. There are efforts towards improving the work environment and supervision. There was a report on stress in Electrical Engineering, and a list of measures was suggested (mentorship, introduction to new PhD students by HR, stress seminars, distribution of departmental duties, frequent iSP discussions between supervisors and PhD students and salary ladder). Focus meeting on working environment issues. The school is trying to create a plan to improve supervision.*

iv. ITM

*Mohammad presents, as he is the ITM chair. Educational activities: 2 conferences have been organized and one more is being planned. Time compensation is also being planned and proposed. The elections will be in the beginning of December. Things are moving in the right direction - biggest number of council members ever. The council is using data to drive decision making: the council worked extensively this year to conduct a survey ITM wide, and saw that it works well to get responses. They can help other schools do the same as it is sufficient to modify a bit the ITM survey. This was a test project and has been finished and is being presented, and it brought a lot of interest from FA and the departments. They are aiming to correlate the results to potential causes.*

v. SCI

*Federico presents what Kian (SCI Council chair) has sent him. Organised after work events (locally in the programs) to welcome all new PhD students, the workshop was already mentioned and it was a great success, time compensation is set and guidelines are approved. The council is planning a dinner for all school members together with the elections. Now there are negotiations to compensate the current and previous board. Next board meeting will be in early december.*

— Dinner break —

### 3. Elections [19.35-20.10]

- a. Introduction to the election procedures and the 2021 Nominating Committee  
*Currently vacant: Chairperson, educational manager, events manager, communication manager, webmaster.*

*In January the following positions will be vacant: vice-chair, treasurer, business manager, council coordinator. The 24th of November is the deadline for nominating yourself or someone else to the board for these positions. The nominating committee will access nominations and hold interviews. At the next chapter meeting the*



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*nominating committee will present a report with the nominations and their recommendations. The next chapter meeting will be mostly about that. There will be a KTH form sent out later.*

b. PhD Chapter Functionaries

*(These positions are not time compensated)*

i. Election of 2022 Nominating Committee (5 positions)

*The nominating committee consists of 3 to 5 board members, and the mandate is Jan-Dec 2022. Assess background and motivation of nominees to Board positions. Prior to the chapter meeting they submit a report saying whether or not they recommend the candidates. They communicate with the THS nomination committee. Workload: 1h per interview plus e-mail, and one internal meeting to discuss the nomination, and the report. It is mostly concentrated a couple of weeks before the chapter meeting.*

*Someone from the audience reinforces that you learn a lot. Going to work on work interviews it's nice to be on the other side.*

*Federico opens the floor to nominations. Federico nominates Sina (current member of the NC). Sina nominates Mohammad and Inês. They all accept the nominations.*

*Sina, Mohammad and Inês were nominated for the Nominating Committee. Federico requests to vote them together. They are approved to be voted together. Federico moves to vote. They are elected. The votes were: 12 yes, 0 no, 0 abstained.*

*By-election and election of Masters of Ceremonies (2 positions) --*

1. Until June 2022

*Federico opens the floor to nominations. Federico nominates Inês. Inês accepts the nomination. Federico moves to vote. Inês is elected. The votes were: 12 yes, 0 no, 0 abstained.*

2. From January 2022 until December 2022

*No one moves to open the floor to nominations*

ii. Election of 2022 Auditors (2 positions)

*No one moves to open the floor to nominations*

iii. Election of 2022 Women's Doctoral Committee: Head of the Committee

*No one moves to open the floor to nominations*

4. Additional issues and information [20.10-20.30]

*Sina remarks on problems that students have been having with supervisors. Unfair treatment, the supervisors not paying for publication fees. Problems with exploiting extensions for residence permits. Discrimination. Other serious issues. If there are news and stories from EECS they can talk to the council. Hanna reinforces that they can also talk to the THS union. We want to make sure that everyone is aware that they have rights and are represented. Take notes from the meetings or have e-mail proofs. An example for stress etc is noting down the*



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## Minutes



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*exact hours of teaching, other projects, and administration related things. The most important thing is to write down everything in the ISP.*  
*Problems between student and supervisor can be taken to the FA, PA, PhD student advisor, e.g. disagreeing on the ISP. Importance to keep the ISP updated and realistic. It's a document that works as legal protection for us.*

### 5. Meeting closing [20.30]

*Federico declares the meeting closed.*

Protocol,  
Meeting chairperson: Federico Izzo

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

Secretary of the meeting: Inês Lourenço

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

Minutes checked by: Mohammad Abuasbeh

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

# Chapter Meeting no. 1 - November 11th 2021

## Attendance List



PhD Chapter at KTH

**Place:** PhD Chapter Hall “T-Centralen”, Drottning Kristinas väg 29

**Time:** Thursday, November 11th 2021, 17:17

### Attendance List

No.	First Name	Last Name	School	Chapter Member
1	Saiman	Ding	CBH	Yes
2	Federico	Izzo	SCI	Yes
3	Mohammad	Abuasbeh	ITM	Yes
4	Inês	Lourenço	EECS	Yes
5	Sina	Sheikholeslami	EECS	Yes
6	Wiebke	Köpp	EECS	Yes
7	Daniel	Ddiba	ABE	Yes
8	Alireza	Ahmadi	ABE	Yes
9	Ioannis	Ioannidis	ABE	Yes
10	Daniel	Araújo de Medeiros	EECS	Yes
11	Doğa	Gürgünoğlu	EECS	Yes
12	Jooyoung	Park	EECS	Yes
13	Joris	Grouwels	EECS	Yes
14	Miguel	Aguiar	EECS	Yes
15	Daniel	Berlin	ITM	Yes
16	Mattias	Åstrand	SCI	Yes
17	Amir	Abdi	ITM	Yes
18	Vladilena	Gaisina	SCI	Yes
19	Hanna	Bjarre		No

Total attendees: 19.

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# Chapter Meeting no. 1 - November 11th 2021

## Board composition and Chapter signatories



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Place: PhD Chapter Hall “T-Centralen”, Drottning Kristinas väg 29

Time: Monday, 2021-11-11, 17:17- 20:30

### Board composition

Name	Position	Period
Mohammad Abuasbeh	Board member / Treasurer <sup>1</sup>	May 2021 - December 2021
Jing Jing	Board member / Workgroups Manager	July 2021 - June 2022
Saiman Ding	Board member / Council Manager	July 2020 - December 2021
Federico Izzo	Vice Chairperson	January 2021 - December 2021
Inês De Miranda De Matos Lourenço	Board member / Business Liaison	March 2020 - December 2021

### Chapter signatories

As per the PhD Chapter Statutes §4.1 **Account signatories** “The PhD Chapter Chairperson and PhD Chapter Treasurer are each signatory for the PhD Chapter”. Hence, given the current composition, Federico Izzo (Acting Chairperson) and Mohammad Abuasbeh (Treasurer) are both signatories (firmatecknare) for the PhD Chapter (Doktorandsektionen vid Tekniska Högskolans Studentkår); one signature from the signatories is enough to represent the PhD Chapter.

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<sup>1</sup> Position valid starting May 17th 2021. Position previously held by Federico Izzo (January 2021- May 17th 2021).