



**PhD Chapter at THS | Doktorandsektionen vid THS  
Board 2023/2024**

## Minutes for Board Meeting #06

**Place:** Teknikringen 42, 4th floor (Room: PATOS)

**Date:** February, 1st from 15:00 to 17:30

**Attendees:** Daniel, Doga, Andressa, Ugne, Sina, Mattias, Matt, Hemanth, Zoé, Teo (Auditor)

### **Formalities:**

1. Election of Meeting Chairperson, Secretary and Minutes Checker.  
Daniel Medeiros was elected as the Meeting Chairperson, Doğa Gürgünoğlu was elected as the Secretary, and Sina Sheikholeslami was elected as the Minutes Checker.
2. Approval of Agenda.  
The meeting agenda was amended and then approved.
3. Eventual matters related to formalities.  
The previous minutes are signed and available on the website.

### **Board Reports / Informs:**

4. Round of introductions for new board members.  
Each board member briefly introduced themselves.
5. Chairperson: General information, usage of functional emails, slack, status on time compensation prognosis for the councils.  
Daniel explained the importance of using functional email for smooth handovers. He also asked board members to use slack and said that the time compensation report for the last 6 months is at THS, waiting for their signatures.
6. Education Manager: Kickoff Fakultetsnämnden, FuSam  
Ugne explained the organizational changes at the school level for increased collegiality. Mattias will bring up the standardization of naming the new organizations in English at the language committee (how *Fakultetsnämnden* is translated). Some schools have decided to have *fakultetsnämnden* in Swedish, some decided to have it in English. Ugne explains that she talked with Sofia Ritzen regarding PhD Chapter representation at Fakultetsråd
7. Events Manager: PhD Reception Jan 2024.  
Mattias explains that 30 people attended the PhD onboarding event, which turned out to be a success in attendance rates, that is, all the people who had registered attended the event. During the event, the organization of school councils was explained to the new students. The Karaoke Night will take place on Feb 2nd, 2024. Mattias suggests that an event similar to the PhD Gasque shall be organized with

stricter regulations on alcohol consumption, and as an ordinary event as opposed to a reception event.

8. Workgroups Manager: Comparison previous vs new onboarding for PhD.  
There was a brief discussion on what could change to improve the onboarding process.
9. Auditor: Report from last six months.  
Teo gave an auditing report for the last six months, explaining that the book-keeping has been done successfully. Some suggestions he gave to improve the overall process of the chapter:
  - Include quotes of prices for the more expensive events.
  - No follow up regarding participation in events. No way to check that the per person prices are followed. For example photos of events, not necessarily to be shared (although sharing them would be desirable).
  - Normal budgeting framework to handle 'easy' expenses. There shouldn't be the need to ask the board for small amounts of money.
  - Further work to charge money for events.

#### **Decisions:**

10. Amend the time compensation report from HT23 to add 5% time compensation to Mohammad Abuasbeh for his participation in Unite! program during HT23.  
Mohammad Abuasbeh was present for this point and explained his situation within the "Unite!" Project. The board asked questions and later discussed his request. The request was rejected with 1 vote in favor, 7 against, and 1 abstain.
11. To declare void the elections for SCI PhD Council Chairperson at SCI PhD Council and appoint Ibrahim Batayneh as SCI PhD Council Chairperson, and both Cherrie Lee and Giovanni Marco Saladino as SCI PhD Council Vice Chairpersons until Jan 30th, 2024, retroactive from January 1st, 2024.  
The request was accepted with 8 votes in favor, 0 against, and 1 abstain.
12. To extend all the mandates of the ITM PhD Council until January 12th, 2024, retroactively from January 1st, 2024.  
The request was accepted with 6 votes in favor, 0 against, 3 abstains.
13. To approve the list of participants for KTH Central level representation. (Appendix 2).  
The voting was postponed until the next board meeting. The Education Board has been dissolved and merged into *Fakultetsrådet*. A decision of who should represent the Chapter at the FR needs to be made.
14. Daniel Medeiros (Chairperson) requests 170 000 kronor to hold a 2 days music festival within KTH premises (DOCTUNES - Doctoral Orchestra & Compositions Together Under Nature's Early Sunshine). The money will be used to pay the rental of infrastructure (aided by RN Eventteknik) and also the chapter bands.  
The voting was postponed and would be discussed via Slack.
15. DrInK requests 30 000 kronor to host a comedy night in April with the comedian Al Pitcher.  
The request was approved unanimously.
16. To approve the time compensation prognosis, together with its claiming plan, for the Chapter Board with the modifications described in the previous section. (Appendix 1).  
The voting was postponed due to a mistake in the prognosis document.

