



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

Agenda for Board Meeting #09

Place: [Zoom](#)

Date: 2025-01-29

Time: 15.30

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

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

Chair person : Hilma

Secretary : Dita

Minute Checker : Ivo

Attendees : Aakriti, Abhilash, Kamila, Lena, Peiling, Uli

Meeting started 15:35

We start with rotation, the secretary this week will be the minute checker next week.

2. Approval of Agenda.

Agenda

3. Eventual matters related to formalities.

Board Reports / Informs: [15-20 min]

4. Introduction round [1-2min per person]

Everyone introduced themselves.

5. Information from FuSAM [Uli][10min]

- **Mecenat card**

We are entitled to the mecenat card, including the guest students; many people in FuSAM did not know this. Everyone who is a guest here may not know this, but it's worth telling visiting students.

- **Swedish course**

PhD students may get a 3+ ECTS Swedish course offered by ITM.

- **Doctoral website/Doktorandwebben**

The website contains an introduction to important information for new PhD students.

- Uli is looking at these matters.

- The current website version is in Swedish, but it will be translated into English.
- The link is internally tested, information needs to be checked, feedback is expected, don't share the link with others yet.
- Ivo: Who is responsible for the web?
 - Uli: Someone from FuSam, at the end, KTH needs to maintain the page.
- Abhilash: Transfer of course credits is an important information to include, it is difficult to find information about this. It will be nice to have this information on the doctoral website.

Discussions: [80 min – 90 min]

6. Uli: MFA discussions

- People in FuSam think everyone will have enough money to buy a phone. Hilma then sent an email that KTH must provide a work phone for people who need.
- Uli is looking into the MFA survey results. The results show that some people do not want to use Microsoft, and that some people do not understand why we need to do the MFA verification. Uli will discuss this more at the fuSam meeting.
- Uli: If we are using our private phones, will IT be responsible for fixing the private phones?
 - Ivo: It is an important working process, needs attention.
- Hilma raised information about the possibility of MFA cancellation: KTH is the last university to introduce MFA, and it is unlikely to cancel this.
 - Uli: How to do this in the future and how to deal with this are the focus now.
- Hilma: KTH central will provide everyone with a workphone, but the supervisors should handle this, just as with the working computers.
 - Uli: Some students do not want to bother their supervisors on the working phone

7. European Doctoral Day - May 13, 2026 [Hilma][5min]

- Is there anyone who wants to look into this and see if we want to do something here? Link to the event: <https://www.eurodocday.org/>
- Abhilash will look into the website and see if it is relevant for us to be there.

8. PhD Alumni Network [Hilma][5min]

- There is Alexander from UNITE who contacted us about the best practices. He asked if we have a PhD alumni network or if we want to start one.
- We do not have a PhD alumni network at the moment, but we are keen to hear from them if they have best practices. Moreover, we can also share their events with PhD students.
- Abhilash: brings up how to manage information better outside Slack.

9. Apply for Unite! activity?[Hilma][5min]

- There is [Unite seed funding](#), we can apply until 20 March 2026.

- If someone wants to look deeper into this, PhD Chapter can apply.
 - Peiling: Do we have the capacity to go?
 - Hilma: We can leave it open for this time.

10. Inactive PhD students [Ivo][5min]

- Ivo had a meeting about the inactive students; the problem was mainly administrative. There are PhD students completing their PhDs, but still registered in our system. This can also be because of supervisor has passed away, etc.
- The situation creates a difficulty for the KTH system in tracking which PhD students are active.
- There is an idea to have a filter in ladok, to filter students who are inactive in ladok after 10 years. If these students contact KTH again, they can be registered as PhD students again.
- Hilma: What if someone goes on parental leave, or has different reasons, will they have room to be back?
- Ivo: When their ISP has not been updated in 10 years. Parental leaves and other reasons for leaving PhD studies should be updated in ISP.
- Ivo will report that from the PhD students' side, this is reasonable.

11. PhireD [Kamila][20min]

- Kamila needs 2 people from the board who can help during the events. There are 5 stations, so we can have 2 people per station.
 - Abhilash is available; he is double-booked, but it is okay.
 - Peiling will be there as well.
 - Uli can also go there, except for the last 30 minutes?
 - Ivo has a meeting at two. But he can help before that.
- Please register as participants in the Phired.
Please share the QR codes for both the Phired registration and the career fika. Print it and share it within your division.
- Hilma: ask the postdocs organization and share the Phired info there.
- Kamila asks Peiling: she will join the event, and she can ask random people around about it?
- Peiling suggests having a survey with QR codes, like last year, and distributing it during the event. We can create a new survey where they get merchandise if they fill out the survey.
- Kamila: Who would be available on Monday afternoon? Needs help with unloading the furniture in Nymble. There will be furniture delivery, and the more people there will be. The fika is around 4 pm. Kamila will inform once the notification arrives in the group, and they will contact 30 minutes before.
- Hilma: Small flyer about the company list? – Kamila: Yes
- Masala in Nymble is booked for a gasque on Monday, so preparation for PhireD needs to be done on Tuesday morning (everything needs to be done before 11 am).
- The gasque team will move all the tables. What we need is to move our table, prepare the fika, and decorate.

- Tuesday morning, a meeting at approximately 8 am is better. Almost everyone can help on Tuesday morning (Hilma, Ivo, Uli, Abhilash, Dita said yes).

