



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

Minutes for Board Meeting #09

Place: Zoom

Date: March, 14th, from 16:00 to 18:00

Attendees: Daniel, Matt, Zoe, Mattias, Ugne, Hemanth, Kiran, Doga, Addressa

Formalia:

1. Election of Meeting Chairperson, Secretary and Minutes Checker.
 - Chairperson: Daniel
 - Secretary: Mattias
 - Minutes Checker: Hemanth
2. Approval of Agenda.
Approved with modifications.
3. Eventual matters related to formalities.
None raised.

Inform:

4. General informs from the Chairperson: Visit from SUS, Nomination Committee Meeting
 - There will be an exchange meeting with SU in early April about how education influence at third-level is done there. Daniel has reached other universities across Sweden to ask about them too.
 - There was a nomination committee meeting with nominations and interviews more relaxed in time. Q&A session will be held.
 - University board has a new mandate beginning of June, so elections should be earlier so that new PhD representatives are involved in the "internat" for the new university board. Suggestion: 29th of May for the PhD chapter.
 - There is the need to ensure a full PhD chapter board after summer.
5. Meeting Dr, THS and KTH on Funding
 - Meeting with KTH - Katarina Berglund
 - Mattias: Positive meeting about the work done by the chapter, funding did not seem a concern (KTH has belief in the PhD chapter and our initiatives). Onboarding should be a joint effort (KTH and PhD chapter), but it should be a KTH initiative that the chapter helps with (not the other way around). Mattias will look into possibilities for

activities for the reception along with the central organizing committee at KTH (some suggestions have already been discussed).

- Mattias: Language barrier was noted. Katarina was negative about Språkkommitten and its impact, but Swedish must be made relevant for new students and accessible for students even if the supervisors are not super invested in providing the students with that opportunity. A temporary solution must be found for meetings with non-native Swedish speakers.

Discussions:

6. Business trip to Scania, discount partnership, and summer event
 - Matt said that many companies were approached, and a visit suggestion is that he has 30 attendees visiting the companies twice. He will contact Sahba so he doesn't need to start conversations from scratch with companies approached before
 - Matt also informed that there is a 30 % Sailing school discount agreement, and info on the newsletter and Chapter page will be added.
 - There was a discussion about the boating event during the summer, in which Matt said he will submit a funding request for further discussion.
7. Updates on events: ski trip, comedy night, music festival, and gasque.
 - Ski trip: 24th March, every single spot is filled (150 PhD students + 50 +1s). 4 buses, 1 leader per bus (Mattias, Matt, Andressa, Ibrahim). Romme Alpin was helpful in all aspects of the organization.
 - Comedy Night needs to be replanned. Instead of one famous person, we can plan for two less-famous people for 40 minutes each. Daniel will send the changed funding request on Slack.
 - Music festival was too close to exam week and needs to be replanned to have more bands interested in joining, or cut in length (one day vs. two)
 - A Gasque is being investigated to happen on 14th of June.
8. Newsletter
 - Postponed.
9. TA Hours Report
 - Discussion on the issues to bring up in survey for 2024.
 - Different divisions/institutes have different approaches to reporting hours.
 - PA decides time compensation
 - Report 10%, then try to fill this out
 - Log on a daily basis (Excel file)
 - Teaching-dependent
 - Fixed % for supervising students (KEX, master)
 - Try to not get above the numbers you are reporting
 - Question for the survey: how do you keep track of your hours and how do you report these?
10. Internship Guidelines
 - Postponed
11. Lund PhD program evaluation
 - Postponed
12. Handover templates input

- Postponed
13. Swedish language workgroup
- Postponed
14. Phd representative for the library
- Postponed
15. Quality system for third-level education
- Postponed

Decisions:

16. To approve the following policy for the participation in events: the PhD Chapter will cover invitations for events that are sent to the functional e-mail address and directed towards board members. This only applies to the main entrance ticket and not to any other extras.
[After discussions, approved unanimously.](#)

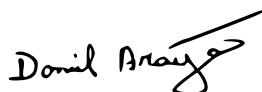
Approved *per capsulam* decisions:

2024-03-14: Matt Davoudizavareh (Business Liaison) requests 40000 kr to organize a boating event starting in May and targeting PhD students. There will be around 10 events in total with each having a mean of 6 students.

2024-03-16: Daniel Medeiros (Chairperson) requests an extra 12000 kr (for a total of 42 000 kr) for the Comedy Night to happen in April 11th. The money will be used to hire comedians and pay the pub running costs.

2024-03-16: Daniel Medeiros (Chairperson) requests 12000 kr to host a laser tag tournament on April 17th. The money only includes the rental of the venue for 2 hours, the funding for a mingle afterwards will follow later.

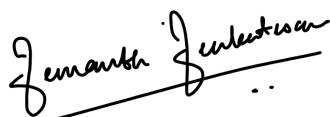
Signed by:



Daniel Medeiros - Meeting Chairperson



Mattias Åstrand - Meeting Secretary



Hemanth Venkatesan - Minutes Checker