17. To approve the budget up to 11 000 kronor for 10 jackets and 10 t-shirts for the new board members and new functionaries.  
The budget was approved unanimously.
18. To approve 4350 kr for implementing features in the VoteIT system, used for digital elections during December 2023.  
The budget was approved unanimously.
19. To appoint Zoé Barjot as coordinator for the Supervisor of The Year Award 2023, and allocate 10 000 kronor for eventual costs with the engraving of the trophy and the ceremony.  
The decision was approved with 8 votes in favor, 0 against, and 1 abstain.
20. Mateo Sanclemente (ITM) requests 59380 sek for 20 people for a Ski trip to Romme Alpin – Phds from EGI.  
The budget was rejected unanimously.

#### **KTH Committees:**

21. University Board (US)  
The next meeting of the US will be on February 20th, 2024, therefore there is nothing to report.
22. Faculty Board (FR)  
The next meeting of FR will be on February 7th, 2024, therefore there is nothing to report.
23. Education Board (UN)  
Ugne explained that the Education Board has been merged to FR, so there will not be meetings anymore.
24. Third Cycle Education Committee (FU)  
Ugne explained that FU is now operating under FR, but it is still working.
25. Employment Board (AN)  
Doğa joined the AN meeting on January 25th, 2024. Doga also met with the AN chairperson. Doğa will get the slides from Anna Wistrand and post them on Slack.
26. Language Committee  
Sina suggested that the language committee should look into live translation technologies for bilingual meetings.
27. Equality Council  
No meeting took place in January, and there is no future meeting date yet. The last meeting was in December 2023 in the form of a lunch meeting. JML council might suggest to KTH Central regarding the meeting languages and live translation technologies.
28. ISP Focus Group  
Zoé attended the meeting in January 2024. There is a lack of possible suggestions for improving the eISP at the moment. There will be an opening for pushing suggestions for improving the eISP during the next semester.
29. KTH Committee for Deviation of Good Research Practices  
Daniel explained how the committee works and that it is currently active for a case.
30. Working Group for Thesis Templating  
Daniel explained that it was decided that an official thesis template is to be prepared. Daniel explained that the committee already had a draft of a Word template and the doctoral representatives are trying to push for a LaTeX template.

### 31. Future Faculty Errands

Sina is currently in charge of the future faculty errands, and explains the technicalities regarding future faculty errands. The number of errands in 2023 were too much and there were difficulties in getting representatives from the ABE school. Sina stated that the time compensation prognosis should be prepared with future faculty errands in mind.

#### **Discussions:**

### 32. Chairperson: Time compensation guidelines for the board and prognosis for VT2024 (Appendix 1).

This point is postponed due to an unrest in the way time compensation reports are prepared.

### 33. Chairperson: Frequency of board meetings and dates for the next board and chapter meetings.

The board thinks that once a month is too infrequent, and it is decided that a poll is to be prepared among the board regarding the new frequency of the board meetings.

### 34. Chairperson: Discussion on current working groups and their representatives.

- Supervisor of the Year: Zoé
- Swedish for PhD Students: Ugne
- Thesis Template: Sina
- Workgroup for changing the date of the publication of the thesis
- Handover documentation workgroup: Doğa & Ugne
- JML Workgroup: Andressa (and councils representatives)
- PhD Student Onboarding: Zoé.

The meeting has been adjourned at 17:34 and the rest of the discussion points are postponed to the next board meeting.

#### **Approved *per capsulam* decisions (2023):**

**2023-11-01:** Kaan Etikan (ABE) wants to hold a gokarting session for 20 students at his school. The cost is 659 kr/person but the chapter will pay 200 kr and the people will Swish him the remaining value.

**2023-11-07:** DrInK requests 8000 kr for the pub on November 17th. The money will be used to pay for the band (Osquar Mutters) plus the workers at the pub.

