



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2025/2026**

Minutes for Board Meeting #06

Place: [Zoom](#)

Date: 2025-11-20

Time: 15.00

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

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

Meeting chairperson - Hilma Karlsson

Secretary - Hemanth Venkatesan

Minutes checker - Abhilash Kulkarni

Members present - Hilma, Hemanth, Abhilash, Kaung (left at 18:04), Peiling (left at 17:41), Uli and Ivo.

2. Approval of Agenda.

The agenda was approved with no changes.

3. Eventual matters related to formalities.

No matters related to formalities.

Board Reports / Informs: [20 min – 30 min]

4. [Board report](#)

- Complaints were received regarding the board email address - board@dr.kth.se.
 - The complaint does not seem to be clear.
- Students have been wanting to be removed from the mailing list of the chapter -
 - A disclaimer must be added stating that people need to be removed from the chapter's mailing list. The chapter cannot remove people from the mailing list but KTH handles this list.

- Members who attended the different committees discussed about the content of these meetings during the board meeting.
- A working group is to be created to discuss the PhD programmes which are being evaluated.
 - Might include all the PAs.
 - The chapter shall be included in this discussion.
 - Discussions shall also happen at the school level, and the councils shall be invited.
- KTH is undertaking a self-assessment report of research and education, with PhD studies being a significant part of this report. Discussed during UKÄ.
- At SCI school, PAs are vice heads of department.
- Problems with the elimination of programme structure at KTH - it is unique to KTH.
 - Admin stuff would be removed if there is one doctoral programme, which would be an advantage.
 - Existence of programmes could mean that there is greater wealth of knowledge which could help new students.
- SVT wants to conduct an interview with PhD students (10) from KTH.
- To be hired at KTH as an associate professor, students who have completed a postdoc at KTH are ranked lower than students who have done it at other universities.
- Abhilash talked about the usage of HiTract, which is a free ticketing software to sell tickets for future events.
 - They have a no-compete clause and a 24-month expiry period of the contract.
 - There is also going to be a THS app, but the release date for this app is not yet clear.
 - Abhilash explained that the plan is to let the new board decide whether they want to go for this app, and the rest of the board agrees.

Markella joined at 16:15.

- Inactive doctoral students - Will it force people to finish it within a given period?
- KTH is planning to get rid of the Groups feature at KTH. The information would have to be classified in a good way somehow.

- Kaung is working on Life after PhD with doctoral student interviews and tips about getting jobs.
- Uli will be joining Beer and Batts. He would collect the business cards from Kamila and represent the chapter at the event.
- Markella feels that the discussion regarding the implementation of JML is very vague.
 - No clear structure regarding the implementation of JML at KTH. Departments handle JML differently. There are dedicated JML groups in some departments and some of them handle it in a very limited capacity.
 - Uli shall bring this topic up in Fakultetsrådet.
- Refer to the board reports meeting regarding further notes.

Discussions: [60 min – 90 min]

5. Budget [Hemanth]

Fill in the info about your discussion.

6. Funding PhD Student Advisor

- Board decides to vote 20% of the student advisor's salary.
- It amounts to 136524 SEK which the chapter would be agreeing to pay.
- Ivo - Will we have any liability as the employer of Adi?
- The board discusses that we won't be an employer in the strictest sense.
- He has been part of programme meetings where there have been problems, he has been helpful to students since he has many students who reach out to him about their problems.
- Problems with bookkeeping -
 - How can we account for the salary and how do we enter it in Fortnox?

7. Departmental Duties workgroup [Giancarlo][16.15]

- Giancarlo joins the meeting at 16:15. He is a member of the SACO-S board from the chapter.

- CBH have had a lot of problems with departmental duties. The chapter board decided to work on this a little bit, specifically problem with departmental duties.
- Giancarlo feels that there is a need for a workgroup to discuss the departmental duties, and he can liaise with the labour unions.
 - He has heard problems at the CBH school.
 - Arbitrary time percentage for students for departmental duties.
 - CBH has problems with credited times for departmental duties.
 - They are also asked to do research which is not their own, but their supervisor's research.
- Members of the workgroup -
 - Giancarlo hopes that there are members from the board and that there is good representation from all the different councils.
 - The announcement about the workgroup can be made at the chapter meeting and possibly have the workgroup up and running from January.

