



Place: <https://kth-se.zoom.us/j/63553634309>

Time: 15:00-17:00, March 13th 2023

§1. Opening formalities [15:00-15:05]

- a. Meeting opening
- b. Invited: chapter board, auditors, WoP
[Attendees: Daniel, Jana, Mohammad, Sahba.](#)
- c. Choice of meeting chairperson
[Mohammad Abuasbeh was chosen as meeting chairperson.](#)
- d. Choice of meeting secretary
[Daniel Medeiros was chosen as meeting secretary.](#)
- e. Choice of meeting minutes checker
[Sahba was chosen as meeting minute checker.](#)
- f. Approval of meeting agenda
[The meeting agendas was approved.](#)
- g. The latest protocol checking and signing.
[The latest protocol was checked and approved.](#)

§2. Reports & updates [15:05-15:45]

- a. Board reports
 - i. Time Compensation Guidelines for PhD Representatives at EECS School.
[Mohammad explained that EECS started the work on the guidelines for school-level council's time compensation in fall 2021 but was not finalized previously due to the change of FA and not much progress was made during the spring 2022. The work has been resumed during late fall 2022. The recent change of head of school at EECS delayed progress in early spring 2023 but the EECS school council communication with the new acting head of school has improved in this regard and aim is to finalize the guidelines durings 2023.](#)
 - ii. Time Compensation Guidelines for PhD Representatives at SCI School.



SCI Council does have a time compensation guideline that was finalized last year. The school was looking into allocating funds differently for the council. Previous decisions from the KTH Rector in 2017 and 2019 says that the PhD Councils should be compensated by the School-level budget. After a discussion with Mohammad, the SCI council chair now has a clear view on the issue and its history. This would be necessary to make sure any new school budgeting decisions do not have any negative impacts on school councils time compensation.

iii. Time compensation report.

Mohammad said that a time compensation report is done, submitted and signed by the Chapter and THS.

iv. ABE Time Compensation Report

Mohammad had a meeting with the chair of ABE Council and the head of administration at ABE School to review the cases for two ABE-Konstfack PhD students representatives that did not report the time accurately during 2020/2021 which resulted in less time reported for them in the PhD Chapter time report. After discussion, and given the evidence presented from the PhD study director at Konstfack, FA at KTH, ABE council, PhD chapter and ABE administration head agreed to change the total hours of the two students from Konstfack and correct the total amount of time they are eligible for extension to match the actual time they spent for commission of trust work.

v. PhD Students Survey.

Mohammad explained that ITM currently has a survey that can be generalized to all schools and, together with all other councils, it was agreed to send a common survey to the entire KTH. The aim is to have representatives from each school council in the survey group. The aim is to have the survey ready to send out during April.

vi. PhD Ski trip

Daniel said that the ski trip took place last Saturday, had about 200 people taking part and the feedback was overwhelmingly positive.



b. THS Central

- i. FEST and STAD courses from KTH.

Mohammad said that the Chapter currently has open places for FEST and STAD, the deadline being 18th of March, and the course is on 27th and 28th.

- i. Discussion with THS CFU Maja Rosen to establish regular meetings with vice-rector for research.

Maja Rosen gave the suggestion to the PhD Chapter to have regular meetings with the vice-rector for research and also check whether the PhD Chapter should attend other committees that the Chapter currently does not.

- ii. KTH central HR would like to initiate regular meetings with the PhD Chapter.

The Chapter has been contacted by two people, one from the Faculty Council (Sofia Ritzén) and also from the Central HR (Lotta Gustavsson), and they want to keep meeting with the Chairperson. There will be follow-ups on this.

c. From KTH Central Organizational Bodies

1. Future Faculty errands

Running as usual.

§3. Discussion points [15:45-16:15]

- a. Next Chapter Meeting

Mohammad said that the next Chapter Meeting will happen on March 28th and everything is settled for that.

- b. Supervisor of The Year

Sahba mentioned that it is necessary to assign the chairperson and, after this process, the chairperson should start recruiting the jury members. The process for the Supervisor of The Year Award will be kickstarted soon.

§4. Decision points [16:15-16:15]

- a. None



§5. Meeting closure [16:15]

Meeting was adjourned at 16:15.