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Dr2023 Time Compensation Report

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To open the attachments, a dedicated PDF reader may be required.

Signed By 2:


FABIO DE FERRARI

Signed with BankID 2023-08-08 19:24 Ref: 398fe603-fa6f-47a6-b980-a26e543208e9

DANIEL ARAÚJO DE MEDEIROS

Signed with BankID 2023-08-08 18:28 Ref: 6a4b6aca-6ed7-4d84-8c15-644131945858

Doctoral Representatives at KTH–VT2023

<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><i>PhD Chapter at KTH</i> <i>Doctoral students' network</i></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: 2023-06-01, 2023-06-22, 2023-07-21</p> <p>Date: 2023-07-31</p>	<p>PM Type: Decision</p> <p>Responsible: PhD Chapter Board, e-mail: board@dr.kth.se</p>
<p>Effective Period: 2023-01-01 to 2023-06-30</p>	<p>Diary number: Dr2023-CP-01/RVT1</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-2023-PB-01/VT01](#).

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.

To₅ 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.

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

Background

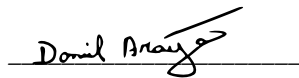
The provisions of regulations concerning student influence outlined in kap. 4-4 a §§, 2 kap. 4 & 7 §§ högskolelagen (1992:1434); 2 kap. 14 § & 10 kap. 4 § högskoleförordningen (1993:100), and KTH guidelines concerning student influence V-2019-0210 & V-2019-0605, lay the grounds of rights for students 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 the 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, docenship 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 the 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 Z, 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,


 Daniel Medeiros
 Chairperson 2023/2024
 Stockholm, 2023-08-31


 Fabio De Ferrari
 Treasurer 2023
 Stockholm, 2023-07-31



Attachments

Attachment 1: KTH central

Central doctoral representatives – VT23 ([Dr2023-PB-01/VT01](#))

	Namn	Skolan	Arb. dd. ¹	% ²
1	Mohammad Abuasbeh	ITM	86	69.5
2	Fabio De Ferrari	EECS	16	13.0
3	Doğa Gürgünoğlu	EECS	29	23.0
4	Elina Charatsidou	SCI	10	8.0
5	Sahba Zojaji	EECS	47	38.0
6	Jana Vasiljevic	SCI	15	12.0
7	Daniel Medeiros	EECS	19	15.0
8	Beatriz Perez Horno	ITM	13	10.0
	Total	Tt (Dd)	235/247 days	188.5/200%

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

² 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsid och arbetstidsberoende ersättningar för lärare](#)".

Organ	Sub-organ	Functionary E-mail	Representatives
University Board/US		chair@dr.kth.se	Mohammad Abuasbeh;
Strategic Council/SR		treasurer@dr.kth.se	Fabio De Ferrari;
Faculty Council/FR		vicechair@dr.kth.se	Saumey Jain;
Educational errands	General	edu@dr.kth.se	1 ³
	Education Board/UN	edu@dr.kth.se	Doğa Gürgünoğlu;
	Doctoral education group/Forskarutbildningsutskottet	edu@dr.kth.se	Doğa Gürgünoğlu;
	First and second cycle education group/Grundutbildningsutskottet	-	-
	Education administration/UA	edu@dr.kth.se	1 ⁴
	Resource allocation/RU	edu@dr.kth.se	-
	Grant allocations/stip. råd	social@dr.kth.se	Fabio De Ferrari;
Research errands		research@dr.kth.se	1 ⁵
Future faculty errands		ff@dr.kth.se	1 ⁶
	Employment board/AN	ff@dr.kth.se	Saumey Jain;
	Recruitment boards/RN	ff@dr.kth.se	1 ⁷
	Promotion board/BN	ff@dr.kth.se	1 ⁸
	Docentship errands	ff@dr.kth.se	1 ⁹
Others			
	Sustainability errands	social@dr.kth.se	Beatriz Perez Horno;

³ 1: Appointed on case basis. Group coordinator: Doğa Gürgünoğlu.

⁴ 1: Appointed on case basis. Group coordinator: Doğa Gürgünoğlu.

⁵ 1: Appointed on case basis. Group coordinator: Doğa Gürgünoğlu.

⁶ 1: Appointed on case basis. Group coordinator: Saumey Jain.

