

Mohammad Abuasbeh's detailed claim for time compensation

Hej Zoe,

I would like to mention a small background perhaps to minimize misunderstandings. I have been elected as **Vice-chair & Treasurer** of the ITM Council 2024 (see election meeting minutes attached), and each of these positions has a budget (prognosis) of **5%** according to the ITM PhD Time compensation guidelines decision (see attached ITM guidelines in the table on the last page). This means that the total budget/prognosis would be **10% (5% + 5%)** for each semester when holding these two positions. See an example of combining two positions in the same guideline document attached in the table on the very first page where **Eftychia Ntostoglou** was elected as both **Vice-Chair & Education Manager** and was given **10%** (5% for each position).

Additionally, during our last ITM council elections, the Event manager and webmaster positions stayed vacant. During the election meeting, the meeting unanimously voted for the ITM council members to share the tasks of those positions (if someone exceed their original % assigned to their position) in the absence of an event manager and/or webmaster (as long as they remain vacant). ***This means, that all ITM council members are eligible for compensation for organizing events primarily made for PhD students within ITM school according to the vote in the election.***

This background perhaps can be helpful to clarify some of your points below about the eligibility of activities for time compensation and your comment about some of the numbers being unusually high. So the initial prognosis should be **10%** (not 5%) to begin with (for the two positions I hold), without considering the organization of relatively sizable events. So in the case of organizing some events, it would not be very unusual to exceed **10%** (Vice-Chair & Treasurer) and use some of the budget allocated for organizing events (**5%**).

Regarding the eligibility for time compensation for the activities you mentioned:

- Chapter meetings: Since the establishment of the PhD Chapter School Council, chapter meetings are one of the main activities that the chapter board invites all council members to attend (but especially the presidium which is me and Steffen in ITM) to actively represent their school which is very much eligible for time compensation. And usually, one member of the council also prepares a presentation for which they are entitled for extra preparation time compensation.
- At the last onboarding meeting, we were invited by the chapter as ITM council, to represent ITM school and meet new PhD students. I only counted the time for attending the meeting which is about an hour where Steffen made a presentation. In such case for example, he would be entitled to extra preparation time.

- Regarding SoYA, I only counted the time for some preparation + meeting with you since you asked for some help, in the beginning to set up the SoYA which is also only about an hour in total.
- Regarding the events (as I mentioned above they are certainly eligible for compensation):
 - Ski trip:
 - § Eventually, I became the main organizer and responsible for all financials (*please see the funding request attached*) and arranging bookings (communication & bookings for transportation and arranging cars, driving, Ski passes/equipment, etc). Since we ended up renting several cars, some of my colleagues were helpful to drive and they gave me some assistance during the trip and prep.
 - § It was certainly **not a private event**. It was an event initially open for all ITM EGI PhD students (EGI is a department at ITM with around 40-50 PhDs). We also had some PhD participants from outside the EGI department.
 - Osqvik weekend: this is a normal event open to all ITM PhD students. ***I am not sure what is the concern you had about it.***
 - § I did all the preparation, acquired funding, received all sign-ups, and did all the bookings for Osqvik but THS, canceled last minute due to a new decision/ policy to have all THS premises closed the first 3 weeks of July for vacation (there was some communication between Daniel and THS on the chair email & slack to try to keep our booking since it was very inconvenient for us to postpone the event after all the preparation that was done and all the sign-ups). So at the moment we will likely organize it during the fall instead.

I hope the above addressed your comments in your last email.

Below please see some details regarding the time spent (the percentages are calculated according to the standard equation used by the PhD Chapter. **Final % per semester = $100 * (\text{actual time worked} * 1,1432) / 990$**):

Highlighted in red I also added some explanations to break down the time spent on some of the items (like the recruitment/promotion meetings and the event organization). I also found a few supporting documents related to the activities and events that may clarify any misunderstanding:

1. *Professors Recruitment + Docent promotions meetings: (total hours = **26.75 hrs** and total corresponding % = **3.1%**)*

a) Recruitment board VL-2023-0007 (Chair: Andrew Martin): preparation and meeting time for recruitment of **2 associate professors** for INDEK. Relatively lengthy board of final interviews for the top 5 candidates (**22nd Jan 2024**): **19.5 Hrs**

