


Doctoral Representatives at KTH-HT2021

<p>To:</p> <p>KTH administrations at KTH boards, councils, committees and groups;</p> <p>KTH doctoral education quality responsables;</p> <p>KTH head of schools;</p>	 <p>PhD Chapter at KTH Doctoral students' network</p> <p>Doktorandsektionen vid Tekniska Högskolans Studentkår</p>
<p>Attention to:</p> <p>KTH rector;</p> <p>KTH vice rectors;</p> <p>KTH dean of faculty;</p> <p>KTH vice dean of faculty;</p> <p>KTH doctoral program directors;</p> <p>KTH vice head of schools and docentship committees;</p> <p>KTH head of departments;</p>	<p>Copy to:</p> <p>KTH head of administrations;</p> <p>KTH head of finance;</p> <p>THS/PhD school councils;</p> <p>THS/PhD chapter board;</p> <p>THS/PhD auditors;</p> <p>THS head of educational affairs;</p> <p>THS board;</p>
<p>Date of Issuance/revision: 2021-07-01/2021-10-29/2021-12-29</p> <p>Effective Date: 2021-07-01</p>	<p>PM Type: Decision</p> <p>Responsible: PhD Chapter Board, e-mail: board@dr.kth.se</p>
<p>Period: 2021-07-01 to 2021-12-31↑</p>	<p>Diary number: Dr2021-CP-05/RHT1</p>

Decisions

To₁ endorse KTH-central doctoral representatives as detailed in this PM's attachment 1, as per Dnr-2016-0451, reported in a separate decision Dr-2021-PB-03/HT01.

To₂ endorse school-level doctoral representatives as detailed in this PM's attachments 2, 3, 4, 5 and 6 respectively.

To₃ notify respective officials that the representational tasks correspond to time compensation prognosis detailed herewith which shall be the primary ground for time compensation.

To₄ request the head of KTH schools or KTH doctoral education responsables, if such delegation exists, with ensuring the funding of corresponding representational activities, if no established framework exists.

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To, request doctoral education support, HR units, and financing units, with formalities associated with the representational workload reported herewith, including: reduced study activity in LADOK & financing support for corresponding activity remitted to the financing of doctoral studies.

Background

The provisions of regulations concerning student influence outlined in kap. 4-4 a §§, 2 kap. 4 & 7 §§ högskolelagen (1992:1434); 2 kap. 14 § & 10 kap. 4 § högskoleförförordningen (1993:100), and KTH guidelines concerning student influence V-2019-0210 & V-2019-0605, lay the grounds of rights for students to exercise influence by typically three representatives when matters and decisions affect the conditions of studies. There is a special nature of doctoral education being the only education that reflects an entire third-cycle and typically encompasses the other two cycles to a limited extent, in addition to particularity of reliance on thesis work and being affected heavily by KTH research. Moreover, some matters and decisions at KTH can affect mostly the conditions of third cycle studies and research, decisions & discussions taken at executive and strategic groups at the school and departments, docanship committees, and research.

The PhD chapter at KTH (Doktorandsektionen vid THS, Dr/THS), is the exclusive official representative and working body for doctoral students issues within THS which has a student union status at KTH. The PhD chapter henceforth embodies THS mission and framework to develop the quality of doctoral education and research at KTH through doctoral students representation at all levels. With reference to the aforementioned, the PhD chapter prepared this decision to provide the knowledge list of doctoral representatives and time resources needed to do the representation in an effective and sustainable manner. This PM also follows directives of the plan of operation, Dnr. Dr2019-PB-02/0001, enacted for 2019/20, where the chapter board shall work towards strengthening doctoral influence, sustainable engagement and improving procedural routines regarding representation and communication at all levels.

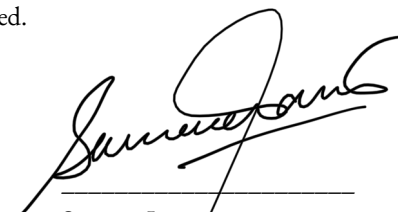
The positions of trust listed herewith include various KTH boards, councils, committees, groups, workgroups at KTH central-, school-, department- and division-levels. The decisions referenced PhD chapter decisions regarding representatives as in 2018-12-10, 2019-02-09, 2019-06-03, 2019-08-14, in addition to KTH schools' and PhD councils' recommendations.

