



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

Central and National Level Doctoral Representatives at KTH - VT2025

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, Hilma Karlsson, Hemanth Venkatesan, Ellymay Goossens, Liv Breivik, Matt Davoudizavareh, Zoé Barjot, Peiling Wu, Abhilash Kulkarni, Mehdi Nourazar, Charlie Börjeson and Diana Saleh in correspondence with 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	25.0	SCI
Hilma Karlsson ³	Vice Chairperson	18.5	SCI
Hemanth Venkatesan ³	Treasurer	18.5	ITM
Zoé Barjot ³	Council Coordinator	14.0	ABE
Ellymay Goossens ³	Education Manager	10.5	CBH
Liv Breivik ³	Communication Manager	5.0	ABE
Matt Davoudizavareh	Business Liaison	24.0	ABE
Abhilash Kulkarni ³	Events Manager	17.5	SCI
Mehdi Nourazar ³	Webmaster	15.0	ITM
Peiling Wu	Workgroup Manager	10.0	ABE
Charlie Börjeson ²	-	2.0	SCI
Markella Zacharouli	Head of WOP	4.0	CBH
Diana Saleh	Student representative IVA	20.0	ITM
Total		184/200	

Here is the [list of roles at KTH Central Committees](#) for VT 2025.

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.

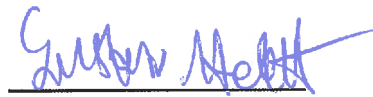
⁴ Markella Zacharouli is not a board member, but represents the PhD Chapter in the JML Committee and joins Chapter board meeting to relay this information and is therefore time compensated.

Background

With reference to the decision Dnr. V-2024-0940 1.2 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



Ugne Miniotaite

PhD Chapter Chairperson 2024/2025



Digitally signed by
Hemanth Venkatesan
Date: 2025.06.10
20:31:48 +02'00'

Hemanth Venkatesan

PhD Chapter Treasurer 2025

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	3.5%
Communications step-in	4%
Ordföranderådet (THS), SFS-DK, Dr x THS Meetings	2%
Non-recurring meetings	3.5%
Committee of deviations from good research practice (1 errand)	1%
Total	25%

- **Specialized administrative tasks:** This includes creating and coordinating documents (such as this one), managing financial matters, editing statutes and bylaws, and organizing board and Chapter meetings (including catering, agendas, and minutes). It also involves assisting with the administration of School Council elections and facilitating the handover to new School Councils. As well as updating the Web page.
- **Communications step-in:** Due to the inactivity of our Communications Manager, it was necessary to take over several tasks. These included creating flyers for the PhD Career Fair and other events, handling funding requests, and producing the PhD Chapter newsletter.
- **Non-recurring meetings:** These included meetings with the KTH Management Office, PhD School Councils, one-on-one meetings with PhD Chapter members or THS staff on specific topics (e.g., the hiring of a new PhD ombudsperson and then meeting with the new ombudsman), and collaboration with the KTH Career Office, including support for the PhD career fair PhireD.
- **Committees:** Committee of deviations from good research practice has one running errand.

Vice-Chairperson - Hilma Karlsson

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3.5%
Faculty Council (<i>Fakultetsrådet</i>)	4%
PhD On-boarding /Collaborations with FUSam	2%
Future Faculty Commitments	2%
Event Planning	2%
Total	18.5%

Treasurer - Hemanth Venkatesan

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3.5%
Treasury-related Tasks	7%
Event Planning	2%
Document verification and ratification	1%
Total	18.5%

Education Manager - Ellymay Goossens

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	2.5%
Education Committee at THS	0.5%
Non-recurring meetings and other issues	0.5%
Working Group - PhD Survey	1%
Analysis 2024 PhD Survey	1%
Total	10.5%

Communications Manager - Liv Breivik

Task	Percentage
Fixed-rate for board members	2%
Board Meetings and Chapter Meetings	1%
Newsletter development and Event planning	2%
Total	5%

- Liv was active in the board from January 1st to the beginning of March and the time compensation is counted for this period.

Events Manager - Abhilash Kulkarni

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3.5%
Event Planning	9%
Total	17.5%

Council Coordinator - Zoé Barjot

Task	Percentage
Fixed-rate for board members	5%
Attending PhD School Council Meetings	2%
Coordinating Future Faculty Tasks	5%
Board Meetings and Chapter Meetings	2%
Total	14%

Workgroups Manager - Peiling Wu

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3%
eISP Focus Group Meetings	0.5%
Event Planning	1%
Podcast development	0.5%
Total	10%

- **Event Planning:** Supervisor of the year award, Helpout PhireD event

Business Liaison - Matt Davoudizavareh

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3.5%
Business Events	3.5%
Event Planning	8.5%
Networking & Partnership	1.5%
Library Committee	2%
Total	24 %

- **Event Planning:** This includes organizing the PhD Career Fair (Phired) for the first time, which brought together nearly 400 people, including the organizers. Created a new event brand, logo, and a dedicated [LinkedIn page](#) for ongoing visibility. Laid groundwork for an annual series: a standing committee (5–7 members) will be in place next semester to spread the workload and ensure growth. Additionally, it also includes planning our ongoing boat event series. The boat events have already taken more than 90 students out to the sea (190 including last season), and are running nearly every weekend since mid-April. Please note that the actual event time is not counted here; only the planning, meetings, logistics, and communication are included.
- **Business Events:** This includes the preparation and execution of full-day company visits. So far, 5 company visits have been organized during this semester, including to Ericsson, Alstom in Stockholm, Alstom in Västerås, Mycronic, and Scania.
- **Networking & Partnerships:** Covers the time spent attending career fairs (THS Reversed, Armada, Lava, and smaller events across Stockholm), arranging meetings, and contacting companies to build and maintain relationships. It also includes securing student discounts. Prepared a list of over 100 company contacts from scratch for future events and career day. Which will be shared with the next Business Liaison.

Webmaster - Mehdi Nourazar Khoshknab

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3%
Ethics Council and Scholarship Council Meetings	3%
Website development	4%
Total	15%

Head of WOP - Markella Zacharouli

Task	Percentage
JML (Equality) Committee	2%
Board Meetings	2%
Total	4%

IVA Student Representative - Diana Saleh

Task	Percentage
Re-occurring meetings (Rådsmöten, invalsmöten, intervjuer)	13.6%
Work group meetings (Deep Tech, Communication, Conference manager, Third- level education)	3.3%
Non re-occurring meetings (IVA representation at various meetings)	3.1%
Total	20%