- The meeting on **22nd Jan** itself was planned to be **8.5 hrs** (*see attached screenshot of the calendar invitation*) but it lasted around **1.5 hrs** more in reality. This made only the meeting time **10 hrs**.
- **9.5hrs** for preparation (each candidate had around 90 pages worth of application documents that we needed to go through).

b) Docent interview Sasan Dadbakhsh: Prep + Meeting + input to the final statement for (**17th June 2024**): **6.5 Hrs**

- The meeting on **17th Jun** itself was planned to be **2 hrs** (*see attached screenshot of the calendar invitation*) but it lasted around **0.75 hrs** more in reality. This made only the meeting time **2.75 hrs**
- **2.75 hrs** for preparation (the interviewee had around 40 pages worth of application documents that we needed to go through).
- **1.0 hrs** follow-up, input, and review to write the final statement.

2. Events: (total hours = **41.5 hrs** and total corresponding % = **4.8%**)

a) Organizing PhD Ski Trip: Funding + Prep + organization + sign-ups + ski pass bookings/equipment rental + finding suitable car rental for transportation that can fit ski equipment (bus was too expensive) + financial reporting: **20 Hrs**

- The event was **not private**, I sent the invitation to **all ITM EGI PhD students** (*see the screenshot of my email inviting people to sign up*) + some of the participants were from outside EGI department.
- Communication with PhDs regarding practical info about trip.
- I did the ski pass + Equipment bookings (*see the screenshot of my email inviting people to sign up*).
- Arranging suitable transportation car rentals including a visit to the rental place to check the cars' suitability to fit ski equipment (*see the screenshot of my email for car rental booking*).

- *I was financially responsible (acquiring funding and responsible for payments, swish participants, and financial reporting).*
 - Coordination and communications with Kostas (one of the drivers) and Mateo.
- b) Organizing PhD full day Kayak trip: Funding + Prep + organization + bookings + arranging food + financial reporting: **16 Hrs**
- *I was financially responsible (acquiring funding and responsible for payments, and financial reporting).*
 - Communication with the kayak club + going there physically to arrange some practicalities.
 - Communication with the kayak club to fix payment by invoice.
 - Event invite + arranging sign-ups.
 - Communication with PhDs + Practical info
 - Arranging food/drink.
- c) Osqvik weekend: Funding + Prep + organization + bookings + communication with THS: **5.5 Hrs**
- Communication with PhDs to *acquire funding*.
 - Event invite + arranging sign-ups + communication PhDs.
 - Back and-forth communication with Chapter and THS to try fixing the booking.

3. *Other Committees: (total hours = 16.5 hrs and total corresponding % = 1.9%)*

- a) Prep + meeting for Fakultetsnämnd Kick off (**19th Jan 2024**): **6 Hrs**
- The meeting on **19th Jun** itself was planned to be **3 hrs** but it lasted around **1 hrs** more in reality. This made only the meeting time **4 hrs**
 - **2 hrs** preparation (reading about the new committee and content of the meeting)
- b) Prep + meeting for ITM-JML (**30th May 2024**): **3.75 Hrs**
- c) Prep + meeting for Swedish Language Group + feedback (**15th Jan 2024** and **30th Jan 2024**): **6.75 Hrs**

4. *ITM Council meetings related (total hours = **30 hrs** and total corresponding % = **3.5%**)*
- a) ITM Council monthly Meetings (Steffen has the dates), attending, occasional preparation/follow up or taking the minutes: **12 Hrs**
 - Actual meetings time including taking some meeting minutes: **9.5 hrs.**
 - Small preparation before each meeting regarding discussion points and/or feedback, etc: **2.5 hrs.**
 - b) ITM Presidium Perp+Meeting, (**16th Jan 2024**): **3 Hrs**
 - c) ITM Council Departments intro (4) meetings (Steffen has the dates) excluding MSE: **4.5 Hrs**
 - d) ITM PhD intro course lecture: attending + presentation about THS/ITM Council (**23rd Jan 2024**): **3 Hrs**
 - The meeting on **23rd** itself was planned to be **2 hrs** (*see attached screenshot of the calendar invitation*).
 - **1hrs** for preparation to present at the lecture and some Q&A with PhD at the end of the lecture.
 - e) Organizing ITM Council MSE Divisions intro meeting (communication, funding request, buying fika, and fixing access to the building since MSE is missing a PAD) (**19th Feb 2024**): **5 Hrs**
 - Communication with PhDs to acquire funding.
 - Communication with MSE PhDs for invites + arranging sign-ups.
 - Communication with MSE admin for room bookings + going to MSE Department to fix access to the building (we do not have PAD at MSE department).
 - Picking up fika (cookies from Krumel)
 - The meeting on **19th Feb** itself lasted **2.5 hrs** (*including setting up the meeting room meeting time + visit to the PhDs offices to introduce the council and give away extra cookies*).
 - Financial reporting.
 - f) Other ITM MSE Department Related (Communication + Prepare Courses list): **2.5 Hrs**