In light of rector's decision Dnr. V-2016-0451 and legacy decision Dnr. V-930-2005-0345 concerning time compensation framework for doctoral representatives; the PhD chapter invoked established internal guidelines since 2018-02-28 most recently revised on 2019-08-29 and documented in the chapter's working directives Dr2019-PB-01/0004 §24.7 in addition to the version attached herewith in attachment 7, to provide an objective ground motivating the time compensation budgets. The time compensation framework is a crucial component for the sustainability, healthy, high-quality engagement of doctoral representatives and allows such engagement to be done effectively without risking adverse psychological stress ensued by their engagement. Due to outdated time compensation policies for school-level representatives, the PhD chapter made this initiative to include a decision on representatives and requests within aforementioned established grounds, time compensation for local representatives as an upper bound for their engagement. A proposal of the prognosis was circulated to the PhD councils and was enacted with feedback received.

On behalf of the PhD Chapter,

Mohammad Abuasbeh

Mohammad Abuasbeh
Chairperson 2021/2022
Stockholm, 2022-03-30


Saumey Jain
Treasure 2022
Stockholm, 2022-03-30



Attachments

*: subject to updates.

Attachment 1: KTH central

Central doctoral representatives – VT21 (Dr2021-PB-03/0000)

Organ	Sub-organ	Functionary E-mail	Representatives
University Board/US		@dr.kth.se	Saiman Ding; Time compensation: 29%
Strategic Council/SR		@dr.kth.se	Jing Jing; Time compensation: 32%
Faculty Council/FR		vicechair@dr.kth.se	Federico Izzo; Time compensation: 45 ¹ %
Educational errands	General	edu@dr.kth.se	Federico Izzo; Time compensation: ↑
	Education Board/UN	edu@dr.kth.se	
	Doctoral education group/Forskarutbildningsutskottet	edu@dr.kth.se	Mohammad Abuasbeh ² ; Time compensation: 65%
	First and second cycle education group/Grundutbildningsutskottet	-	-
	Education administration/UA	edu@dr.kth.se	Federico Izzo; Time compensation: ↑
	Resource allocation/RU	edu@dr.kth.se	Federico Izzo; Time compensation: ↑
	Grant allocations/stip. råd	social@dr.kth.se	Inês De Miranda De Matos Lourenço; Time compensation: 21%
Research errands		research@dr.kth.se	Federico Izzo; Time compensation: ↑
Future faculty errands		ff@dr.kth.se	↑ ³
	Employment board/AN	ff@dr.kth.se	

¹ 43% for central level. 2% for SCI School

² 42.5% for central level. 22.5% for ITM School

³ ↑: Appointed on case basis. Group coordinator: Federico Izzo.



	Recruitment boards/RN	ff@dr.kth.se	
	Promotion board/BN	ff@dr.kth.se	
	Docentship errands	ff@dr.kth.se	
Others			
	Sustainability errands	social@dr.kth.se	
	Equality errands	social@dr.kth.se	↑ ⁴
	Language errands	social@dr.kth.se	↑
THS positions			
	Chairperson, Dr	chair@dr.kth.se	Mohammad Abasubeh ⁵ ; Time compensation: ↑
	Vicechairperson, Dr	vicechair@dr.kth.se	Federico Izzo; Time compensation: ↑
	Treasurer, Dr	treasurer@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑
	Education Manager, Dr	edu@dr.kth.se	-;
	Communication Manager, Dr	communication@dr.kth.se	-;
	Council Coordinator, Dr	councils@dr.kth.se	Saiman Ding; Time compensation: ↑
	Business Manager, Dr	business@dr.kth.se	Inês De Miranda De Matos Lourenço; Time compensation: ↑
	Events Manager, Dr	events@dr.kth.se	-;
	Workgroup Manager, Dr	workgroups@dr.kth.se	Jing Jing; Time compensation: ↑

⁴ ↑: Appointed on case basis.

⁵ ↑: Elected as Chairperson on 14th December 2021.

*: subject to updates.

Attachment 2: ABE

School-level doctoral representatives – HT21

ABE SCHOOL (DR2021-AB-04/PVT1)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		abe-chair@dr.kth.se	Siegfried Evens; Time compensation: 0 %
Strategic Council/SR		abe-vicechair@dr.kth.se	Anna Wedin; Time compensation: 8%
School Assembly/SK		abe-vicechair@dr.kth.se	Erik Isberg Time compensation: 5%
Educational errands	General	abe-edu@dr.kth.se	↑
	Quality council/3rd cycle	abe-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	-	
	Quality council/admin	-	↑
Architecture Program		abe-pad@dr.kth.se	Anna Lena Stina Andersson; Time compensation: 7%
Art, technology and design		abe-pad@dr.kth.se	Jacqueline Hoàng Nguyễn Time compensation: 5%
Civil and architectural engineering		abe-pad@dr.kth.se	Jonas Hatzenbühler; Time compensation: 3%
Geodesy and geoinformatics		abe-pad@dr.kth.se	Gustaf Uggla; Time compensation: 0%
Studies in the humanities and social sciences of technology, science and environment	History of science, technology and environment	abe-pad@dr.kth.se	Klara Müller; Time compensation: 5%
	Philosophy	abe-pad@dr.kth.se	Anna Wedin; Time compensation: ↑
Land and water resources engineering			/

