



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

Agenda for Board Meeting #14

Place: [Zoom](#)/Teknikringen 10a

Date: 5/06-2025

Time: 15.30

Invitees: Board Members, head of WOP, Auditors

Formalities: [5 min]

1. Election of Meeting Chairperson, Secretary, and Minute Checker.

Chairperson: [Ugne Miniotaite](#)

Secretary: [Peiling Wu](#)

Minute Checker: [Matt Davoudi](#)

Present: [Ugne](#), [Peiling](#), [Matt](#), [Abhilash](#), [Hemanth](#).

[Zoé](#) arrived at 16 and [Mehdi](#) arrived at 16.15

2. Approval of Agenda.

[Agenda approved](#)

3. Eventual matters related to formalities.

Board Reports / Informs: [20 min]

4. [Board Report - Committees](#)

Chairperson: [Ugne](#) reported from the University Board meeting, where the discussion focused on how KTH structures its finances. Notably, the budget is not split between education and research. Instead, education funding is allocated directly to the schools, which are then responsible for internal distribution. Research funding, in contrast, is specifically targeted toward certain priority areas.

[Faculty representatives](#) raised questions and suggested that we should advocate for reducing the credit requirements for PhD students. Something to consider in the coming year.. Additionally, KTH is aiming to secure funding to create new postdoctoral opportunities, including potential partial co-funding in collaboration with partners in the United States.

[During the KF meeting](#), it was confirmed that the membership fee will not be increased. THS is rebranding to "KTHS" (kungl. Tekniska Högskolans Studentkår), and the question was

raised whether Chapters could also change their names to begin with “K.” This would go through a motion to KF.

Matt made contact with a startup representative who frequently organizes events in Stockholm. This could be a potential opportunity for collaboration on events leading up to PhireD. Regarding the Saturday boat event, the boat sustained minor damage. Insurance will cover most of the cost, but the remaining expenses should still be covered by the board, even if they fall outside the budget. The boat event is currently on hold until repairs are completed. This should be fully addressed within the current mandate (end of June)

Discussions: [45 min]

5. Supervisor of the Year

21st of May the final winner was selected - Linda Lundström from Applied Physics. Committee members gave a lot of feedback on how to improve the process. Peiling will sum this up in a document and place it on the drive. The updated SoYA trophy got more expensive and needed to update the funding request. Ceremony will be next Wednesday and the trophy is purchased.

6. Jubileum Gasque

Abhilash and Hemanth updated the board about the ideas for the jubilee gasque. The planning will go further if the Chapter Meeting approves the budget.

7. PhD Survey

Ugne contact Ellymay for proper update since she is not present this meeting.

8. Access to TC and Canva subscription

We need to get summer access to TC, could be Abhilash, Hilma, Hemanth, the next MC and next business liaison. Meeting agrees on this.

We could have three keys for the meeting room at TC: event manager, MC, and chairperson or treasurer, Abhilash will talk to Flyg about this.

Flyg has given us space on the top shelf, we could get boxes from Clas Ohlson and organize our belongings there.

Currently, the Canva account is connected to the communications email and we have given multiple access to the communications email to be able to use Canva.

We could change the subscription for to Canva teams where the cost is 100 USD per person instead of 120USD and you can collaborate on projects.

Ugne is also looking into a different subscription for Slack to reduce the total cost. The subscriptions (Canva and Slack) should be discussed in the first board meeting with the new board.

The funding request will be paused during the summer. Could approve a summer budget for summer events. This should be discussed in Slack.

9. Handovers and final To-do's + Board report

The board approves a lunch budget to meet the next person taking over the position (500 kr)

Hemanth will ask Saumey and Susanna to make a handover for DRINK, could be basic things (codes etc.)

Handovers should be conducted during June.

Decisions: [30 min]

10. Approve Board Time Compensation Report

The time compensation for student representatives is different from departmental duties (teaching etc.), it is up to 30% itself.

Ugne reduced her time compensation since the University Board is no longer included in the time compensation.

A single activity usually should not exceed 10%. If an activity is more than 10 percent it should be broken up into smaller pieces.

The next board will decide regarding the student representative IVA for the next year

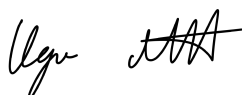
Time compensation report approved

11. Appoint Ugne Miniotaite to the current active errand in the Committée for deviations from research practices until the case is closed.

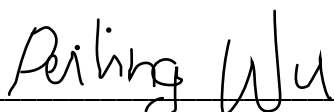
Ugne, as the current chairperson is serving as the representative for the case, and KTH has indicated that they do not wish to replace her. It was suggested and approved that either the chairperson or the person chairing the appointment may serve as the representative, and this was also approved.