- Occasional Communication with PhDs at MSE Department.
- Collecting active/relevant PhD courses list for MSE PhD students and publish the list online.

5. *PhD Chapter Related: (total hours = **12.8 hrs** and total corresponding % = **1.5%**)*

a) PhD Chapter meetings + prep/reading motions/docs, etc (2 meetings):
10.6 Hrs

- Meetings time: **8 hrs.**
- Some preparation before each meeting regarding discussion points, motions, etc: **2.6 hrs.**

b) Onboarding (**30th Jan 2024**): **1 Hrs**

c) SoYA (prep + meeting Zoe): **1 Hrs**

**Best Regards,
Mohammad Abuasbeh**

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Mohammad Abuasbeh**

Date	Activity	Details Time	Category Time	Total Time	%
ITM Council meetings related				30:00	3.5
	1. ITM Council monthly Meetings, attending, occasional preparation/follow up or taking the minutes: 12 Hrs		12:00		
	a. Meetings times including taking some meeting minutes	9:30			
	b. Small preparation before each meeting regarding discussion points and/or feedback, etc.	2:30			
	2. ITM Presidium Perp+Meetings		3:00		
	3. ITM Council Departments intro (4) meetings (Steffen has the dates) excluding MSE department		4:30		
23rd Jan	4. Attending ITM PhD intro course lecture + presentation about THS/ITM Council		3:00		
	a. The meeting was 2hrs (<i>see attached screenshot of the calendar invitation in the Appendix</i>)	2:00			
	b. Preparation to present at the lecture and some Q&A with PhD at the end of the lecture	1:00			
19th Feb	5. Organizing ITM Council MSE Department intro meeting (communication, funding request, buying fika, and fixing access to the building since MSE is missing a PAD)		5:00		
	a. The meeting on 19th Feb itself (including setting up the meeting room meeting time + visit to the PhDs offices to introduce the council and give away extra cookies)	2:30			
	b. Communication with PhDs to get funding.	3:00			

	<ul style="list-style-type: none"> c. Communication with MSE PhDs for invites + arranging sign-ups. d. Communication with MSE admin for room bookings + going to MSE Department to fix access to the building (we do not have PAD at MSE department). e. Picking up fika (cookies from Krumel) f. Financial reporting. 				
	<p>6. Other ITM MSE Department Related (Communication + Prepare Courses list)</p> <ul style="list-style-type: none"> a. Occasional Communication with PhDs at MSE Dept. b. Collecting active/relevant PhD course lists for MSE PhD students and publishing the list online. 		2:30		
Professors Recruitment + Docent promotions meetings				26:45	3.1
22nd Jan	<p>1. Recruitment board VL-2023-0007 (2nd meeting) (Chair: Andrew Martin): preparation and meeting time for recruitment of 2 associate professors for INDEK. Relatively lengthy board of final interviews for the top 5 candidates</p>		19:30		
	<ul style="list-style-type: none"> a. The meeting on 22nd Jan itself was planned to be 8.5 hrs (<i>see attached screenshot of the calendar invitation in the Appendix</i>) but it lasted around 1.5 hrs more in reality. This made only the meeting time 10 hrs. 	10:00			
	<ul style="list-style-type: none"> b. preparation (each candidate had around 90 pages worth of application documents that we needed to go through). 	09:30			
17th Jun	<p>2. Docent interview Sasan Dadbakhsh: Prep + Meeting + input to write a final statement</p>		6:30		
	<ul style="list-style-type: none"> a. The meeting itself was planned to be 2 hrs (<i>see attached screenshot of the calendar invitation in the Appendix</i>) but it lasted around 45 min more in reality. This made only the meeting time 	2:45			