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Planning and decision analysis			Ioannis Ioannidis; Time compensation: 5% Aslı Tepecik Dis; Time compensation: 0
The built environment and society: management, economics and law	Business studies		/
	Real Estate and Construction Management		Olli Kytömäki; Time compensation: 0 Melissa Candel; Time compensation: 5%
Transport science			David Leffler; Time compensation: 0% Jonas Hatzenbühler; Time compensation: ↑
Departments/LG			
	Architecture	abe-board@dr.kth.se	Anna Lena Stina Anderson; Time compensation: ↑
	Civil and Architectural Engineering	abe-board@dr.kth.se	Jonas Hatzenbühler; Time compensation: ↑
	Philosophy & History	abe-board@dr.kth.se	Anna Wedin; Time compensation: ↑ Klara Müller; Time compensation: ↑
	Real Estate and Construction Management	abe-board@dr.kth.se	Olli Kytömäki; Time compensation: ↑ Melissa Candel; Time compensation: ↑
	SEED	abe-board@dr.kth.se	Nicolas Francart; Time compensation: 3%
	Urban Planning and Environment	abe-board@dr.kth.se	Ioannis Ioannidis; Time compensation: ↑ Aslı Tepecik Dis; Time compensation: ↑

*: subject to updates.

THS/Dr ABE Council		abe-council@dr.kth.se	ABE/Dr council members
	Chairperson, ABE/Dr	abe-chair@dr.kth.se	Siegfried Evens; Time compensation: ↑
	Presidium, ABE/Dr	abe-presidium	Siegfried Evens; Time compensation: ↑ Anna Wedin; Time compensation: ↑ Ioannis Ioannidis; Time compensation: ↑
	PADs, Dr/ABE	abe-pad@dr.kth.se	Anna Lena Stina Andersson; Time compensation: ↑ Jonas Hatzenbühler; Time compensation: ↑ Anna Wedin; Time compensation: ↑ Klara Müller; Time compensation: ↑ Olli Kytömäki; Time compensation: ↑ Melissa Candel; Time compensation: ↑ Nicolas Francart; Time compensation: ↑ Erik Sandelin; Time compensation: ↑ Gustaf Ugglä; Time compensation: ↑ Ioannis Ioannidis; Time compensation: ↑ Aslı Tepecik Dis; Time compensation: ↑
	Council, Dr/ABE	abe-council@dr.kth.se	Anna Lena Stina Andersson; Time compensation: ↑ David Leffler; Time compensation: ↑ Jonas Hatzenbühler;



			<p>Time compensation: ↑ Anna Wedin;</p> <p>Time compensation: ↑ Klara Müller;</p> <p>Time compensation: ↑ Olli Kytömäki;</p> <p>Time compensation: ↑ Melissa Candel;</p> <p>Time compensation: ↑ Nicolas Francart;</p> <p>Time compensation: ↑ Gustaf Ugglä;</p> <p>Time compensation: ↑ Ioannis Ioannidis</p> <p>Time compensation: ↑ Aslı Tepecik Dis;</p> <p>Time compensation: ↑</p>
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NOTES

1. ABE PhD council has been able to appoint further provisional representatives at the program level or the department level during the semester.
2. Dr/THS has established representatives based on ABE PhD council appointment, ABE school recommendation or applicable THS central frameworks.
3. Time compensation percentages are based on workload for each PhD student representative and their individual work tasks, including time spent for preparation and administration tasks for each position.

*: subject to updates.

Attachment 3: CBH

School-level doctoral representatives – VT21

CBH SCHOOL (DR2021-CB-04/PVT1)

