



PhD Chapter at THS | Doktorandsektionen vid THS
Board 2024/2025

Central and National Level Doctoral Representatives at KTH - HT2024

Decisions:

1. To endorse the provided time compensation for the PhD Chapter Board as described below for the HT24 semester (July-December).
2. To request ABE, CBH, EECS, ITM and SCI schools and its doctoral support units to adjust the study activity of Ugne Miniotaite, Doga Gürgünoglu, Hemanth Venkatesan, Ellymay Goossens, Andressa Mazur, Matt Davoudizavareh, Zoé Barjot, Peilin Wu, Mattias Åstrand, Mehdi Nourazar, Charlie Börjeson and Diana Saleh in correspondence to the amount described therewith.

Interested Parties at KTH:

1. Administration at KTH boards, councils, committees, and groups.
2. Head of schools, administration and head of finance.
3. Other officials with educational or management roles.

Interested Parties at THS:

1. THS President and THS Head for Educational Affairs.
2. PhD Chapter's school councils, chapter board and auditors.

Time Compensation Report

| Member | Position | Percentage (%) ¹ | School |
|----------------------------------|----------------------------|-----------------------------|--------|
| Ugne Miniotaite | Chairperson | 30.0 | SCI |
| Doga Gürgünoğlu ³ | Vice Chairperson | 10.0 | EECS |
| Hemanth Venkatesan ³ | Treasurer | 18.0 | ITM |
| Zoé Barjot ³ | Council Coordinator | 14.0 | ABE |
| Ellymay Goossens ³ | Education Manager | 19.0 | CBH |
| Andressa Mazur ³ | Communication Manager | 17.0 | CBH |
| Matt Davoudizavareh ³ | Business Liaison | 18.0 | ABE |
| Mattias Åstrand | Events Manager | 16.0 | SCI |
| Mehdi Nourazar | Webmaster | 8.0 | ITM |
| Peiling Wu ³ | Workgroup Manager | 12.0 | ABE |
| Charlie Börjeson ² | - | 4.0 | SCI |
| Diana Saleh ⁴ | Student representative IVA | 19.0 | ITM |
| Total | | 185/200 | |

For the [list of roles at KTH Central Committees](#), refer to the document from the Board Meeting held on **2024-09-25**.

¹ 2088 hours/year or 1044 hours/semester corresponds to the activity study percentage in accordance with decision Dnr.

² Charlie Börjeson is not a board member but represents the PhD Chapter in the Language Committee (*Språkkommittén*).

³ Modified in comparison to the original prognosis.

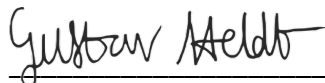
⁴ Not included in the original prognosis as the student was appointed after the prognosis was completed.

Background

With reference to the decision Dnr. V-2016-0451 detailing time compensation policy for doctoral students that are representatives at the KTH central level, national or international level. The hours that are stated in this decision should be considered as the reported and spent hours. The hours reported have followed the PhD Chapter [Time Compensation Guidelines](#).

According to the decision of the Chapter Meeting that happened on 2024-05-30, an activity breakdown for each board member is also provided as an attachment to this document.

On behalf of Tekniska Högskolans Studentkår (THS),



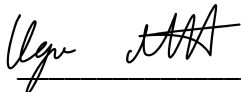
Gustav Heldt

THS President 2024/2025



Linn Nyholm

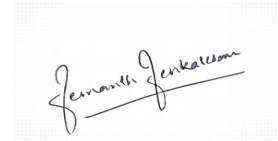
THS Vice President 2024/2025



2024-12-12

Ugne Miniotaite

PhD Chapter Chairperson 2024/2025



Hemanth Venkatesan 2024-12-18

Hemanth Venkatesan

PhD Chapter Treasurer 2024

Attachment

Time Compensation Breakdown

The reported times are provided by the board members themselves and validated by the Chairperson. In this breakdown, it is assumed that all board members allocate at least 5% of their time to administrative tasks related to the chapter, such as checking and replying to emails, addressing questions on Slack, and managing minor delegated issues. This practice has been followed by previous boards as well.

Clarifications for time compensation are provided when a board member's time breakdown equals or exceeds 20%; otherwise, it is assumed that the tasks are self-explanatory.