	b. 2.75 hrs for preparation (the interviewee had around 40 pages worth of application documents that we needed to go through).	2:45			
	c. follow-up, input, back-and-forth communication, and review to write the final statement.	1:00			
Other Committees				16:30	1.9
17th Jun	1. Prep + meeting for Fakultetsnämnd Kick off	6:00			
	a. The meeting on 19th Jun itself was planned to be 3 hrs but it lasted around 1 hrs more in reality. This made only the meeting time	4:00			
	b. Preparation (reading about the new committee, its role in KTH new structure, PhD student influence role in it, and the content of the meeting)	2:00			
30th May	2. Prep + meeting for ITM-JML	3:45			
15th & 30th Jan	3. Swedish Language Group (Prep+meetings + feedback)	6:45			
PhD Chapter Related				12:40	1.5
	1. PhD Chapter meetings + prep/reading motions/docs, etc (2 meetings)	10:40			
	a. Meetings time	7:50			
	b. Some preparation before each meeting regarding discussion points, motions, etc	2:50			
30th Jan	2. Onboarding Meeting	1:00			
30th May	3. SoYA (prep + meeting Zoe)	1:00			
Organizing Events				41:30	4.8
	1. Organizing PhD Ski Trip: a. The event was not private , I sent the invitation to all ITM EGI PhD students (<i>see the screenshot of my email</i>)	20:00			

	<p><i>inviting people to sign up in Appendix</i>) + some of the participants were from outside EGI department.</p> <p>b. I did the ski pass + Equipment bookings (<i>see the screenshot of my email inviting people to sign up in the Appendix</i>).</p> <p>c. Communication with bus company (bus was too expensive).</p> <p>d. Arranging suitable transportation car rentals including a visit to the rental place to check the cars' suitability to fit ski equipment (<i>see the screenshot of my email for car rental booking in the Appendix</i>)</p> <p>e. Communication with PhDs regarding practical info about the trip.</p> <p>f. I was financially responsible (acquiring funding and responsible for payments, swish from/to participants, and financial reporting).</p> <p>g. Coordination and communications with Kostas (one of the drivers) and Mateo.</p> <p>h. Financial reporting (invoice, receipts, etc)</p>			
	<p>2. Organizing PhD full day Kayak trip:</p> <p>a. I was financially responsible (acquiring funding and responsible for payments, and financial reporting).</p> <p>b. Communication with the kayak club + going there physically to arrange some practicalities.</p> <p>c. Communication kayak club to fix payment by invoice.</p> <p>d. Event invite + arranging sign-ups.</p> <p>e. Communication with PhDs + Practical info</p> <p>f. Arranging food/drink.</p>	16:00		
	<p>3. Organizing PhD Osqvik weekend</p> <p>a. Communication with PhDs to acquire funding.</p> <p>b. Invite + arrange sign-ups + communication PhDs.</p> <p>c. Booking Osqvik.</p> <p>d. Receive last-minute cancellations from THS and back-and-forth communication with Chapter and THS to try fixing the booking.</p>	5:30		
Total			HH:mm	%
Total			127:25	14.7

Appendix

1. Calendar invitation to attend/present at ITM PhD intro course lecture (2hrs planned)
2. Calendar invitation for recruitment board meeting VL-2023-0007 (8.5 hrs planned but last 1.5 hrs extra = 10hrs).

◀ ▶ den 22 - den 28 januari 2024

	MÅNDAG	TISDAG
	den 22	den 23
07		
08	Recruitment board meeting - Interviews for an Associate Professor in Corporate finance VL-2023-0007	Introduktion FLF3019 - kom och säg hej
09	https://kth-se.zoom.us/j/6434198 Jennifer Lindholm	M231 (Brinellvägen 68) Linda Söderlindh
10		
11		
12		
13		
14		
15		
16		

3. Calendar invitation for Docent Interview meeting (2 hrs planned but last 45 min extra = 2.75hrs), we were asked to arrive a bit earlier to discuss what questions to ask.

