


# Doctoral representatives at KTH–2020<sup>↑1</sup>

Prognosis of time-compensation<sup>↑</sup> for all doctoral representatives recognised by THS across KTH

<p>To: KTH administrations at KTH boards, councils, committees and groups; KTH doctoral education quality responsables; KTH head of schools;</p>	 <p>Doktorandsektionen vid Tekniska Högskolans Studentkår</p>
<p>Attention to: KTH rector; KTH vice rectors; KTH dean of faculty; KTH vice dean of faculty; KTH doctoral program directors; KTH vice head of schools and docentship committees; KTH head of departments;</p>	<p>Copy to: KTH head of administrations; KTH head of finance; THS/PhD school councils; THS/PhD chapter board; THS/PhD auditors; THS head of educational affairs; THS board;</p>
<p>Date of Issuance/revision: 2019-12-13/2019-21-16 Effective Date: 2020-01-01</p>	<p>PM Type: Decision Responsible: PhD chapter board, e-mail: board@dr.kth.se</p>
<p>Period: 2020-01-01 to 2020-12-31<sup>↑</sup></p>	<p>Diary number: Dr2020-CP-04/0000</p>

## Decisions

**To<sub>1</sub>** endorse KTH-central doctoral representatives as detailed in this PM's [attachment 1](#), as per Dnr-2016-0451.

**To<sub>2</sub>** endorse school-level doctoral representatives as detailed in this PM's [attachments 2, 3, 4, 5](#) and [6](#) respectively.

**To<sub>3</sub>** notify respective officials that the representational tasks correspond to time compensation prognosis detailed herewith which shall be the primary ground for time compensation incurred unless otherwise communicated during VT20.

**To<sub>4</sub>** request the head of KTH schools or KTH doctoral education responsables, if such delegation exists, with ensuring the funding of corresponding representational activities, if no established framework exists.

**To<sub>5</sub>** request doctoral education support, HR units, and financing units, with formalities associated with the representational workload reported herewith, including: reduced study activity in LADOK & financing support for corresponding activity remitted to the financing of doctoral studies.

<sup>1↑</sup> Note: time compensation for central representation is updated on a semester basis, while school-level representation can be valid for an entire year.

To request corresponding KTH organs' chairs or to whom such delegation exists to help doctoral representatives with issues concerning the assigned duties, including sending summons to functionary emails, adding representatives to KTH social groups, help with access permits to meeting locations, introduction to the committee work, invitation to relevant competence development courses and help with related IT systems such as Varbi.

## Background

The provisions of regulations concerning student influence outlined in kap. 4-4 a §§, 2 kap. 4 & 7 §§ högskolelagen (1992:1434); 2 kap. 14 § & 10 kap. 4 § högskoleförordningen (1993:100), and KTH guidelines concerning student influence V-2019-0210 & V-2019-0605, lay the grounds of rights for students to exercise influence by typically three representatives when matters and decisions affect the conditions of studies. There is a special nature of doctoral education being the only education that reflects an entire third-cycle and typically encompasses the other two cycles to a limited extent, in addition to particularity of reliance on thesis work and being affected heavily by KTH research. Moreover, some matters and decisions at KTH can affect mostly the conditions of third cycle studies and research, decisions & discussions taken at executive and strategic groups at the school and departments, docanship committees, and research.

The PhD chapter at KTH (Doktorandsektionen vid THS, Dr/THS), is the exclusive official representative and working body for doctoral students issues within THS which has a student union status at KTH. The PhD chapter henceforth embodies THS mission and framework to develop the quality of doctoral education and research at KTH through doctoral students' representation at all levels. With reference to the aforementioned, the PhD chapter prepared this decision to provide the acknowledged list of doctoral representatives and time resources needed to do the representation in an effective and sustainable manner. This PM also follows directives of the plan of operation, Dnr. Dr2019-PB-02/0001, enacted for 2019/20, where the chapter board shall work towards strengthening doctoral influence, sustainable engagement and improving procedural routines regarding representation and communication at all levels.

The positions of trust listed herewith include various KTH boards, councils, committees, groups, workgroups at KTH central-, school- and department- levels. The decisions referenced PhD chapter decisions regarding representatives as in 2018-12-10, 2019-02-09, 2019-06-03, 20190814, 20191219 in addition to KTH schools' and PhD councils' recommendations.

