



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

Minutes for Board Meeting #08

Place: BioX Library (Roslagstullsbacken 21, 2nd floor), Alba Nova

Date: March, 4th, from 16:00 to 18:00

Attendees: Daniel, Matt, Ugne, Sina, Kiran, Hemanth, Andressa, Mattias, Doga (16:27)

Formalia:

1. Election of Meeting Chairperson, Secretary and Minutes Checker.
 - a. Chairperson: Daniel Medeiros
 - b. Secretary: Sina Sheikholeslami
 - c. Minutes checker: Ugne Miniotaite
2. Approval of Agenda.
 - a. Approved with modifications.
3. Eventual matters related to formalities.
 - a. The latest minutes are signed and uploaded on the website.

Inform: [60 min – 120 min]

4. General informs from the Chairperson: next board meeting, next chapter meeting
 - a. Next board meeting: 14th of March, fully online
 - i. two meetings in April (doodle will be sent)
 - b. Chapter meeting: 20th of March
 - i. The focus will be on digital elections as well as some other motions that were sent.
5. Meeting Dr x KTH on Time Compensation and Funding
 - a. Ugne explained her meeting with Alice Eklund (and Daniel) about central practices for time compensation for PhD students. Concerns from administration on the high amount of time compensation of some former chapter members - it's not clear what the time compensation covers: is it only salary, or also other parts of our funds (e.g. the *lokalkostnader*) - want to look into if the two FTE we get is reasonable, etc.
 - i. Hemanth wants to be part of the upcoming meetings since he is responsible for signing the time compensation reports.
 - ii. Daniel has sent several emails to other PhD chapters in Sweden to find out how they are funded, and gave a summary of the replies he has received so far. It seems that Dr/KTH is very well-funded compared to other universities - it won't be strange if KTH decides to cut on our funding, so we need to explicitly justify that the events we hold really

help students. Sina suggested that we send out short feedback/survey forms to event participants after relevant events, for this matter.

KTH Committees:

6. University Board
 - a. The most recent University board meeting was focused on budgets. There has also been an internal review to find out if KTH is complying with the higher education ordinance (Högskoleförordningen) (e.g., regarding ISPs, courses, course evaluation), and they went through the report. Daniel thinks that the problem with the suggestions from the report is that some of them are not very explicitly specified, so it may become hard to enforce them. The internal auditors had access to the latest PhD survey results from Ugne.
7. Committee for Deviation of Good Research Practices
 - a. Daniel attended the meetings regarding a case. He explained how this committee works.
8. Third-Cycle Education Committee
Ugne:
 - Ugne is happy with the new structure of the Third-Cycle Education Committee, saying that it's much more productive now.
 - There's gonna be a new course evaluation format and guidelines for third cycle courses.
 - a. Daniel mentions that it is important to set a deadline for submitting the course analysis survey since 3rd cycle courses may remain open for a very long time
 - b. Andressa mentions that there should be a mechanism to prevent students being identified by their answers, since in the case of 3rd cycle courses they sometimes have so few students or are offered by the colleagues of the student.
 - c. Kiran mentions that it's typical at some departments that senior PhD students totally takeover the whole teaching of courses, so we should be careful to evaluate the professors, not the PhD students.
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9. Future Faculty / Councils
 - a. Sina
 - i. mentioned that councils are trying to compile a list of active 3rd cycle courses.
 - ii. Informed the councils that they should take part in intro meetings for new phd students.
 - iii. is making sure the council meeting minutes are publicly accessible.
 - b. Daniel says CBH does not have time compensation guidelines approved together with THS, and he was currently looking into it but there is some resistance within CBH to change this.
 - c. The issue regarding the 2021 election minutes of the ITM council (in which the Chairperson was not elected, and received time compensation for 2022) is ongoing. Daniel has spoken with THS to find out how to address and fix this issue, and will make a suggestion up for vote in an upcoming chapter meeting.

- d. Ugne suggests that we ask Ingrid Iliou (Doktorandombudsman at THS) to hold another workshop for PhD representatives.