The screenshot shows a Microsoft Outlook calendar invitation for a meeting titled "Docentinterview kl 13-14". The meeting is organized by Susanna Elfving Blomster and is scheduled for Monday, June 17, 2024, from 12:50 to 14:50. The location is "itm_konferensrum_skolkanslietplan1". The invitation includes three attachments: "Inbjudan till docentinterview Sasan.docx" (30 KB), "Sasan_Dadabaksh_CV.pdf" (796 KB), and "evaluation_docent.pdf" (62 KB). The meeting status is "Accepted on 2024-06-12 12:43". The body of the invitation contains the following text:

Hej,
Bifogar dokument inför mötet. Bokar in längre tid för avstämning osv. Kom gärna lite före 13.00 så kan vi stämna av vilka frågor som alla ska ställa.
Mvh
Sanna

4. Ski trip (Not Private event), sent to all ITM EGI PhD students (see mailing list below)

The screenshot shows an email from Mohammad Abuasbeh, dated Monday, February 5, 2024, at 14:00. The subject is "Ski trip to Romme Alpin – PhDs from EGI". The email is addressed to "doktorander-egi@kth.se" and copied to Mateo Sanclemente Lozano and Konstantinos Apostolopoulos Kalkavouras. The email body contains the following text:

Dear all,

We are organizing the ski trip this weekend!
Please fill out [this registration form](#) as soon as possible (**today**) and Swish the required amount (specified in the form) by tomorrow afternoon at the latest.
We appreciate your prompt response to fill out the form so we can organize the rest of the planning for the trip.

Best Regards,
Mohammad & Mateo & Kostantinos

5. Organized ski pass & Equipment bookings and communication with Romme Alpin


RE: KTH-ITM PhD Ski Trip - Message (HTML)

File Message Tell me what you want to do...

Delete Reply Reply Forward All ITM Chair mail... To Manager Team Email Move Mark Unread Categorize Follow Up Translate Zoom

Delete Respond Quick Steps Move Tags Editing Zoom

tor 2024-02-08 16:44

 Mohammad Abuasbeh
RE: KTH-ITM PhD Ski Trip

To: 'Romme Alpin'


From: Romme Alpin <alpin@rommealpin.se>
Sent: den 8 februari 2024 16:41
To: Mohammad Abuasbeh <mohammad.abuasbeh@energy.kth.se>
Subject: Sv: KTH-ITM PhD Ski Trip

Hi Mohammad,
I have sent you a booking number for your rental.
You can pay it in Guest service on Saturday 😊

Önskar dig en fortsatt trevlig dag!

Med vänliga hälsningar
Emma

Romme Alpin
Tel: 0243-79 58 00
Email: alpin@rommealpin.se
Hemsida: www.rommealpin.se



Från: Mohammad Abuasbeh <mohammad.abuasbeh@energy.kth.se>
Skickat: den 8 februari 2024 15:48
Till: Romme Alpin <alpin@rommealpin.se>
Ämne: RE: KTH-ITM PhD Ski Trip

Hej Elsa,

Please find the attached list of participants with the info you requested in your email below.
Regarding the date of birth, I could not get all of their exact dates of birth but I confirm that all participants are over 18 years old.

Just a small update regarding the rentals, we would like to book the following:

Reasoning for reduction of time compensation for VT 2024 submitted by Mohammad Abuasbeh

Author:

Steffen Hammer (chair of the ITM PhD council)

According to the PhD chapter bylaws (§2.9.5. Responsibilities) the chair of the council is responsible for submitting the time compensation to the PhD chapter.

Mohammad is elected as Vice-chair and treasurer, each having a theoretical time compensation of 5%. Since the ITM PhD council does not have any budget, the treasurer role has no active work connected to it. Therefore, I had submitted a prognosis of time compensation of 5% for Mohammad for the spring term.

During the ITM PhD council election (14.1.2024) it was decided that the task of the vacant roles of “Event Manager” and “Webmaster” are distributed around the council members.

Mohammad requests a time compensation of 14.9% for the spring term of 2024 representing the ITM PhD council. This already exceeds the allocated time compensation for his roles.

Therefore, in my responsibility as chair of the ITM PhD council, I requested a detailed list of the tasks (with time estimates) Mohammad performed during the spring term 2024.

Some of the estimates appeared to high and others should not be counted in my opinion. Therefore, I created a detailed comparison list of his tasks and used the estimates I consider reasonable.