In light of rector's decision Dnr. V-2016-0451 and legacy decision Dnr. V-930-2005-0345 concerning time compensation framework for doctoral representatives; the PhD chapter invoked established internal guidelines since 2018-02-28 most recently revised on 2019-08-29 and documented in the chapter working directives [Dr2019-PB-01/0004 §24.7](#) in addition to the version attached herewith in [attachment Z](#), to provide an objective ground motivating the time compensation budgets. The time compensation framework is a crucial component for the sustainability, healthy, high-quality engagement of doctoral representatives and allows such engagement to be done effectively without risking adverse psychological stress ensued by their engagement. Due to outdated time compensation policies for school-level representatives, the PhD chapter made this initiative to include a decision on representatives and requests within aforementioned established grounds, time compensation for local representatives as an upper bound for their engagement. A proposal of the decision has been circulated for the PhD councils and being enacted with feedback received.

On behalf of the PhD chapter,

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Emma Riese  
Chairperson 2019/2020  
Stockholm, 2019-12-12

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Tage Mohammadat  
Vice Chairperson 2019  
Stockholm, 2019-12-12



# Attachments

# Attachment 1: KTH central<sup>2</sup>

## Central doctoral representatives – VT20 (Dr2020-CP-03/0000)

Organ	Sub-organ	Functionary E-mail	Representatives
University Board/US		chair@dr.kth.se	Emma Riese; <sup>††3</sup> Time compensation: 49%
Strategic Council/SR		chair@dr.kth.se	Emma Riese; Time compensation: 49%
Faculty Council/FR		vicechair@dr.kth.se	Mohit Daga <sup>†4</sup> ; Time compensation: 34%
Educational errands	General	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Education Board/UN	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Doctoral education group/FA	edu@dr.kth.se	Emma Riese; Time compensation: 49%
	Basic education group/GA	-	* <sup>5</sup>
	Education administration/UA	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Resource allocation/RU	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Grant allocations/stip. råd	edu@dr.kth.se	Tharagan Kumar; Time compensation: 15%
Research errands		research@dr.kth.se	Mohit Daga; Time compensation: 34%
Future faculty errands		ff@dr.kth.se	† <sup>6</sup>

<sup>2††</sup> Note: time compensation for central representation is updated on at least a semester basis, while school-level representation can be valid for an entire year.

<sup>3 †</sup> preliminary decision for July 2020: according to THS delegation order 2019, the decision needs to be further ratified via THS board.

<sup>4 †</sup> preliminary decision for Jan 2020: according to THS delegation order 2019, the decision needs to be further ratified via THS board.

<sup>5 \*</sup>: to be appointed upon request.

<sup>6 †</sup>: to be appointed on case basis. Group coordinator: Mohit Daga.



	Employment board/AN	ff@dr.kth.se	
	Recruitment boards/RN	ff@dr.kth.se	
	Promotion board/BN	ff@dr.kth.se	
	Docentship errands	ff@dr.kth.se	
Others			
	Sustainability errands	social@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Equality errands	social@dr.kth.se	↑ <sup>7</sup>
	Language errands	social@dr.kth.se	↑
THS positions			
	Chairperson, Dr	chair@dr.kth.se	Emma Riese; Time compensation: 49%
	Vicechairperson, Dr	vicechair@dr.kth.se	Mohit Daga; Time compensation: 34%
	Treasurer, Dr	treasurer@dr.kth.se	Tharagan Kumar; Time compensation: 15%
	Educational Manager, Dr	edu@dr.kth.se	Kasra K. Mashhadi; Time compensation: 20%
	Communication Manager, Dr	communication@dr.kth.se	Lorenzo Marchetti; Time compensation: 25%
	Council Coordinator, Dr	councils@dr.kth.se	Alessandro Enrico; Time compensation: 18%
	Business Manager, Dr	business@dr.kth.se	*
	Webmaster/IT responsible, Dr	it@dr.kth.se	Karl Johan Westin; Time compensation: 12%
	Events Manager, Dr	events@dr.kth.se	*
	Workgroup Manager, Dr	workgroups@dr.kth.se	*, ↑ <sup>8</sup>

<sup>7</sup> ↑: to be appointed on case basis. By default: Karl Johan Westrin is in charge.