12. Newsletter [Peiling][5min]

- Peiling will probably stop the podcast, since we do not have enough audience.
- Peiling plans to do the newsletter this weekend/next week. PhireD will be there. Please let Peiling know if there is anything we should add.
- Hilma: There was a company in PhireD that wants to do a podcast and a LinkedIn interview. We can discuss with them more during the PhireD.
- Peiling: The data shows that fewer than 50 people listened to the podcast. Maybe the company podcast will be interesting, and more people will listen to it. Peiling is okay with doing the podcast, but she feels that this is not an efficient way to share information.
- Abhilash will send something about the ski trip. If there is no news from him, Peiling can say the Ski Trip is at the beginning of March.
- Dita: add information about the Ombudsman to the newsletter
- Hilma: Adi will put an automatic reply in his email for people to contact the PhD chapter. And also, there is a wellbeing group, which can be contacted

Decisions:

Approving the Time prognosis and School time compensation report

Everyone approves the prognosis. Hilma will inform the chairperson from each council to inform her if deviation from the prognosis is visible.

In the case of increase of time from the prognosis, this must be clarified. Hilma had meetings with council members who have increased compensation from the prognosis.

Each school has its own guideline on the time compensation.

Meeting ends at 16:47

Actions:

Responsible	Action
Hilma	Will inform the chairperson from each council to inform her if deviation from the prognosis is visible.
Abhilash	will look into the eu phd day website and see if it is relevant.

Approved per capsulam decisions:

All members in the meeting approved the time compensation and the prognosis.

January 16th:

Kamila Oppelova (Business Liaison) requested 46 000 SEK for PhireD for photobooth, lunch for companies and hosts, refreshment at the fair, furniture rent, fika for companies, and small&possibly forgotten. Request was approved

Approximate break down:

photobooth 7000 SEK

lunch companies + hosts 6500 SEK

refreshments for attendees (tea, coffee, cookies, muffins, kanelbular) 13 000 SEK

furniture rent 14 000 SEK

fika after for companies and hosts 3000 SEK

smaller things such as name tags and other that we might forgot 2500 SEK

January 17th

Hilma Karlsson(Chairperson) requested 500sek for renting skates for the board team building activity. Request was approved

Hilma Karlsson (chairperson) requested $200\text{sek} \times 8 = 1600\text{sek}$ for lunch for board team building. Request was approved

January 18th

Benjamin Cottreau (SCI) is requested 535 sek for the rental of a half pitch at KTH for the PhD Football team. 8 people were expected to join, thus about 67sek per person. The request was approved.

January 22nd

Hanna Wermer (EECS) is requesting 3900sek (for 30 PhD students at the RPL division, so 130sek pp) for "*Welcome to RPL fika – come enjoy international pastries and drinks with your new colleagues*". The request was approved.

- Cost breakdown -

Cake: 1200sek

Cookies: 400sek

Fruit: 300sek

Drinks (bubble/fruit tea): 2000 sek

January 23rd

Kamila Oppelova (Business liaison) requested 9500 SEK for lunch during the CV workshop on 28.1. (97 students registered -> 98 SEK/student). The request was approved.

Benjamin Cottreau (SCI) requested 535 sek for the rental of a half pitch at KTH on 24 January for the PhD Football team. 8 people were expected to join, thus about 67sek per person. The request was approved.

Nils Wikström (SCI Chair) requested 2131 SEK for SCI Student Council shirts. The request was approved.

Shirts: 163 kr/person x 13 persons =2131 SEK

Nils Wikström (SCI Chair) requested 2250 SEK (250 kr/person x 9 persons) for SCI Student Council kick-off. 2000 SEK was approved.

January 26th

Abhilash Kulkarni (Event manager) requested 2000 SEK for a dinner with Drink to plan future pubs. The Request was approved.
200 SEK pp x 10 = 2000 SEK in total.

January 27th

Abhilash Kulkarni (Event manager) requested 3000 SEK for a pub. The Request was approved.

This includes

Crisps and candies on table for people to enjoy while playing board games - 1500 SEK

Food for the pub workers - 200 SEK x 6 p - 1200 SEK

Buffer - 300 SEK

Merle Reimann (EECS) requested 3063sek (for 15 PhD students at the RPL division, so 213sek pp) for "Craft Night". The Request was approved.

- Cost breakdown -

Linoleumkniv: 425sek

Stämpeldynor: 138sek

Pizza: 2500sek (166sek pp)

January 29th

Kamila Ooppelova (Business Liaison) requested 3000SEK for fika during Phired pre-event. The Request was approved.

Total: 60 * 50 SEK = 3000 SEK

Loris Mazzaferro (ABE) is requesting 1500sek (for 12-15 participants at the SEED division, so 100-125sek pp) for "PhD-lunch with administrative support group". The Request was approved.

- Cost breakdown -

Falafel wraps: 1500sek

Maria Giamouridou (SCI) is requesting 8000sek (for 40 participants of the SCI school, so 200sek pp) for "Additional amount for the laser tag event". The Request was approved.

- Cost breakdown -

Pizzas: 8000sek

Zanil Narsing (ITM) is requesting 4000sek (for 20 participants of the ITM school, so 200sek pp) for "Winter afterwork". The Request was approved.

- Cost breakdown -

Dinner and non-alcoholic drinks: 4000sek

Zanil Narsing (ITM) is requesting 3000sek (for 10 participants of the ITM school, so 300sek pp) for "XC Skiing". The Request was approved.

- Cost breakdown -

Ski Rental Equipment for 1.5 hrs: 2450sek

Buns and coffee after the skiing: 550sek

Seyed Amin Hosseini Tehrani (ABE) is requesting 6750sek (for 30 PhDs and PostDocs from ABE, so 225sek pp) for "Paradox Museum event". The Request was approved.

- Cost breakdown -

Ticket to the Museum: 225sek pp = 6750sek

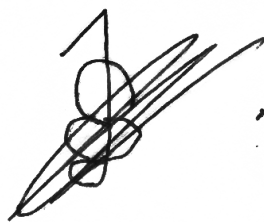
Signed by:



- Meeting Chairperson



- Meeting Secretary



- Minutes Checker