⁷ 1: Appointed on case basis. Group coordinator: Saumey Jain.

⁸ 1: Appointed on case basis. Group coordinator: Saumey Jain.

⁹ 1: Appointed on case basis. Group coordinator: Saumey Jain.



	Equality errands	social@dr.kth.se	Elina Charatsidou;
	Language errands	social@dr.kth.se	↑ ¹⁰
THS positions			
	Chairperson, Dr	chair@dr.kth.se	Mohammad Abasubeh;
	Vicechairperson, Dr	vicechair@dr.kth.se	/
	Treasurer, Dr	treasurer@dr.kth.se	Fabio De Ferrari;
	Education Manager, Dr	edu@dr.kth.se	Doğa Gürgünoğlu;
	Communication Manager, Dr	communication@dr.kth.se	/
	Council Coordinator, Dr	councils@dr.kth.se	Jana Vasiljević;
	Business Manager, Dr	business@dr.kth.se	Sahba Zojaji;
	Events Manager, Dr	events@dr.kth.se	Beatriz Perez Horno;
	Workgroup Manager, Dr	workgroups@dr.kth.se	Elina Charatsidou;
	Webmaster, Dr	it@dr.kth.se	Daniel Medeiros;

¹⁰ ↑: Appointed on case basis.

Attachment 2: ABE

School-level doctoral representatives – VT23

ABE SCHOOL (DR2023-AB-01/RVT1)

	Namn	% ¹¹
1	Hampus Berg Mårtensson	10.7
2	Zoé Barjot	2.9
3	Boel Berg Wincent	8.1
4	Emil Jansson	8.1
5	Klara Müller	2.5
6	Achim Klüppelberg	5.0
7	Joseph Llewellyn	0.3
8	Erika Kriukelyte	8.3
9	Ioannis Ioannidis	6.3
10	Peter Nezval	7.5
11	Mehmet Kaan Etikan	9.3
12	Jens Bergenudd	6.4
13	Jacqueline Hoàng Nguyễn	7.5
14	Matilda Kautsky	4.0
15	Lena Stina Andersson	4.0
	Total	91.9

¹¹ 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsstid och arbetstidsberoende ersättningar för lärare](#)".



Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		abe-vicechair@dr.kth.se	Boel Berg Wincent;
Strategic Council/SR			Emil Jansson;
School Assembly/SK		abe-chair@dr.kth.se	Hampus Berg Mårtensson;
Educational errands	General	abe-edu@dr.kth.se	Hampus Berg Mårtensson;
	Quality council/3rd cycle	abe-edu@dr.kth.se	Joakim Fichtel;
	Quality council/1st & 2nd cycle	-	↑
	Quality council/admin	-	↑
JML group			Ioannis Ioannidis;
Architecture Program		abe-pad@dr.kth.se	Lena Stina Andersson; Matilda Kautsky;
Art, technology and design		abe-pad@dr.kth.se	Jacqueline Hoàng Nguyễn;
Civil and architectural engineering		abe-pad@dr.kth.se	Jens Bergenudd; Mehmet Kaan Etikan;
Geodesy and geoinformatics		abe-pad@dr.kth.se	Peter Nezval;
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; Achim Klüppelberg;
	Philosophy	abe-pad@dr.kth.se	/
Land and water resources engineering			Erika Kriukelyte; Joseph Llewellyn;
Planning and decision analysis			Ioannis Ioannidis; Erika Kriukelyte; Joseph Llewellyn;
The built environment and society: management, economics and law	Business studies		/
	Real Estate and Construction		/