10. Others

- a. Ugne discussed conducting the PhD surveys with Alice Eklund. The plan is to do the next one in 2025, and have it every other year. She also brought up the issue about the confusion regarding departmental duties at different schools and departments. This will be further discussed in the “expert group” (*Expertsrådet*) meeting, with the aim to clearly define these duties.
- b. Doga spoke about the Fakultetsrådet. There were discussions on how some duties were delegated to local Fakultetesblahs. On the tenure track the DEI KPIs are declining. There was a brief discussion on “education quality assurance” system and Fakultetsradet’s role in that. In the AN (employment board) there was a discussion on whether to recognize Docents awarded by other universities. Ugne mentioned that this was also brought up in the FU.
- c. Doga informed the board that since 2024-02-10 the E2DOC program credit requirement is reduced to 60 (from 75) (but apparently this the DCS and ISE divisions will still have the 75 HP version)

Discussions:

11. Survey on PhD Salary Ladder

- a. Doga wants to contact council presidia on what questions to include in the salary ladder survey. Daniel suggests that the survey should be expanded to include other issues from PhD students aside from the salary ladder - but not too many questions. 30 questions maximum.

12. Policy for the chapter paying entrance fees in events for representatives

- a. Daniel says the current policy has been to only pay when the person represents the chapter but the auditor says we do not need to be that strict. Daniel says if we decide to do this we have to clearly define what is eligible for payment. After discussion, Daniel said that he would put this to a vote.

13. Digital funding request: Demo

- a. Kiran gave a demo of the new system. Sina asked to double check if the process is GDPR compliant since it’s based on Google Forms. Andressa asked for a feature to summarize the request info for sending in the Slack channel.

14. The meeting ended at 18:10. The rest of the points in the agenda will be discussed in the next meeting.

- a. TA Hours Report
- b. Internship Guidelines
- c. Lund PhD program evaluation
- d. Handover templates input
- e. Updates on events: ski trip, comedy night, music festival and gasque.
- f. Discount partnerships and summer event
- g. Newsletter
- h. Swedish language workgroup
- i. Others

Decisions: [10 min – 30 min]

No decisions were done in this meeting.

Approved per capsulam decisions:

2024-02-19: Mattias Åstrand (Events Manager) requests 60500 kr for the Romme Alpin ski trip in March. Up to 150 participants, where the chapter is covering the bus and tickets for the PhD students, and they pay their own equipment. The +1s pays both the pass and the equipment.

2024-02-21: Daniel Medeiros (Chairperson) requests 1000 kr for the nomination committee lunch meeting in March 8th.

2024-02-22: Ebba Ahlgren Cederlöf (SCI) requests 20000 kr (50 people) for bowling and dinner within the SCI school.

2024-02-22: Peiling Wu (ABE) requests 1200 kr (6 people) for food and game playing for PhD Students within her division.

2024-02-23: Viktor Rapp (ITM) requests 900 kr to fund fika for 20 people at ITM department of Energy Technology to raise awareness about the council.

2024-02-26: Fabio Marco Monetti (ITM) requests 360 sek to fund fika for 12 people for the meeting between the PhD council and the IPU division.

2024-02-26: Andressa Mazur (Communication Manager) requests 2000 kr to cover lunch expenses for the first WOP meeting, 10 people invited.

2024-02-27: Mattias Åstrand (Events Manager) applies for extra 24250 kr to bring more 50 doctoral students to Romme Alpin.

2024-02-27: Andressa Mazur (Communication Manager) requests 5000 kr (40 people) for the next PhD Impact event, covering lunch and room rental.

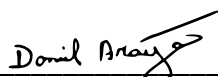
2024-02-29: Joel Kronborg (EECS) requests 600 kr to cover fika for 10 people during the council meeting.

2024-03-05: Daniel Medeiros (Chairperson) requests 6000 kr to be used to the PhD Pub ("Quiz Pub") in 2024-03-15. Half of the money will be used for the prizes and the other half will be for the usual running costs.

2024-03-05: Javier Kipen (EECS) requests 3000 kr for 15 people to order food at the ISE division.

2024-03-05: Giovanni Marco Saladino (SCI) requests 320 kr for fika in the council meeting, 15 people.

Signed by:



12-03-2024

Daniel Medeiros - Meeting Chairperson



S Sheikholeslami

Sina Sheikholeslami - Meeting Secretary



12-03-2024

Ugne Miniotaite - Minutes Checker