Position	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		cbh-chair@dr.kth.se	Jai White; Time compensation: 10%
Strategic Council/SR		cbh-vicechair@dr.kth.se	Jai White; Time compensation: ↑ Lea Hohmann; Time compensation: 8.5%
School Assembly/SK		cbh-vicechair@dr.kth.se	Jai White; Time compensation: ↑ Lea Hohmann; Time compensation: ↑
Educational errands	General	cbh-edu@dr.kth.se	↑
	Quality council/3rd cycle	cbh-edu@dr.kth.se	Jai White; Time compensation: ↑
	Quality council/1st & 2nd cycle	-	↑
	Quality council/admin	-	↑
Biotechnology		cbh-pad@dr.kth.se	N/A
Theoretical chemistry and biology		cbh-pad@dr.kth.se	Juan De Gracia; Time compensation: 9%
Chemical science and engineering	Chemistry	cbh-pad@dr.kth.se	Lea Hohmann; Time compensation: ↑
	Chemical engineering	cbh-pad@dr.kth.se	Moritz Streb Time compensation: 5%
	Fibre and Polymer Science	cbh-pad@dr.kth.se	Martina Butori Time compensation: 7% Elise Farah; Time compensation: 5% Jai White; Time compensation: ↑

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			Hao Yang; Time compensation:3%
Technology and health		cbh-pad@dr.kth.se	Simone Bendazzoli; Time compensation: 2% Jingru Fu; Time compensation: 2%
Medical technology		cbh-pad@dr.kth.se	Mehdi Astaraki; Time compensation:0%
Departments/LG			
	Medical Engineering & Health systems	cbh-board@dr.kth.se	↑
	Protein Science	cbh-board@dr.kth.se	↑
	Theoretical Chemistry and Biology	cbh-board@dr.kth.se	↑
	Industrial Biotechnology	cbh-board@dr.kth.se	↑
	Biomedical Engineering and Health Systems	cbh-board@dr.kth.se	
	Gene Technology	cbh-board@dr.kth.se	↑
	Engineering Pedagogics	cbh-board@dr.kth.se	N/A
	Chemistry	cbh-board@dr.kth.se	↑
	Chemical Engineering	cbh-board@dr.kth.se	↑
	Fibre and Polymer Technology	cbh-board@dr.kth.se	↑
THS/Dr CBH Council		cbh-council@dr.kth.se	CBH/Dr council members
	Chairperson, CBH/Dr	cbh-chair@dr.kth.se	Jai White; Time compensation: ↑
	Vice chairperson, CBH/Dr	cbh-vicechair@dr.kth.se	Lea Hohmann; Time compensation: ↑
	Presidium, CBH/Dr	cbh-presidium	Jai White; Time compensation: ↑

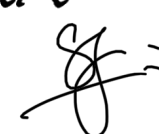
*: subject to updates.

			Lea Hohmann; Time compensation: ↑
	Educational Manager, CBH/Dr	cbh-edu@dr.kth.se	↑
	Social Responsible, CBH/Dr	cbh-social@dr.kth.se	Martina Butori; Time compensation: ↑ Jai White; Time compensation: ↑ Elise Farah; Time compensation: ↑ Simone Bendazzoli; Time compensation: ↑ Moritz Streb; Time compensation: ↑
	Council board, CBH/Dr		Jai White; Time compensation: ↑ Lea Hohmann; Time compensation: ↑
	PADs, Dr/CBH	cbh-pad@dr.kth.se	Martina Butori; Time compensation: ↑ Jai White; Time compensation: ↑ Elise Farah; Time compensation: ↑ Simone Bendazzoli; Time compensation: ↑ Moritz Streb; Time compensation: ↑ Lea Hohmann; Time compensation: ↑ Jingru Fu; Time compensation: ↑ Hao Yang; Time compensation: ↑ Juan De Gracia; Time compensation: ↑ Mehdi Astaraki; Time compensation: ↑
	Council, Dr/CBH	cbh-council@dr.kth.se	Martina Butori; Time compensation: ↑ Jai White; Time compensation: ↑ Elise Farah;

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			Time compensation: ↑ Simone Bendazzoli; Time compensation: ↑ Moritz Streb; Time compensation: ↑ Lea Hohmann; Time compensation: ↑ Jingru Fu; Time compensation: ↑ Hao Yang; Time compensation: ↑ Juan De Gracia; Time compensation: ↑ Mehdi Astaraki; Time compensation: ↑
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NOTES

1. CBH PhD council has been able to appoint further provisional representatives at the program level or the department level during the semester.
2. Dr/THS has established representatives based on CBH PhD council appointment, CBH school recommendation or applicable THS central frameworks.
3. Time compensation percentages are based on workload for each PhD student representative and their individual work tasks, including time spent for preparation and administration tasks for each position.

*: subject to updates.