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

	Management		
Transport science			Emil Jansson;
Departments/LG			
	Architecture	abe-board@dr.kth.se	Lena Stina Andersson; Matilda Kautsky Jacqueline Hoàng Nguyễn;
	Civil and Architectural Engineering	abe-board@dr.kth.se	Jens Bergenudd; Mehmet Kaan Etikan; Emil Jansson;
	Philosophy & History	abe-board@dr.kth.se	Klara Müller; Achim Klüppelberg;
	Real Estate and Construction Management	abe-board@dr.kth.se	/
	SEED	abe-board@dr.kth.se	Hampus Berg Mårtensson; Erika Kriukelyte; Joseph Llewellyn; Ioannis Ioannidis;
	Urban Planning and Environment	abe-board@dr.kth.se	/
THS/Dr ABE Council		abe-council@dr.kth.se	ABE/Dr council members
	Chairperson, ABE/Dr	abe-chair@dr.kth.se	Hampus Berg Mårtensson;
	Vice Chairperson, ABE/Dr	abe-vicechair@dr.kth.se	Boel Berg Wincent;
	Presidium, ABE/Dr	abe-presidium	Hampus Berg Mårtensson; Boel Berg Wincent;
	Treasurer, ABE/Dr	abe-presidium@dr.kth.se	Zoé Barjot;
	Educational Manager, ABE/Dr	abe-edu@dr.kth.se	/
	Event Manager, ABE/Dr	abe-social@dr.kth.se	Mehmet Kaan Etikan;
	Social Responsible, ABE/Dr	abe-council@dr.kth.se	/
	Webmaster, ABE/Dr	abe-council@dr.kth.se	Jens Bergenudd;
	Council board, ABE/Dr	abe-board@dr.kth.se	Hampus Berg Mårtensson; Boel Berg Wincent;

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			Zoé Barjot; Mehmet Kaan Etikan; Jens Bergenudd;
	PADs, Dr/ABE	abe-pad@dr.kth.se	Lena Stina Andersson; Matilda Kautsky; Jacqueline Hoàng Nguyễn; Jens Bergenudd; Mehmet Kaan Etikan; Peter Nezval; Ioannis Ioannidis; Erika Kriukelyte; Joseph Llewellyn; Achim Klüppelberg; Klara Müller; Emil Jansson;
	Council, Dr/ABE	abe-council@dr.kth.se	Lena Stina Andersson; Matilda Kautsky; Jacqueline Hoàng Nguyễn; Jens Bergenudd; Mehmet Kaan Etikan; Peter Nezval; Ioannis Ioannidis; Erika Kriukelyte; Joseph Llewellyn; Achim Klüppelberg; Klara Müller; Emil Jansson; Boel Berg Wincent; Zoé Barjot; Hampus Berg Mårtensson;

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.

Attachment 3: CBH

School-level doctoral representatives – VT23

CBH SCHOOL (DR2023-CB-01/RVT1)

	Namn	% ¹²
1	Gregory Alvey	6.3
2	Matteo Rossini	3.5
3	Mu-Rong Wang	6.1
4	Karthik Rajasekar	6.4
5	Hailey Elizabeth Sounart	2.9
6	Estelle Pitti	4.6
7	Nima Mirzaei	6.8
8	Mohammadreza Akbarkermani	2.8
	Total	39.4

¹² 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsid och arbetstidsberoende ersättningar för lärare](#)".



Position	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		cbh-chair@dr.kth.se	Nima Mirzaei; Gregory Alvey
Strategic Council/SR		cbh-vicechair@dr.kth.se	Nima Mirzaei; Estelle Pitti
School Assembly/SK		cbh-vicechair@dr.kth.se	Gregory Alvey; Matteo Rossini
Educational errands	General	cbh-edu@dr.kth.se	Nima Mirzaei; Mohammadreza Akbarermani
	Quality council/3rd cycle	cbh-edu@dr.kth.se	Gregory Alvey; Nima Mirzaei
	Quality council/1st & 2nd cycle	-	↑
	Quality council/admin	-	↑
JML group			Hailey Elizabeth Sounart
Biotechnology		cbh-pad@dr.kth.se	Hailey Elizabeth Sounart
Theoretical chemistry and biology		cbh-pad@dr.kth.se	/
Chemical science and engineering	Chemistry	cbh-pad@dr.kth.se	Karthik Rajasekar
	Chemical engineering	cbh-pad@dr.kth.se	
	Fibre and Polymer Science	cbh-pad@dr.kth.se	
Technology and health	Biomedical Engineering and Health Systems	cbh-pad@dr.kth.se	Maryam Majdollahosseini
Medical technology		cbh-pad@dr.kth.se	Estelle Pitti
Departments/LG			
	Medical Engineering & Health systems	cbh-board@dr.kth.se	/
	Protein Science	cbh-board@dr.kth.se	/