<sup>8</sup> ↑: workgroups at various work concerning KTH education & research would be appointed on case basis.

## Attachment 2: ABE

School-level doctoral representatives – VT20

### ABE SCHOOL (DR2020-AB-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		abe-chair@dr.kth.se <sup>9</sup>	↑ <sup>10</sup>
Strategic Council/SR		abe-vicechair@dr.kth.se	Olli Kytömäki; Time compensation: 15%
School Assembly/SK		abe-vicechair@dr.kth.se	↑
Educational errands	General	abe-edu@dr.kth.se	↑
	Quality council/3rd cycle	abe-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	-	
	Quality council/admin	-	↑
Architecture Program		abe-pad@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5%
Art, technology and design		abe-pad@dr.kth.se	Erik Sandelin; Time compensation: 7.5% Jenny Richards* <sup>11</sup> ; Time compensation: 7.5%
Civil and architectural engineering		abe-pad@dr.kth.se	Jonas Hatzenbühler; Time compensation: 7.5%
Geodesy and geoinformatics		abe-pad@dr.kth.se	↑
Studies in the humanities and social sciences of technology, science and	History of science, technology and environment philosophy	abe-pad@dr.kth.se	Gloria Samosir; Time compensation: 7.5% Jasmin Höglund Hellgren*;

<sup>9</sup> David Leffler may act as provisional council chairperson till replacement is found

<sup>10</sup> ↑: to be appointed upon request in consultation with respective school students council and school management.

<sup>11</sup> \*: re-elected by default, to be appointed if not confirmed resigned.



environment			Time compensation: 7.5%
	Philosophy	abe-pad@dr.kth.se	Anna Wedin*; Time compensation: 7.5%
Land and water resources engineering			↑
Planning and decision analysis			↑
The built environment and society: management, economics and law	Business studies		↑
	Real estate and construction		Olli Kytömäki; Time compensation: 15%
Transport science			Jonas Hatzenbühler; Time compensation: 7.5%
Departments/LG			
	Architecture	abe-board@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5%
	Civil and Architectural Engineering	abe-board@dr.kth.se	Jonas Hatzenbühler; Time compensation: 7.5%
	Philosophy & History	abe-board@dr.kth.se	Anna Wedin*; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5%
	Real Estate and Construction Management	abe-board@dr.kth.se	Olli Kytömäki; Time compensation: 15%
	SEED	abe-board@dr.kth.se	Nicolas Francart; Time compensation: 7.5%
	Urban Planning and Environment	abe-board@dr.kth.se	
THS/Dr ABE Council		abe-council@dr.kth.se	ABE/Dr council members

	Chairperson, ABE/Dr	abe-chair@dr.kth.se	
	Vice chairperson, ABE/Dr	abe-vicechair@dr.kth.se	Olli Kytömäki; Time compensation: 15%
	Presidium, ABE/Dr	abe-presidium	Olli Kytömäki; Time compensation: 15%
	Educational Manager, ABE/Dr	abe-edu@dr.kth.se	
	Social Responsible, ABE/Dr	abe-social@dr.kth.se	
	PADs, Dr/ABE	abe-pad@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5% Jonas Hatzenbühler; Time compensation: 7.5% Anna Wedin; Time compensation: 7.5% Jasmin Höglund Hellgren; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5% Olli Kytömäki; Time compensation: 15% Nicolas Francart; Time compensation: 7.5% Erik Sandelin; Time compensation: 7.5% Jenny Richards; Time compensation: 7.5%
	Council, Dr/ABE	abe-council@dr.kth.se	Janek Ozmin; Time compensation: 7.5% Anna Lena Stina Andersson; Time compensation: 7.5% Jonas Hatzenbühler; Time compensation: 7.5% Anna Wedin; Time compensation: 7.5% Jasmin Höglund Hellgren; Time compensation: 7.5% Gloria Samosir; Time compensation: 7.5% Olli Kytömäki; Time compensation: 15%

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**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm





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			Nicolas Francart; Time compensation: 7.5% Erik Sandelin; Time compensation: 7.5% Jenny Richards; Time compensation: 7.5%
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## NOTES

1. ABE PhD council shall be able to appoint further provisional representatives at the program level or the department level.
2. Dr/THS shall establish representatives based on ABE PhD council appointment, ABE school recommendation or applicable THS central frameworks.
3. Time compensation percentages are used as upper-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
4. This decision may be revised over the term via Dr2020-AB-04.