Attachment 4: EECS

School-level doctoral representatives – VT21

EECS SCHOOL (DR2021-EE-04/PVT1)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		eeecs-chair@dr.kth.se	Wiebke Köpp; Time compensation: 14%
Strategic Council/SR		eeecs-vicechair@dr.kth.se	Sina Sheikholeslami; Time compensation: 8%
School Assembly/SK		eeecs-vicechair@dr.kth.se	Wiebke Köpp; Time compensation: ↑
Educational errands	General	eeecs-edu@dr.kth.se	↑
	Quality council/3rd cycle	eeecs-edu@dr.kth.se	Wiebke Köpp; Time compensation: ↑ Sina Sheikholeslami; Time compensation: ↑
	Quality council/1st & 2nd cycle	eeecs-edu@dr.kth.se	↑
	Quality council/admin	eeecs-edu@dr.kth.se	**
Electrical Engineering		eeecs-pad@dr.kth.se	Saumey Jain; Time compensation: 8.5%
Information and Communication Technology		eeecs-pad@dr.kth.se	Susanna Pozzoli; Time compensation: 10%
Computer Science		eeecs-pad@dr.kth.se	Dimosthenis Kontogiorgos; Time compensation: 1.5%
Mediated Technology		eeecs-pad@dr.kth.se	Pavel Karpashevich; Time compensation: 0%
Departments/LG			
	Computer Science	eeecs-board@dr.kth.se	Md Sakib Nizam Khan;

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			Time compensation: 2.5% Wiebke Köpp; Time compensation: ↑ Sina Sheikholeslami; Time compensation: ↑ Susanna Pozzoli; Time compensation: ↑ Daniel Lundén; Time compensation: 1% Simon Gökstorp ⁶ ; Time compensation: 1.5%
	Electrical Engineering	eeecs-board@dr.kth.se	Alexey Metreveli; Time compensation: 5% Dimitrios Stathis; Time compensation: 1% Rodolfo Jordão; Time compensation: 3.5% Jordi Altayo Gonzalez; Time compensation: 1%
	Human Centered Technology	eeecs-board@dr.kth.se	Pavel Karpashevich; Time compensation: ↑ Kristina Popova; Time compensation: 0.5%
	Intelligent Systems	eeecs-board@dr.kth.se	Sofia Broomé; Time compensation: 0% Dimosthenis Kontogiorgos; Time compensation: ↑ Saumey Jain; Time compensation: ↑ Sebastian Bujwid ⁷ ; Time compensation: 11% Sara Saeidian ⁸ ; Time compensation: 1%
THS/Dr EECS Council		eeecs-council@dr.kth.se	

⁶ Simon Gökstorp was appointed to the EECS council by unanimous vote in the council meeting on September 20 .

⁷ Sebastian Bujwid was appointed to the EECS council by unanimous vote in the council meeting on August 26 .

⁸ Sara Saeidian was appointed to the EECS council by unanimous vote in the council meeting on June 15.

*: subject to updates.

	Chairperson, EECS/Dr	eeecs-chair@dr.kth.se	Wiebke Köpp; Time compensation: ↑
	Vice chairperson, EECS/Dr	eeecs-vicechair@dr.kth.se	Sina Sheikholeslami; Time compensation: ↑
	Presidium, EECS/Dr	eeecs-presidium	Wiebke Köpp; Time compensation: ↑ Sina Sheikholeslami; Time compensation: ↑
	Educational Manager, EECS/Dr	eeecs-edu@dr.kth.se	↑
	Social Responsible, EECS/Dr	eeecs-social@dr.kth.se	Rodolfo Jordão; Time compensation: ↑
	Council board, EECS/Dr	eeecs-board@dr.kth.se	Wiebke Köpp; Time compensation: ↑ Sina Sheikholeslami; Time compensation: ↑ Rodolfo Jordão; Time compensation: ↑
	PADs, Dr/EECS	eeecs-pad@dr.kth.se	Saumey Jain; Time compensation: ↑ Susanna Pozzoli; Time compensation: ↑ Dimosthenis Kontogiorgos; Time compensation: ↑ Pavel Karpashevich; Time compensation: ↑
	Council, Dr/EECS	eeecs-council@dr.kth.se	Jordi Altayo Gonzalez; Time compensation: ↑ Sofia Broomé; Time compensation: ↑ Sebastian Bujwid; Time compensation: ↑ Simon Gökstorp; Time compensation: ↑ Saumey Jain; Time compensation: ↑ Rodolfo Jordão; Time compensation: ↑ Pavel Karpashevich; Time compensation: ↑

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			<p>Md Sakib Nizam Khan; Time compensation: ↑ Dimosthenis Kontogiorgos; Time compensation: ↑ Wiebke Köpp; Time compensation: ↑ Daniel Lundén; Time compensation: ↑ Alexey Metreveli; Time compensation: ↑ Kristina Popova Time compensation: ↑ Susanna Pozzoli; Time compensation: ↑ Sara Saeidian; Time compensation: ↑ Sina Sheikholeslami; Time compensation: ↑ Dimitrios Stathis; Time compensation: ↑</p>
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NOTES

1. EECS PhD council has been able to appoint further provisional representatives at the program level or the department level during the semester.
2. Dr/THS has established representatives based on EECS PhD council appointment, EECS school recommendation or applicable THS central frameworks.
3. Time compensation percentages are based on workload for each PhD student representative and their individual work tasks, including time spent for preparation and administration tasks for each position.