Doktorandsektionen vid Tekniska Högskolans Studentkår

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	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	Estelle Pitti
	Gene Technology	cbh-board@dr.kth.se	/
	Engineering Pedagogics	cbh-board@dr.kth.se	/
	Chemistry	cbh-board@dr.kth.se	Gregory Alvey
	Chemical Engineering	cbh-board@dr.kth.se	Mohammadreza Akbarkermani; Nima Mirzaei
	Fibre and Polymer Technology	cbh-board@dr.kth.se	Karthik Rajasekar; Mu-Rong Wang
THS/Dr CBH Council		cbh-council@dr.kth.se	CBH/Dr council members
	Chairperson, CBH/Dr	cbh-chair@dr.kth.se	Gregory Alvey
	Vice chairperson, CBH/Dr	cbh-vicechair@dr.kth.se	Matteo Rossini
	Presidium, CBH/Dr	cbh-presidium@dr.kth.se	Gregory Alvey; Matteo Rossini
	Treasurer, CBH/Dr	cbh-presidium@dr.kth.se	Mu-Rong Wang
	Educational Manager, CBH/Dr	cbh-edu@dr.kth.se	/
	Event Manager, CBH/Dr	cbh-social@dr.kth.se	Karthik Rajasekar; Matteo Rossini; Estelle Pitti
	Social Responsible, CBH/Dr	cbh-social@dr.kth.se	/
	Webmaster, CBH/Dr	cbh-council@dr.kth.se	Hailey Elizabeth Sounart
	Council board, CBH/Dr		Gregory Alvey; Matteo Rossini; Mu-Rong Wang; Hailey Elizabeth Sounart; Karthik Rajasekar; Matteo Rossini;

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			Estelle Pitti; Nima Mirzaei; Mohammadreza Akbarermani; Nima Mizaei
	PADs, Dr/CBH	cbh-pad@dr.kth.se	Karthik Rajasekar; Estelle Pitti; Hailey Elizabeth Sounart; Maryam Majdolhosseini
	Council, Dr/CBH	cbh-council@dr.kth.se	Gregory Alvey; Matteo Rossini; Mu-Rong Wang; Karthik Rajasekar; Hailey Elizabeth Sounart; Estelle Pitti; Nima Mirzaei; Mohammadreza Akbarermani;

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.

Attachment 4: EECS

School-level doctoral representatives – VT23

EECS SCHOOL (Dr2023-EE-01/RVT1)

	Namn	% ¹³
1	Saumeey Jain	24.5
2	Susanna Pozzoli	24.5
3	Sina Sheikholeslami	3.0
4	Yasaman Khorsandmanesh	1.0
5	Joel Kronborg	4.5
6	Jordi Altayó	5.0
7	Sara Saeidian	6.5
8	Anubhab Ghosh	3.0
9	Arjun Rajendran Menon	1.5
10	Joo Young Park	2.0
11	Henar Marino	0.0
12	Simon Gökstorp	4.5
13	Sebastian Bujwid	5.5
14	Amirhossein Layegh	1.0
15	Alireza M. Kamelabad	1.0
16	Amirmahmood Ahmadian	2.5
	Total	90

¹³ 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsid och arbetstidsberoende ersättningar för lärare](#)".



Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		eeecs-vicechair@dr.kth.se	Susanna Pozzoli;
Strategic Council/SR		eeecs-chair@dr.kth.se	Saumeey Jain;
School Assembly/SK		eeecs-vicechair@dr.kth.se	Susanna Pozzoli;
Work Environment Group/Arbetsmiljögrupp		eeecs-council@dr.kth.se	Sara Saeidian; Jordi Altayó
JML Group/JML-grupp		eeecs-council@dr.kth.se	Sebastian Bujwid;
Future Faculty		eeecs-ff@dr.kth.se	↑
Educational errands	General	eeecs-edu@dr.kth.se	↑
	Quality council/3rd cycle	eeecs-edu@dr.kth.se	Saumeey Jain; Sara Saeidian;
	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	Saumeey Jain; Sara Saeidian; Anubhab Ghosh; Henar Marino;
Information and Communication Technology		eeecs-pad@dr.kth.se	Jordi Altayó Gonzalez; Susanna Pozzoli; Sina Sheikholeslami; Yasaman Khorsandmanesh; Amirhossein Layegh
Computer Science		eeecs-pad@dr.kth.se	Sebastian Bujwid; Amirmahmood Ahmadian; Simon Gökstorp; Joel Kronborg; Alireza M. Kamelabad;
Mediated Technology		eeecs-pad@dr.kth.se	Arjun Rajendran Menon; Joo Young Park;
Departments/LG			