8. PhD Chapter Meeting [Hilma]

- The board decides to move it to December 11 at TC. Everyone in favour.
- Can we have a board meeting on the 9th of December? Unanimously approved.

a. Election

b. Motion writing

- Hilma wants to raise a motion of changing the statutes to include the digital elections.
- Hilma also wants to improve the funding application in view of the Beer and Batts event, should there be a limit on the amount that can be approved for an event without a board member being a part of the organizer.
- There should also be a clear description of funding applications

c. Chairing

Someone needs to be appointed as chair since we would be discussing freedom of responsibility during the upcoming chapter meeting.

The chairperson has heard recommendations for the position.

9. PhD Salary ladder [Hilma]

- Time-based salary ladder - KTH has approved it, discussions ongoing with trade unions and KTH.
- Two things that were not discussed according to the trade unions: Positive development - students should be able to move up the ladder if they have been exceptional.
- If people have experience, students must be able to negotiate for their salaries.
- There are certain students who get a higher salary because they have greater experience in the field. The chapter has not statistics regarding it.
- If everything goes well, it will be in place from next November.
- Should the trade unions agree with the time-based system being okay with the two concerns listed above?
 - The board was in agreement with the implementation of a purely time-based system only.
- The time report would be in Ladok - EECS school professor reports that times reported in Ladok are not correct, which could impact the time-based salary.
- The discussion is to have retrospective pay for people close to finishing.
- ISP shall be moved over to Ladok, and the time based system shall be implemented in connection with the students' Ladok account, everything must be accounted for properly including departmental duties.

10. Portuguese student association

- Friday, December 12th, half a day.
- Lunch close to campus.
- Peiling and Kaung are planning it.
- Guided tour for the attendees around the campus, TC and Nymble.
- Presentations - 30 minutes, 15 minutes from our board and 15 minutes for their board. Hopefully, board members can attend that meeting
- A team-building session will follow the event.

Decisions: [10 min]

11. Fund 20% of the PhD Student Advisor's salary

The board unanimously decides to fund 20% of the salary.
Peiling left at 17:41.

Meeting ends at 18:38.

Approved per capsulam decisions:

October 26th

for a PHD fika.

"From the event description(sent out to the students):

We will look into important matters: changing your supervisor, work environment issues, importance of representation of PhDs as well as upcoming ABE Council election. Of course, there will also be news from different KTH levels."

$15 * 50 \text{ SEK/person} = 750 \text{ SEK}$

Fast track and approved

October 27th

Hemanth Venkatesan requests 2500SEK for extra cost for the DJs payment durin the jubilee gasque. The person used Frilans Finans to send an invoice. It was agreed an amount of 10000 SEK for his services, but with the invoice there is 25% VAT which makes it 12500 SEK.

Peiling Wu Hi board, applies for funding for 8 months podcast recording and editing software.

$8 * 29 \text{ USD} = 232 \text{ USD} = 2200 \text{ SEK}$.

Here is the explanation: I subscribed the software in November 2024 for one month, but it continued withdrawing money from my account. I thought it worked well without a subscription, but figured out the subscription automatically continued. So this is a late request for former funding, approved during the last meeting.

November 2nd

Peiling Wu apply for funding for the the second yoga test session:

$1200\text{sek (venue)} + 1500\text{sek (coach)} = 2700 \text{ sek for 20-30 students}$

November 3rd

Hilma Karlsson request 500SEK for the phd program evaluation fika (only cookies) today and hoping to have around 30 students

$30 * 16.67\text{SEK/person} = 500\text{SEK}$

Fast track and approved

Zanil Narsing (ITM) requests 1250 SEK for an ITM School Fika to promote the PhireD event.

"Organizing a fika for the ITM school PhD Students to promote the PhireD career event. Members from the PhireD committee will attend and encourage the PhD students to suggest companies they would like to see at the PhireD event."

$25 * 50 \text{ SEK/person} = 1250 \text{ SEK}$

Fast track and approved

Kaung Myat would like to apply for funding for MSE Movie Night at the department on the 20th. I am expecting 20 participants

Division of funds -

Swedish Food and drinks - $190 \text{ SEK/person} * 20 = 3800 \text{ SEK}$

November 10th

Abhilash Kulkarni would like to request 400SEK for this week's Pub Quiz event.