*: subject to updates.

Attachment 5: ITM

ITM School-level doctoral representatives – VT21

ITM SCHOOL (DR2021-IT-04/PVT1)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		itm-chair@dr.kth.se	Mohammad Abuasbeh ⁹ ; Time compensation: 65 %
Strategic Council/SR		itm-vicechair@dr.kth.se	↑
School Assembly/SK		itm-vicechair@dr.kth.se	↑
Educational errands	General	itm-edu@dr.kth.se	↑
	Quality council/3rd cycle	itm-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	itm-edu@dr.kth.se	↑
	Quality council/admin	itm-edu@dr.kth.se	**
Energy and environmental systems	Energy technology	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑
	Industrial ecology (ABE)		
Industrial economics and management	Industrial engineering and management	itm-pad@dr.kth.se	Daniel Berlin; Time compensation: 7.5%
	Economics	itm-pad@dr.kth.se	
Production engineering	Production engineering	itm-pad@dr.kth.se	Monica Katherine Bassante; Time compensation: 7.5%
Machine design	Machine design	itm-pad@dr.kth.se	-
Materials science and engineering	Materials science and engineering	itm-pad@dr.kth.se	Sundhanshu Kuthe; Time compensation: 5%
Education and Communication Studies	Technology and Learning	itm-pad@dr.kth.se	Louise Björln Svozil; Time compensation: 5%
Departments/LG	Energy and environmental systems	itm-council@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑

⁹ 42.5% for central level. 22.5% for ITM School



	Industrial Economics and Management	itm-council@dr.kth.se	Daniel Berlin; Time compensation: ↑
	Production Engineering	itm-council@dr.kth.se	Monica Katherine Bassante; Time compensation: ↑
	Machine Design	itm-council@dr.kth.se	-
	Materials Science and Engineering	itm-council@dr.kth.se	Sundhanshu Kuthe; Time compensation: ↑
	Learning in Engineering Sciences	itm-council@dr.kth.se	Anna-Karin Högföldt; Time compensation: ↑ Hans Lundin; Time compensation ↑
	Sustainable Production Development	itm-council@dr.kth.se	
THS/Dr ITM Council		itm-council@dr.kth.se	ITM/Dr council members
	Chairperson, ITM/Dr	itm-chair@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑
	Vice chairperson, ITM/Dr	itm-vicechair@dr.kth.se	
	Presidium, ITM/Dr	itm-presidiumr@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑
	Educational Manager, ITM/Dr	itm-edu@dr.kth.se	↑
	Social Responsible, ITM/Dr	itm-social@dr.kth.se	↑
	Council board, ITM/Dr	itm-board@dr.kth.se	Daniel Berlin; Time compensation: ↑ Louise Björln Svozil; Time compensation: ↑
	PADs, Dr/ITM	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑ Monica Katherine Bassante; Time compensation: ↑ Louise Björln Svozil; Time compensation: ↑ Sundhanshu Kuthe; Time compensation: ↑

*: subject to updates.

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	Council, Dr/ITM	itm-council@dr.kth.se	Mohammad Abuasbeh; Time compensation: ↑ Monica Katherine Bassante; Time compensation: ↑ Hans Lundin; Time compensation: ↑ Sundhanshu Kuthe; Time compensation: ↑
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NOTES

1. ITM PhD council has been able to appoint further provisional representatives at the program level or the department level during the semester.
2. Dr/THS has established representatives based on ITM PhD council appointment, ITM school recommendation or applicable THS central frameworks.
3. Time compensation percentages are based on workload for each PhD student representative and their individual work tasks, including time spent for preparation and administration tasks for each position.