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

	Computer Science	eeecs-board@dr.kth.se	
	Electrical Engineering	eeecs-board@dr.kth.se	Jordi Altayó;
	Mediated Communication	eeecs-board@dr.kth.se	Joo Young Park;
	Intelligent Systems	eeecs-board@dr.kth.se	Anubhab Ghosh; Sebastian Bujwid;
THS/Dr EECS Council		eeecs-council@dr.kth.se	
	Chairperson, EECS/Dr	eeecs-chair@dr.kth.se	Saumeey Jain;
	Vice chairperson, EECS/Dr	eeecs-vicechair@dr.kth.se	Susanna Pozzoli;
	Presidium, EECS/Dr	eeecs-presidium@dr.kth.se	Susanna Pozzoli; Saumeey Jain;
	Treasurer, EECS/Dr	eeecs-presidium@dr.kth.se	/
	Educational Manager, EECS/Dr	eeecs-edu@dr.kth.se	/
	Event Manager, EECS/Dr	eeecs-social@dr.kth.se	Sara Saeidian;
	Social Responsible, EECS/Dr	eeecs-social@dr.kth.se	/
	Webmaster, EECS/Dr	eeecs-council@dr.kth.se	Sara Saeidian; Anubhab Ghosh; Alireza M. Kamelabad
	Council board, EECS/Dr	eeecs-board@dr.kth.se	Susanna Pozzoli; Saumeey Jain; Sara Saeidian; Anubhab Ghosh; Alireza M. Kamelabad
	PADs, Dr/EECS	eeecs-pad@dr.kth.se	Jordi Altayó Gonzalez; Sebastian Bujwid; Anubhab Ghosh; Joo Young Park;
	Council, Dr/EECS	eeecs-council@dr.kth.se	Saumeey Jain; Susanna Pozzoli; Sina Sheikholeslami; Yasaman Khorsandmanesh; Joel Kronborg; Jordi Altayó; Sara Saeidian; Anubhab Ghosh;

Doktorandsektionen vid Tekniska Högskolans StudentkårOrganisation number: 802412-5026, Website: www.dr.kth.se, E-mail: contact@dr.kth.se

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			Arjun Rajendran Menon; Joo Young Park; Henar Marino; Simon Gökstorp; Sebastian Bujwid; Amirhossein Layegh; Alireza M. Kamelabad; Amirmahmood Ahmadian
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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.

Attachment 5: ITM

ITM School-level doctoral representatives – VT23

ITM SCHOOL (DR2023-IT-01/RVT1)

	Namn	% ¹⁴
1	Mohammad Abuasbeh	22.5
2	Amelie Bennich	5.0
3	Luka Smajila	5.0
4	Steffen Hammer	5.8
5	Louise Björlin Svozil	6.9
6	Emily Christley	6.9
7	Fabio Marco Monetti	3.5
8	Nils Jørgensen	6.9
	Total	62.5

¹⁴ 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsid och arbetstidsberoende ersättningar för lärare](#)".



Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		itm-chair@dr.kth.se	Mohammad Abuasbeh
Strategic Council/SR		itm-vicechair@dr.kth.se	Amelie Bennich
School Assembly/SK		itm-vicechair@dr.kth.se	Mohammad Abuasbeh
Educational errands	General	itm-edu@dr.kth.se	Steffen Hammer
	Quality council/3rd cycle	itm-edu@dr.kth.se	All council members
	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
	Industrial ecology (ABE)		/
Industrial economics and management	Industrial engineering and management	itm-pad@dr.kth.se	Emily Christley
	Economics	itm-pad@dr.kth.se	/
Production engineering	Production engineering	itm-pad@dr.kth.se	Fabio Marco Monetti
Machine design	Machine design	itm-pad@dr.kth.se	Nils Jörgensen
Materials science and engineering	Materials science and engineering	itm-pad@dr.kth.se	/
Education and Communication Studies	Technology and Learning	itm-pad@dr.kth.se	Louise Björllin Svozil
Departments/LG	Energy and environmental systems	itm-council@dr.kth.se	Mohammad Abuasbeh
	Industrial Economics and Management	itm-council@dr.kth.se	Amelie Bennich
	Production Engineering	itm-council@dr.kth.se	/