This includes

Gift Vouchers for prize winners - 2000 SEK

Food for the pub workers - $200 \text{ SEK} * 8 \text{ p} = 1600 \text{ SEK}$

Buffer - 400 SEK

Kamila Ooppelová requests 350SEK for business cards. 'Last week I had a chance to network to promote PhireD and it happened several times that I needed to write my dr. address on a scrap of paper. Therefore I would like to know if you would agree with me having business cards.'

Price for 100: 238 SEK

Delivery: 70 SEK

Buffer for unseen: 42 SEK

TOTAL: 350 SEK

November 13th:

Lucas Åkerstedt (EECS) requests 24 000 SEK for Social Nights with Ice Hockey.

"We are requesting funding from the PhD Chapter to provide free tickets for PhD students to attend KTH Hockey's four home games in the Swedish University Hockey League (SUHL).

As PhD students often miss out on many social and extracurricular activities due to demanding schedules, and with many having international backgrounds, making them feel less connected to campus life - we aim to encourage them to join us on our SUHL events. Watch the best winter sport in the world (and a very classic one in Sweden), sing cheering chants and take a break from work and studying. These events provide a unique opportunity to connect with peers in a relaxed, fun environment, fostering a stronger sense of community and pride of being part of KTH."

Entrance fee: $60 \text{ SEK/ticket} * 400 \text{ people} = 24\,000 \text{ SEK}$

We agree to help spread the information about the event and agree on funding 60SEK per ticket, with a maximum of 100 tickets per game. Thus the maximum funding we are approving is $3 * 100 * 60 = 18\,000 \text{ SEK}$ (sadly one of the games have already been).

November 14th:

Peiling Wu applied for 2700 SEK for yoga session for around 20 people on 21st November.

1200SEK venue renting + 1500SEK coach fee.

November 19th:

Kamila Ooppelová would like to organise a lunch seminar with Ericsson at KTH Entre on 9th December. Estimated number of students: 35

Lunch for students: 35*150 SEK

Lunch for Ericsson representative: 1*150 SEK

Buffer = 300 SEK

Total = 5 700 SEK

Total/student = 163 SEK

Zanil has submitted a revision to the previous funding request since more people showed interest:

Pizza, drinks, snacks: 14 * 142.86 SEK/Person = 2000 SEK

Fast track and approved

Abhilash Kulkarni would like to request 7000SEK for next week's Beer Tasting Pub event organized by Michelle and Ivo.

The idea is they will pay for beers via tickets and snacks would be sponsored by the PhD chapter.

This includes

Snacks - 100 SEK per person x 50 p (maximum, we will probably have lesser people than this) - 5000 SEK

Food for the pub workers - 200 SEK x 8 p - 1600 SEK

Buffer - 400 SEK

Matt Davoudizavareh and Luka Smajila requests 20000 SEK for a Beers and Batts event.

Item Price for 130 guests (incl. VAT)

Soft drinks (33 cl cans) 2,620.80 SEK

Pizza 12,376.00 SEK

High tables (rental, 10 pcs) 1,510.00 SEK

Stretch table covers (10 pcs) 1,252.50 SEK

Service staff (12 h total in quote) 6,750.00 SEK

Subtotal (incl. VAT) 24,509.30 SEK

We request 20,000 SEK as a contribution toward non-alcoholic beverages, pizza, and associated catering/handling for up to 150 PhD students.

November 20th

Kamila Ooppelová would like to request 6073 SEK incl. VAT to arrange a bus trip on 11.12.2025 for a technical visit in Westinghouse (Västerås) :bus: for 20 PhDs. Original price was a little about 7500, manage to get a discount when I asked them about second trip (request below) to Ericsson (45 PhDs) in March.

No more costs, just the bus transfer.


Total/student = 305 SEK

... continuing the previous request, as these 2 needs to be book together to get the better price:


I would like to request 6.046 SEK incl VAT for a bus to technical visit in Ericsson HQ for 45 students on 27.2.2026. No more costs.

Total/student = 135 SEK

Signed by:

Signed by:
 12/29/2025
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- Meeting Chairperson

Signed by:
 12/29/2025
4DB0CC20B448405...
- Meeting Secretary

Signed by:
 12/29/2025
3D54493B3CEF4E5...
- Minutes Checker