According to this list I estimate that Mohammad should receive a time compensation of 7% for the spring term of 2024.

Following I will describe my reasoning for the different estimates in the attached list:

Council related:

Mohammad lists 6 tasks totalling 30h. I disagree with the following 4 tasks.

The council organised Fikas for the different departments at the ITM school to introduce the council and be able to get to know more students from the different departments.

Mohammad was responsible for the Fika of the Materials department since this PAD position is vacant at the moment. All Fikas were scheduled for 1h.

My estimate to organize this event is 1h, which then totals to 2h instead of 5h estimated by Mohammad.

In the course FLF3019 the council is invited to present student representation to new PhD students. The time slot for the presentation is 15min. I estimate 1h for presenting and preparation, compared to Mohammad's estimate of 3h.

We had in total 7 council meetings during the spring term of 2024. Each lasting 1h. Mohammad was taking the minutes for one meeting, which I estimate with an additional 1h. This adds up to 8h compared to Mohammad's estimate of 12h.

I have tasked every PAD to collect a list of courses taking by the PhD students of the different departments. This is done in the form of setting up an excel sheet and sending out the email to the students. Mohammed was responsible for the Materials department due to the lack of a PAD. I estimate 1h compared to Mohammad's estimate of 2h30min.

PhD chapter related:

Mohammad lists three tasks totalling 12.6h (he summed them up falsely to 13.8h in his email).

I disagree with the estimated for all three tasks as explained below.

The onboarding for the new PhDs was organized by the PhD chapter (30.1.). I am presented the ITM council while Mohammad only attended. He claims 1h for the meeting. This should not be claimed by him since he was not actively presenting the ITM council.

2 PhD chapter meetings lasted each 3h30min. I am represented the ITM PhD council at both meetings. Mohammad claims 5h15min for both meetings. I disagree and would award him the total of 7h for both meetings since he didn't have to actively present something.

For the supervisor of the year award Mohammad had a meeting with Zoé with a short discussion. He claims 1h for the meeting. After consultation with Zoe, she explained that all here questions could have been handled within 10min. He was not actively doing more work so I would not award him any compensation for this.

Other committees related:

Mohammad claims three tasks which I disagree with one as follows.

Mohammad represented the ITM PhD council during the kick off meeting of the ITM faculty board (19.1. 13:00-16:00). Since this was the first meeting there was no preparation necessary so I estimate the 3h of the meeting compared to Mohammad's claim of 7h.

Recruitment meetings:

The ITM PhD council is actively represented during recruitments and promotion interviews at the ITM school in regard to teaching positions. The council distributes this work load throughout the council members depending on availability and conflict of interest.

Mohammad participated in two interviews, totalling 26h according to his estimates (falsely summed up by him to 26.75h in his email)

The interview for Associate Professor (VL-2023-007) on 22.1. He estimates 19h30min for interview and preparation.

Prof. Andrew Martin was leading the interview process at two occasions (23.11. and 22.1.). He claims the two interviews for this position were in total 10h with 15 applicants and 5 final interviews (22.1.) and the review process should not have been too demanding.

I have participated in similar interviews before. So I estimate the time for the second interview that happened during the spring term 2024 to 10h, compared to Mohammad's claim of 19h30min.

Mohammad participated in the Docent interview of Sasan Dadbakhsh scheduled for (7.6. 13:00-14:00). I estimate 2h30min for the meeting and preparation compared to Mohammad's claim of 6h30min.

Events related:

Mohammad claims three tasks. I disagree with all three as follows.

A small ski trip was organized by PhD students at the EGI department (13 people). The organisation was started and most of it was handled by Mateo and Konstantinos at the HPT division. Contacted them and they told me they were arranging the cars, sent the emails, found the resort and costs etc and made most communications for transport etc.).

Mohammad offered to help with the funding request and took care of it.

Since this was not an official ITM council event and Mohammad's task were limited I reward any hours for time compensation, compared to Mohammad's claim of 20h.

Mohammad organized a Kayak event. I contacted the event manager (Mattias Åstrand) at the PhD chapter for a time estimate for such an event. His estimate for an "easy" event like this amounts to about 5h, compared to Mohammad's claim of 16h.