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	Machine Design	itm-council@dr.kth.se	Nils Jörgensen
	Materials Science and Engineering	itm-council@dr.kth.se	/
	Learning in Engineering Sciences	itm-council@dr.kth.se	Louise Björln Svozil
	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;
	Vice chairperson, ITM/Dr	itm-vicechair@dr.kth.se	Amelie Bennich
	Presidium, ITM/Dr	itm-presidium@dr.kth.se	Mohammad Abuasbeh; Amelie Bennich
	Treasurer, ITM/Dr	itm-presidium@dr.kth.se	Luka Smajila
	Educational Manager, ITM/Dr	itm-edu@dr.kth.se	Steffen Hammer
	Event Manager, ITM/Dr	itm-social@dr.kth.se	Luka Smajila
	Social Responsible, ITM/Dr	itm-council@dr.kth.se	↑
	Webmaster, ITM/Dr	itm-council@dr.kth.se	Steffen Hammer; Mohammad Abuasbeh;
	Council board, ITM/Dr	itm-board@dr.kth.se	Mohammad Abuasbeh; Amelie Bennich; Luka Smajila; Steffen Hammer;
	PADs, Dr/ITM	itm-pad@dr.kth.se	Mohammad Abuasbeh; Emily Christley; Fabio Marco Monetti; Nils Jörgensen; Louise Björln Svozil;
	Council, Dr/ITM	itm-council@dr.kth.se	Mohammad Abuasbeh; Amelie Bennich; Luka Smajila; Steffen Hammer;

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			Louise Björlin Svozil; Emily Christley; Fabio Marco Monetti; Nils Jörgensen
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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 – VT23

SCI school (Dr2023-SC-01/RVT1)

	Namn	% ¹⁵
1	Emanuel Ström	8.7
2	Charlie Börjeson	10.9
3	Mattias Åstrand	17.0
4	Jana Vasiljević	8.1
5	Daniel Qvarngård	5.8
6	Daniela Klein	4.0
7	Clas Dahlin	4.4
8	Elina Charatsidou	4.8
9	Sai Kausik Abburu	8.8
10	Cherrie Lee	9.5
11	Rohan Ajit Kulkarni	4.5
12	Saeed Davoodi	5.4
13	Nedialko Bradinoff	11.3
14	Vladilena Gaisina	8.7
	Total	111.9

¹⁵ 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsid och arbetstidsberoende ersättningar för lärare](#)".



Position	Sub-organ	Functionary E-mail	Representatives
Executive Group/LG		sci-chair@dr.kth.se	Mattias Åstrand;
Strategic Council/SR		sci-vicechair@dr.kth.se	Vladilena Gaisina; Charlie Börjeson;
School Assembly/SK		sci-vicechair@dr.kth.se	Mattias Åstrand;
Educational errands	General	sci-edu@dr.kth.se	Mattias Åstrand;
	Quality council/3rd cycle	sci-edu@dr.kth.se	Mattias Åstrand;
	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	Elina Charatsidou; Daniel Qvarngård; Jana Vasiljevic;
	Applied Physics	sci-pad@dr.kth.se	Charlie Börjeson; Cherrie Lee
	Vehicle and maritime engineering	sci-pad@dr.kth.se	Sai Kausik Abburu;
	Solid mechanics	sci-pad@dr.kth.se	Daniela Klein; Clas Dahlin; Vladilena Gaisina
	Mathematics	sci-pad@dr.kth.se	Nedialko Bradinoff;
	Applied and computational mathematics	sci-pad@dr.kth.se	Emanuel Ström;
	Engineering mechanics	sci-pad@dr.kth.se	Rohan Ajit Kulkarni; Saeed Davoodi;