Attachment 6: SCI

School-level doctoral representatives – VT21

SCI school (Dr2021-SC-04/PVT1)

Position	Sub-organ	Functionary E-mail	Representatives
Executive Group/LG		sci-chair@dr.kth.se	Kian Shaker; Time compensation: 28%
Strategic Council/SR		sci-vicechair@dr.kth.se	Andrea Benfenati; Time compensation: 10 %
School Assembly/SK		sci-vicechair@dr.kth.se	Andrea Benfenati; Time compensation: ↑
Educational errands	General	sci-edu@dr.kth.se	↑
	Quality council/3rd cycle	sci-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	sci-edu@dr.kth.se	↑
	Quality council/admin	sci-edu@dr.kth.se	↑
Doctoral Programs (PAD)			
	Physics	sci-pad@dr.kth.se	Andrea Benfenati; Time compensation: ↑ Jana Petrović; Time compensation: 7.5%
	Applied Physics	sci-pad@dr.kth.se	Kian Shaker; Time compensation: ↑
	Vehicle and maritime engineering	sci-pad@dr.kth.se	Sai Kausik Abburu; Time compensation: 5% Clemens Deutsch; Time compensation: 5%

*: subject to updates.

Doktorandsektionen vid Tekniska Högskolans Studentkår

Organisation number: 802412-5026, Website: www.dr.kth.se, E-mail: contact@dr.kth.se

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

MA

	Solid mechanics	sci-pad@dr.kth.se	Magdalena Kaplan; Time compensation: 5%
	Mathematics	sci-pad@dr.kth.se	Aleksa Stankovic; Time compensation: 7.5% Danai Deligeorgaki; Time compensation: 7.5%
	Applied and computational mathematics	sci-pad@dr.kth.se	Federico Izzo ¹⁰ ; Time compensation: 45% Jevgenija Rudzusika; Time compensation: 7.5%
	Engineering mechanics	sci-pad@dr.kth.se	Binbin Su; Time compensation: 2.5%
Departments/LG			
	Engineering Mechanics		Clemens Deutsch; Time compensation: ↑ Magdalena Kaplan; Time compensation: ↑ Sai Kausik Abburu; Time compensation: ↑ Binbin Su; Time compensation: ↑
	Physics		Andrea Benfenati; Time compensation: ↑ Jana Petrović; Time compensation: ↑
	Applied Physics		Kian Shaker; Time compensation: ↑
	Mathematics		Jevgenija Rudzusika; Time compensation: ↑ Aleksa Stankovic; Time compensation: ↑ Danai Deligeorgaki;

¹⁰ 43% for central level. 2% for SCI School



			Time compensation: ↑
THS/Dr SCI Council		sci-council@dr.kth.se	SCI/Dr council members
	Chairperson, SCI/Dr	sci-chair@dr.kth.se	Kian Shaker; Time compensation: ↑
	Vice chairperson, SCI/Dr	sci-vicechair@dr.kth.se	Andrea Benfenati; Time compensation: ↑
	Presidium, SCI/Dr	sci-presidium@dr.kth.se	Kian Shaker; Time compensation: ↑ Andrea Benfenati; Time compensation: ↑
	Educational Manager, SCI/Dr	sci-edu@dr.kth.se	↑
	Social Responsible, SCI/Dr	sci-social@dr.kth.se	↑
	Council board, SCI/Dr *	sci-board@dr.kth.se	Clemens Deutsch; Time compensation: ↑ Kian Shaker; Time compensation: ↑ Andrea Benfenati; Time compensation: ↑

*: subject to updates.

	PADs, Dr/SCI		Andrea Benfenati; Time compensation: ↑ Jana Petrović; Time compensation: ↑ Kian Shaker; Time compensation: ↑ Sai Kausik Abburu; Time compensation: ↑ Clemens Deutsch; Time compensation: ↑ Magdalena Kaplan; Time compensation: ↑ Aleksa Stankovic; Time compensation: ↑ Danai Deligeorgaki; Time compensation: ↑ Federico Izzo; Time compensation: ↑ Jevgenija Rudzusika; Time compensation: ↑ Binbin Su; Time compensation: ↑
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	Council, Dr/SCI	sci-council@dr.kth.se	<p>Andrea Benfenati; Time compensation: ↑</p> <p>Jana Petrović; Time compensation: ↑</p> <p>Kian Shaker; Time compensation: ↑</p> <p>Sai Kausik Abburu; Time compensation: ↑</p> <p>Clemens Deutsch; Time compensation: ↑</p> <p>Magdalena Kaplan; Time compensation: ↑</p> <p>Aleksa Stankovic; Time compensation: ↑</p> <p>Danai Deligeorgaki; Time compensation: ↑</p> <p>Federico Izzo; Time compensation: ↑</p> <p>Jevgenija Rudzusika; Time compensation: ↑</p> <p>Binbin Su; Time compensation: ↑</p>
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NOTES

1. SCI PhD council has been able to appoint further provisional representatives at the program level or the department level during the semester.
2. Dr/THS has established representatives based on SCI PhD council appointment, SCI school recommendation or applicable THS central frameworks.
3. Time compensation percentages are based on workload for each PhD student representative and their individual work tasks, including time spent for preparation and administration tasks for each position.