16:48 meeting closed

Signed by:



Ugne Miniotaite - Meeting Chairperson



Peiling Wu- Meeting Secretary



Matt Davoudi- Minutes Checker

Approved per capsulam decisions:

2025-05-23: Loris Mazzaferro (ABE) requests 1600 SEK for lunch with the SEED division

"This is a reoccurring event for the PhD students at SEED to socialize and inform students about what's going on at the department and the ABE-school. This time we will discuss questions regarding the PhD retreat and welcoming new PhD students."

Division of funds - $12 * 133.33 \text{ SEK/person} = 1600 \text{ SEK}$

2025-05-23: Seyed Amin Hosseini (ABE) requests 7500 SEK for an Ocean Bus tour event with the Civil and Architectural Engineering department.

" The Ocean Bus tour is a fun and unique sightseeing experience in Stockholm that combines land and water travel aboard an amphibious bus. This social event is designed to offer PhD students in the Civil and Architectural Engineering department a relaxed and engaging opportunity to explore the city, connect with peers from different research areas, and take a break from academic routines. The event is going to be limited to 30 people. "

He wishes the chapter to cover 250 SEK out of 350 SEK which is the ticket cost.

Division of funds - $30 * 250 \text{ SEK/person} = 7500 \text{ SEK}$

2025-05-23: Elina Merdymshaeva (ABE) requests 2400 SEK for a council meeting along with the election of a webmaster.

" PhD Council meeting with an election of a new web-manager. The meeting is open to all PhD students in ABE school. "

Division of funds - Light food and fika - $25 * 72 \text{ SEK/person} = 1800 \text{ SEK}$

Drinks (juices and soda) - $25 * 24 \text{ SEK/person} = 600 \text{ SEK}$

Total - $25 * 96 \text{ SEK/person} = 2400 \text{ SEK}$

2025-05-23: Loris Mazzaferro (ABE) requests 450 SEK for Fika during a visit to a container farm with his division.

" We will have a tour in an indoor vertical farm located at KTH, where the company (Green and Growing) has a research collaboration with the university. One of the PhD students involved in the project will give a tour of the facility where different types of crops are produced. "

Division of funds - $10 * 45 \text{ SEK/person} = 450 \text{ SEK}$

2025-05-26: Ugne Miniotaite (Chairperson)

Reserving 200 sek for goodbye fika for Ingrid Doktorandombud

2025-05-27: Andressa Mazur requests 8000 SEK for a Soapbox Science event

"SoapboxScience is a popular science event held in several different countries, and focuses on promoting women and non-binary scientists, where they get together in a park doing a day in spring to explain their research to the general public. More information can be found:

<http://soapboxscience.org/soapbox-science-stockholm-2025/> Since great part of the researchers presenting this year are PhD students (7/12 speakers), and many from KTH (6/7 PhD Students), we are interested to do shirts to them with the saying "This is

what a Scientist looks like" and potentially one for staff (extra 15 shirts), people supporting on the event day (some also phd students, some relatives/friends from researchers), with the soapbox logo. We can include the chapter logo too!"

Division of funds - $27 * 296.29 \text{ SEK/person} = 8000 \text{ SEK}$

2025-05-27: Zanil Narsing (ITM) requests 6620 SEK for a BBQ event with the ITM school

" BBQ for ITM PhDs. To enjoy the beginning of Swedish Summer.

Food, non-alcoholic drinks, charcoal, and booking of the grillplats to be funded."

Division of funds - Booking Grillplats - 200 SEK

Charcoal - 420 SEK

Items for BBQ - $30 * 200\text{SEK/person} = 6000 \text{ SEK}$

Total = 6620 SEK

2025-05-27: Abhilash Kulkarni (Event Manager)

I would like to apply funding for the Karaoke PhD pub happening on Friday (30th May). It would be for covering food for the pub workers , Singa subscription for Karaoke and few items (such as juices, syrups or fresh fruits needed) to make some signature cocktails.

I would like to ask 3000 SEK in total with keeping in mind a bit of buffer.

2025-05-27: Abhilash Kulkarni (Event Manager)

I would like to request funding for the PhD Chapter meeting event on 5th of June.

This event includes dinner for all attendees who have registered.

For refreshments during the meeting, we can probably use the ones we might still have left from the Phired event if it is okay.

Maybe in the same message, I can ask funding for the Fika for the board meeting we will have before the chapter meeting :grimacing:.

Dinner : ~10500 SEK (145 SEK per person + tax + delivery)

Fika: ~500 SEK

So in total 11000 SEK.

2025-06-02: Peiling Wu (Workgroups Manager)

I would like to apply for funding for soya trophy, total amount 400kr.

Updated and approved **2025-06-03:** *Following the last message, the trophy costs 545 SEK with an emergent delivery fee (due to the winner's schedule).*

2025-06-05: Matt Davoudi (Business Liaison)

Reserving 450 for fika, last board meeting