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Departments/LG			
	Engineering Mechanics		Rohan Ajit Kulkarni; Saeed Davoodi; Sai Kausik Abburu; Daniela Klein; Clas Dahlin; Vladilena Gaisina
	Physics		Elina Charatsidou; Daniel Qvarngård; Jana Vasiljevic;
	Applied Physics		Charlie Börjeson Cherrie Lee
	Mathematics		Nedialko Bradinoff; Emanuel Ström;
THS/Dr SCI Council		sci-council@dr.kth.se	SCI/Dr council members
	Chairperson, SCI/Dr	sci-chair@dr.kth.se	Mattias Åstrand;
	Vice chairperson, SCI/Dr	sci-vicechair@dr.kth.se	Vladilena Gaisina; Charlie Börjeson
	Presidium, SCI/Dr	sci-presidium@dr.kth.se	Mattias Åstrand; Vladilena Gaisina; Charlie Börjeson
	Treasurer, SCI/Dr	sci-presidium@dr.kth.se	/
	Educational Manager, SCI/Dr	sci-edu@dr.kth.se	Vladilena Gaisina;
	Event Manager, SCI/Dr	sci-social@dr.kth.se	Jana Vasiljevic;
	Webmaster, SCI/Dr	sci-council@dr.kth.se	Sai Kausik Abburu;
	Council board, SCI/Dr *	sci-board@dr.kth.se	Mattias Åstrand Charlie Börjeson Sai Kausik Abburu; Vladilena Gaisina; Jana Vasiljevic;

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	PADs, Dr/SCI		Elina Charatsidou; Daniel Qvarngård; Charlie Börjeson Cherrie Lee Sai Kausik Abburu; Nediaiko Bradinoff; Emanuel Ström; Rohan Ajit Kulkarni; Saeed Davoodi; Daniela Klein; Clas Dahlin;
	Council, Dr/SCI	sci-council@dr.kth.se	Emanuel Ström; Charlie Börjeson; Mattias Åstrand; Jana Vasiljevic; Daniel Qvarngård; Daniela Klein; Clas Dahlin; Elina Charatsidou; Sai Kausik Abburu; Cherrie Lee; Rohan Ajit Kulkarni; Saeed Davoodi; Nediaiko Bradinoff; Vladilena Gaisina;

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.

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 the absence of school level policies, a 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)¹⁶.
 - 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:

$$\text{Estimated workload duties (/term, \%)} = 5\% + \frac{\text{Sum(workload multipliers} \times \text{meetings in hours)}}{8.5}$$
¹⁷ 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.

¹⁶ Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (TCO/ST) are usually compensated using different guidelines.

¹⁷ 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.



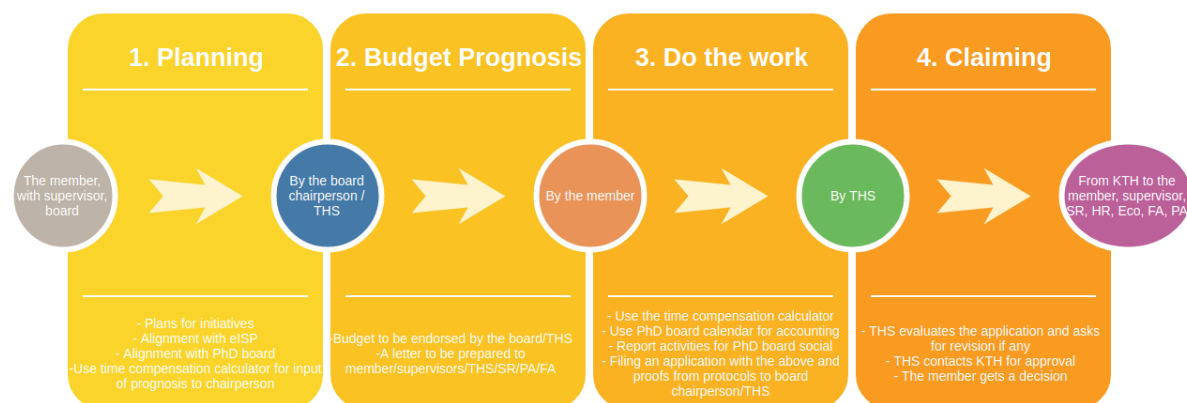
The workload multipliers can be described as follows:

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 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	

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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%)

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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%)