*: subject to updates.

Attachment 7: Time compensation

Guide on time compensation for PhD students at KTH (Dr2021-PB-03/0001)

BACKGROUND

Time compensation for commission-of-trust positions for PhD students officially appointed by KTH student union at the central and national level is subject to 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 exploring possibilities without being accounted for. 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)¹¹.
- 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 is proposed:

- 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 of unaccounted time can be granted.
- 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:
$$\text{Estimated workload duties (}/\text{term, \%)} = 5\% + \text{Sum}(\text{workload multipliers} \times \text{meetings in hours}) / 8.5^{12}$$

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.

¹¹ Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (TCO/ST) are usually compensated using different guidelines.

¹² 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 106 days/term for simplicity.



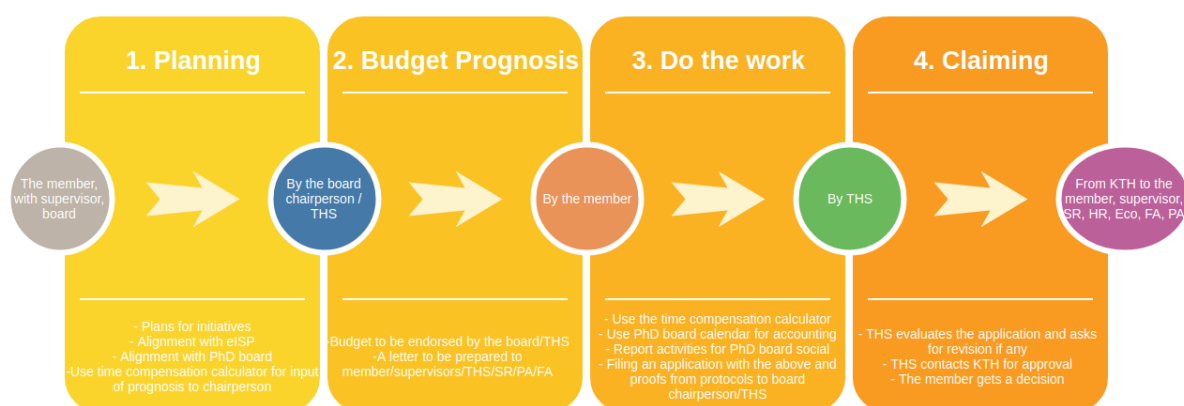
The workload multipliers can be described as follows:

Meeting Type**	workload multiplier (xNumber of hours)
US/LG	3-5*
FR/SR	2.5-4*
BN/RN/DK	2-2.5*
UN/FU	2-4*
AN	2-4*
UU/FA	2-4*
RU/Språk/Stipen/Sustainability/JML	2-4*
Board/Chapter/Council 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.

PROCESS



1.a. 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 in. At this stage, the member can make use of time compensation calculator spreadsheet in the 'summary tab' ([Time compensation log.calculator-Individuals,Doktorandsektionen.xlsx](#)). The stage ends by

*: subject to updates.

submitting an application for 'Prognosis of workload within commission of trust to the chapter board chairperson or to THS educational affair representative in case the member is the board chairperson or whomever is delegated with this task.

1.b. Budget prognosis: the board chairperson/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a letter to the member's respective supervisor SR/FA/PA and CC: member/THS. Application template concerning Prognosis of workload within commission of trust. At this point, if not done yet, the board member can already report the prognosis in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

1.c. Doing the work: here the member is responsible to use the PhD chapter board group to register for activities in its calendar and sub-pages. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded in the time compensation calculator in the corresponding tabs. This stage ends by filing an application for time compensation to the chapter board chairperson/THS for approval. The document Application for time compensation is attached: Application for time compensation -Individuals.dotx.

1.d. Claiming: This is done by THS where it takes responsibility for approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to KTH HR 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 3.4. "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. The local HR can always get in contact with central HR for any further information/details necessary.

2. For budgeting, time compensation factors used for prognosis are to be used from experience of previous representatives within THS. This is to avoid making the factors purely subjective, speculative and biased.

3. Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates and minutes would be needed. As long as it is not 20% beyond the experience of previous representatives it might not be subject for revision.

Other documents (mainly can be used by THS, PhD chapter chairperson, or whomever is delegated with this task):

Application for time compensation -Doktorandsektionen.docx

Budget prognosis -Doktorandsektionen.docx

ANNEX I: 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

ANNEX II: 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	-	

*: subject to updates.

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%)

*: subject to updates.