

Time compensation guidelines for Doctoral Representatives/ KTH central and national level – 2024

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 ^[1].

^[1] has been further updated to reflect changes in the board's working procedures to the initial document as per the decision taken during the chapter meeting dated 30th of May 2024 and new routines regarding central, national and international time compensation according to decision Dnr. V-2024-0940 1.2.

According to decision Dnr. V-2024-0940 1.2, the PhD Chapter board is obligated to present a time compensation report detailing the time compensation utilized for the past semester in January and August of each year. This includes central, national and international representation. This document outlines the procedure of reporting time compensation.

GUIDING PRINCIPLES –

- Standard percentages for commission of trust positions – Based on the standard work for commission of trust positions (positions in the board of directors, Doktorandsektionen vid Tekniska Högskolans Studentkår), fixed percentages have been set up for these positions. Any additional percentages shall be added based on the following point "Transparency".

These additional percentages can be added to time compensations of members serving in board positions or for members appointed by the board in their stead.

- Transparency - Representational work to be compensated needs to be communicated and approved by the board. This in practice means that individual work (to be done, or already done) needs to be communicated to the board and be verifiable by means of supporting documents such as meeting

minutes and be approved by the board.

- A person who is not elected as a board member can receive time compensation for their representational work if they have been formally appointed by the board. For example, if a student is appointed to the language committee due to the need for Swedish proficiency, they may be compensated for their work. This also applies to national and international representation. However, without appointment from the board, the doctoral student representative cannot assume to be time compensated. It is strongly advised for the student to contact the board before candidating for the position. The same guidelines regarding transparency above hold for these commissions of trust.
- In accordance with the decision Dnr. V-2024-0940 1.2, a maximum cap of 30% time compensation is set for any student representing the Chapter at the national (e.g., trade unions, SFS, IVA), international (e.g., EuroDoc), or central level (e.g., KTH committees – Fakultetsrådet, etc.). This principle aims to encourage delegation within the board, motivate the recruitment of new board members, and improve the sustainability of PhD Chapter operations. Additionally, it ensures that students dedicate at least 50% of their time to conducting research education studies, as required by the Higher Education Ordinance.
- Elucidation of the roles – All members who claim time compensation greater than 20% shall provide a detailed breakdown of the various representational roles they have been involved with at the national or central level.

Refer to [Central and National Level Doctoral Representatives at KTH- VT2024](#) for an example breakdown.

- Standard percentages for the work with committees – Based on previous data, a standard table of percentages for the various KTH central committees has been drafted (Table 2).
- Representational work to be compensated shall consider preparation work, documentation and handover. This in practice means reading up on relevant policy documents, reporting highlighted work to relevant representatives in the different levels, updating relevant testaments and participating in handover meetings.
- A fixed percentage of 5% shall be given to all commission of trust positions for administrative tasks such as answering emails, correspondence via Slack etc.
- The reported percentages shall according to Dnr. V-2024-0940 1.2 be based on the student activity time (i.e 6 months full time, excluding weekend), which is 1044h/semester or counted as averaged per 40h work week during these 6 months.

e.g. Treasurer's time compensation –

❖ *Fixed rate for board positions – 5%*

- ❖ *Attending board meetings and chapter meetings – 5%*
- ❖ *Treasury related work (payment of invoices, reimbursements, keeping track of the books and finances) – 6%*
- ❖ *Total – 16%*

● **Note –**

- **The standard percentages of the different committees are a measure of the average work done by a member holding a particular position. These are by no means fixed. During a year, owing to the language of communication (Swedish) for the committees, Swedish speaking doctoral students are required to attend, and this responsibility could be shared between the Swedish speaking members of the board unequally and this could give rise to a distribution of the percentages between them.**
- **The standard percentages must be used as a tool by the chairperson and treasurer of the board that approves the time compensation and prognosis to ratify the percentages listed by the members. If a board member does not attend the relevant committee meetings or do the relevant work associated, the percentage will be adjusted. The responsibility to check this is on the Chairperson and Treasurer.**
- **The extra time associated with a committee increases significantly if the committee is in Swedish and the student representative is non-Swedish speaking. As a vast majority of research education students do not speak Swedish, this is a factor in counting the percentages which may lead to variations in the reported percentages for different tasks.**

Standard percentages for KTH committees –

Sl No.	KTH committee	Percentage
1.	University Board (<i>Universitetsstyrelsen</i>)	8 %
2.	Faculty Council (<i>Fakultetsråd</i>)	5%
3.	Third-cycle Education Committee (<i>Forskarutbildningsutskottet</i>)	3%
4.	Scholarship council	2%
5.	Equality Council (<i>JMLA strategisk ledningsgrupp</i>)	3%
6.	Future Faculty commitments	3%
7.	Language Committee (<i>Språkkommittén</i>)	2%
8.	Library Board (<i>Biblioteksstyrelsen</i>)	2%
9.	ISP Focus Group	1.5%

10.	Ethics Council (<i>Etikutskottet</i>)	2 %
11.	ASP Reading group	Variable as it depends if there are any cases during that term.
12.	Committee for the assessment of suspected deviations from good research practices (<i>KTH:s kommitté för utredning av misstänkt avvikelse från god forskningssed</i>)	Variable as it depends if there are any cases during that term.

ANNEX I: KTH POLICIES

Dr2019-CP-02/0002 – Time compensation for Doctoral representatives/ KTH central and national level 2019

Dnr 930-2005-0345 Time compensation policy for school-level representation

Dnr V-2016-0451 Time compensation policy for central and national level representation

Dnr. V-2016-0451 Beslut om hantering av tidskompensation för doktorander till följd av förtroendeuppdrag på central nivå, nationell nivå och internationell nivå