Chairperson - Ugne Miniotaite

| Task | Percentage |
|---|------------|
| Fixed-rate for board members | 5% |
| Specialized administrative tasks | 6% |
| Board Meetings and Chapter Meetings | 4% |
| Time Compensation work group | 3% |
| Ordföranderådet (THS), SFS-DK, THS wellbeing breakfast, Dr x THS Meetings | 3% |
| Non-recurring meetings | 3% |
| University Board (<i>Universitetsstyrelsen</i>), ASP Reading Group, Committee for Deviation of Good Research Practices and one FR Meeting | 6% |
| Total | 30% |

- **Specialized administrative tasks:** This includes the creation and coordination of documents such as this one, modifying the statutes/bylaws, managing eventual financial tasks (such as organizing a bookkeeping course in English), organization of board and Chapter Meetings (catering, agendas, minutes). This also included the co-creation of creation of the PhD Chapter Time compensation guidelines and project directive for Future Education Project 'Vibrant Campus for PhD students' with the Treasurer.
- **Time compensation work group:** This group worked on setting up a routine for time compensation which we now refer to in this document. The percentage includes writing of a time compensation motivation report for the PhD Chapter and time spent revising the other documents produced by the group.
- **Non-recurring meetings:** This includes meetings with the KTH Management Office, PhD School Councils, meetings planning the new PhD on-boarding and 1-to-1 meetings with PhD Chapter members or THS staff regarding specific topics. This includes meetings regarding the KTH PhD on-boarding.

- **Committees:** The University Board had two University Board meetings between July - Dec 2024, where the Chairperson went to both. Before each meeting, there's a previous meeting with the student representatives from THS and also with the President of KTH. The ASP Reading Group has no meetings, and no revisions of ASPs came in during this time. The Chairperson filled in at one Faculty Council Meeting as neither the Vice Chair nor Education Manager were available. Since the Chair person is a native Swedish speaker, she has not needed as much time reading the preparatory documents before the meetings.

Vice-Chairperson - Doga Gürgünoğlu

| Task | Percentage |
|--|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 2% |
| Faculty Council (<i>Fakultetsrådet</i>) | 2% |
| PhD On-boarding | 1% |
| Total | 10% |

Treasurer - Hemanth Venkatesan

| Task | Percentage |
|--|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 4% |
| Treasury-related Tasks | 7% |
| Chapter Representation and document drafting | 2% |
| Total | 18% |

Education Manager - Ellymay Goossens

| Task | Percentage |
|---|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 4% |
| Research Education Committee (Forskarutbildningsutskottet) | 3% |
| Education Committee at THS | 1% |
| Non-recurring meetings and other issues | 2% |
| Working Group - PhD Survey | 2% |
| Analysis 2024 PhD Survey | 2% |
| Total | 19% |

- **Non-recurring Meetings:** This includes stepping-in at the Fakultetsråd (internat and meetings) when the Vice-Chair could not attend as well as attending the PhD Chapter retreat.

Communications Manager - Andressa Mazur

| Task | Percentage |
|-------------------------------------|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 3% |
| Newsletter development | 4% |
| Event Planning | 2% |
| JML (Equality) Committees | 3% |
| Total | 17% |

- **Event planning:** From Jul - Dec 2024, there were four editions of PhD Impact, which are organized as lunch meetings. This involves designing the flyers, managing the catering, and dealing with speakers / related content.

Events Manager - Mattias Åstrand

| Task | Percentage |
|--|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 4% |
| Event Planning | 5% |
| Anställningsnämnden (employment committee) | 2% |
| Total | 16% |

Council Coordinator - Zoé Barjot

| Task | Percentage |
|-------------------------------------|------------|
| Fixed-rate for board members | 5% |
| Attending Council Meetings | 1.5% |
| Coordinating Future Faculty Tasks | 5% |
| Board Meetings and Chapter Meetings | 2% |
| eISP Focus Group | 0.5% |
| Total | 14% |

Workgroups Manager - Peiling Wu

| Task | Percentage |
|-------------------------------------|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 4% |
| eISP Focus Group Meetings | 0.5% |
| Event Planning | 1.5% |
| Podcast development | 1% |
| Total | 12% |

- **Event Planning:** PhD Chapter Retreat for student representatives of the PhD Chapter.

Business Liaison - Matt Davoudizavareh

| Task | Percentage |
|-------------------------------------|------------|
| Fixed-rate for board members | 5% |
| Board Meetings and Chapter Meetings | 4% |
| Business Visits - Events | 4% |
| Business Event Planning | 1% |
| Partnership Negotiations | 1% |
| Networking | 1% |
| Library Committee | 2% |
| Total | 18% |

Webmaster - Mehdi Nourazar Khoshknab

| Task | Percentage |
|---|------------|
| Fixed-rate for board members | 2.5% |
| Board Meetings and Chapter Meetings | 1% |
| Ethics Council and Scholarship Council Meetings | 2.5% |
| Website development | 2% |
| Total | 8% |

The fixed-rate has been adjusted to reflect the current level of involvement with board tasks.

IVA Student Representative - Diana Saleh

| Task | Percentage |
|---|------------|
| Re-occurring meetings (Rådsmöten) | 14.4% |
| Work group meetings (Deep Tech, Communication, Conference manager, Third-level education) | 2.5% |
| Non re-occurring meetings (IVA representation at various meetings) | 2.1% |
| Total | 19% |