**2023-11-09:** Monika Rolinska (ITM) asks 2975 kr for a lunch among ITM students to hold an informational meeting and try to get PADs to the programs. 17 students are expected, cost per person of 175 kr.

**2023-11-14:** Luka Smajila (ITM) requests 4286.80 kr to buy fika (coffee, cinnamon buns, etc) for the upcoming two ITM meetings where they will attempt to recruit students. 50 to 80 students are expected in the two meetings.

**2023-11-16:** Zoé Barjot (Vice-chair, PhD Board) requests 6000 kr for a dinner during the climate fresh workshop for 40 doctoral students at T-Centralen.

**2023-11-16:** Andressa Mazur (Communications Manager, PhD Board) requests 1000 kr to pay the usage of Salongen room at the Library for 2 hours to hold a JML workshop.

**2023-11-22:** Beatriz Pérez Horno (ITM) requests 2000 kr for 20 people to do ice skating at Kungsträdgården.

**2023-11-22:** Javien Kipen (EECS) asks 3000 kr for a movie night among EECS students, 15 people are expected to attend.

**2023-11-28:** Zoé Barjot (Vice-chair, PhD Chapter) requests a supplemental 2925 kr for the climate fresh workshop held in November 14th as 45 people instead of 30 have shown up there.

**2023-12-01:** Daniel Medeiros (Chairperson, PhD Board) requests a total of 19000 kr for the PhD reception to be held in January. The money will be used as follows: 6000 kr for AcroYoga, 8000 kr for the Karaoke Night and 5000 kr for the onboarding.

**2023-12-01:** Daniel Medeiros (Chairperson, PhD Board) requests 1400 kr for the people working on the pub on 2024-12-01.

**2023-12-01:** Mattias Åstrand (SCI) requests 2000 kr for a running event where 30 people are expected to attend and 1100 kr to host a alcohol-free glögg for the new and old members of the SCI Council.

**2023-12-03:** Daniel Medeiros (Chairperson, PhD Board) requests up to 5000 kr to buy students tickets for the ice hockey match KTH vs Lund, on 2024-12-09. 100 students are expected.

**2023-12-04:** Jordi Altayó (EECS) requests 4500 kr to do a christmas gathering at ICT division, money will be used for pizzas and sodas.

**2023-12-05:** Erika Kriukelyté (ABE) requests 600 kr for a PhD fika for 10-15 students at her department.

#### **Approved per capsulam decisions (2024):**

**2024-01-15:** Giovanni Marco Saladino (SCI Vice-chair) requests 320 kr to fund a fika for 14 people for the SCI Council Meeting on Jan 30th.

**2024-01-17:** Saumey Jain (EECS) requests 1000 kr to fund lunch on the handover meeting at the EECS Council on Jan 25th.

**2024-01-19:** Giovanni Marco Saladino (SCI Vice-chair) requests 1980 kr to fund the entrance of a sauna in Hellasgården with swimming in the lake and gym.

**2024-01-19:** Daniel Medeiros (Chairperson, PhD Board) requests 3000 kr for the costs associated with running the pub on 2024-01-19.

**2024-01-23:** Steffen Hammer (ITM Chairperson) requests 1040 kr for a handover lunch between old and new members of the council.

**2024-01-31:** Emily Christley (ITM) requests 570 kr to fund fika for 15 doctoral students at INDEK to raise awareness and encourage participation in the work of the council.

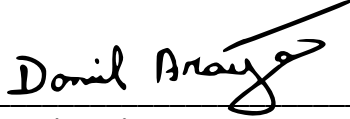
**2024-01-31:** Erika Kriukelyté (ABE) requests 1500 kr for a lunch among SEED doctoral students. 15 people are expected.

**2024-02-01:** Daniel Medeiros (Chairperson, PhD Board) requests 2000 kr to supplement the value assigned to karaoke night as more people than planned had shown up.

**2024-02-02:** Mohammad Abuasbeh (ITM) requests 12000 kr to fund a ski pass for 20 people in Romme Alpin.

**2024-02-02:** Andressa Mazur (Communications Manager, PhD Board) requests 12500 kr for the WOP Get Together event to happen on 2024-02-08. The money will be used for food and decoration.

Signed by:



Daniel Medeiros - Meeting Chairperson



Doğa Gürgünoğlu - Meeting Secretary



Sina Sheikholeslami - Minutes Checker