Mohammad tried to organize a retreat at Osqvik for ITM PhDs during the summer of 2024. The event was cancelled by THS due to no THS members being available. Since Mohammad organized a similar event in previous years, I estimate 3h compared to Mohammad's claim of 5h30min.

Conclusion

After reviewing Mohammad's claims, I come to the conclusion that he is eligible to 60h30min for the spring term of 2024. This amounts to 7% time compensation for VT2024.



Steffen Hammer

Chairperson - ITM PhD Student Council

PAD - Energy and Environment PhD Program

DATE event

hours

**Steffen estimate
per task**

**Steffen
summed**

**Mohammad
claim**

Council related

16.1.	Intro to ITM council chair with Mohammad	01:00		
13.2.	Discussion with Mohammad about his time compensation	02:00		
			03:00	03:00
12.2.	PhD council FIKA at INDEK	01:00		
21.2.	PhD council FIKA with Machine design department	01:00		
28.2.	PhD council FIKA with Production engineering department	01:00		
29.2.	PhD council FIKA with EGI department	01:30		
			04:30	04:30
19.2.	PhD council FIKA at Materials Science department + organization	02:00	02:00	05:00
	PhD intro course at ITM (presenting council and chapter) 15min	01:00	01:00	03:00
26.1.	ITM PhD council meeting	01:00		
27.2.	ITM PhD council meeting	01:00		
20.3.	ITM PhD council meeting + minutes	02:00		
18.4.	ITM PhD council meeting	01:00		
14.5.	ITM PhD council meeting	01:00		
28.5.	ITM PhD council meeting	01:00		
18.6.	ITM PhD council meeting	01:00		
			08:00	12:00
	Materials department (course list and communication)	01:00	01:00	02:30

PhD chapter related

30.1.	Onboarding was presented by Steffen, Mohammad only attendec	00:00		01:00	
20.3.	PhD chapter meeting attending as co-chair	03:30		05:15	
30.5.	PhD chapter summer meeting attending as co-chair	03:30		05:15	
	SoYa (meeting with Zoe)	00:00		01:00	
			07:00		12:30

other commitees related

19.1.	Fakultetsnamnd kick-off (Steffen not available that day) 13:00-16:00	03:00		07:00	
	JML meetings	03:45		03:45	
	Swedish language group meetings (3 occasitions)	06:45		06:45	
			13:30		17:30

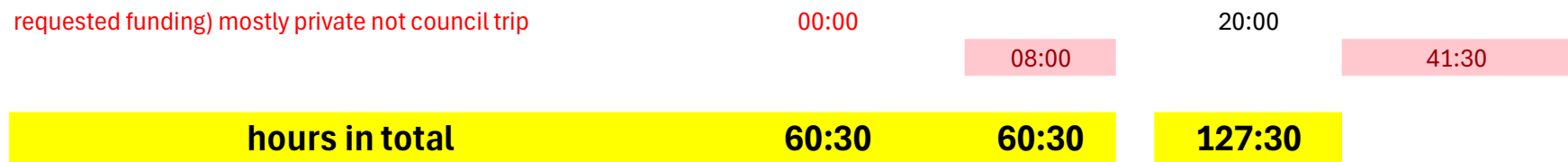
Recruitment meetings

	VL-2023-0007 - Associate Professor Cooperate Finance (INDEK), first meeting in november, second meeting 22.1.2024, both meetings in total 10h, 15 applicants, not so many, so review of applications should not have been too demanding. 5 applicants were interviewed	10:00		19:30	
07.06.2022	Docent Sasan Dadbakhsh (13:00-14:00)	02:30		06:30	
			12:30		26:00

Events related

	Kayak trip (organizer) - high estimated number by Mohammad	05:00		16:00	
	Osqvik weekend (organizer) but event was canceled by THS	03:00		05:30	

skitrip (organized mainly by Mateo and Kostas, Mohammad requested funding) mostly private not council trip



	h	%	h	%
	866	100	866	100
	60.5	6.99	127.5	14.72
	Steffen estimate		Mohammad claim	

¹ Approximated numbers for corresponding workload in percentages. In case of conflicts, the percentages apply.

² 1732 hours/year or 866 hours/semester corresponds to contractual working hours for employees aged 30-39 according to "Arbetstid och arbetstidsberoende ersättningar för lärare"