# Attachment 3: CBH

School-level doctoral representatives – VT20

## CBH SCHOOL (DR2020-CB-04/0000)

Position	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		cbh-chair@dr.kth.se	↑ <sup>12</sup>
Strategic Council/SR		cbh-vicechair@dr.kth.se	↑
School Assembly/SK		cbh-vicechair@dr.kth.se	↑
Educational errands	General	cbh-edu@dr.kth.se	↑
	Quality council/3rd cycle	cbh-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	-	↑
	Quality council/admin	-	↑
Biotechnology		cbh-pad@dr.kth.se	Tharagan Kumar; Time compensation: 7.5% Markus Keskitalo; Time compensation: 7.5%
Theoretical chemistry and biology		cbh-pad@dr.kth.se	Dusanka Golo; Time compensation: 7.5%
Chemical science and engineering	Chemistry	cbh-pad@dr.kth.se	Eva Soledad Marra; Time compensation: 7.5%
	Chemical engineering	cbh-pad@dr.kth.se	Lea Hohmann; Time compensation: 7.5%
	Fibre and Polymer Science	cbh-pad@dr.kth.se	Farhiya Sellman; Time compensation: 7.5% Jowan Rostami; Time compensation: 7.5% Elise Farah; Time compensation: 7.5% Jai White; Time compensation: 7.5%
Technology and health		cbh-pad@dr.kth.se	Qiantailang Yuan;

<sup>12</sup> ↑: to be appointed upon request in consultation with respective school students council and school management.



			Time compensation: 7.5% Reza Mohammadi; Time compensation: 7.5%
Medical technology		cbh-pad@dr.kth.se	Mehdi Astaraki; Time compensation: 7.5%
Departments/LG			
	Medical Engineering & Health systems	cbh-board@dr.kth.se	↑
	Protein Science	cbh-board@dr.kth.se	↑
	Theoretical Chemistry and Biology	cbh-board@dr.kth.se	↑
	Industrial Biotechnology	cbh-board@dr.kth.se	↑
	Gene Technology	cbh-board@dr.kth.se	↑
	Engineering Pedagogics	cbh-board@dr.kth.se	N/A
	Chemistry	cbh-board@dr.kth.se	↑
	Chemical Engineering	cbh-board@dr.kth.se	↑
	Fibre and Polymer Technology	cbh-board@dr.kth.se	↑
THS/Dr CBH Council		cbh-council@dr.kth.se	CBH/Dr council members
	Chairperson, CBH/Dr	cbh-chair@dr.kth.se	↑
	Vice chairperson, CBH/Dr	cbh-vicechair@dr.kth.se	↑
	Presidium, CBH/Dr	cbh-presidium	↑
	Educational Manager, CBH/Dr	cbh-edu@dr.kth.se	↑
	Social Responsible, CBH/Dr	cbh-social@dr.kth.se	↑
	Council board, CBH/Dr		↑
	PADs, Dr/CBH	cbh-pad@dr.kth.se	
	Council, Dr/CBH	cbh-council@dr.kth.se	Tharagan Kumar; Time compensation: 7.5% Markus Keskitalo; Time compensation: 7.5% Dusanka Golo;

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm

			Time compensation: 7.5% Eva Soledad Marra; Time compensation: 7.5% Lea Hohmann; Time compensation: 7.5% Farhiya Sellman; Time compensation: 7.5% Jowan Rostami; Time compensation: 7.5% Elise Farah; Time compensation: 7.5% Jai White; Time compensation: 7.5% Qiantailang Yuan; Time compensation: 7.5% Reza Mohammadi; Time compensation: 7.5% Mehdi Astaraki; Time compensation: 7.5%
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## NOTES

5. CBH PhD council shall be able to appoint further provisional representatives at the program level or the department level.
6. Dr/THS shall establish representatives based on CBH PhD council appointment, CBH school recommendation or applicable THS central frameworks.
7. Time compensation percentages are used as upper-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
8. This decision may be revised over the term via Dr2020-CB-04.



## Attachment 4: EECS

School-level doctoral representatives – VT20

### EECS SCHOOL (DR2020-EE-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		eecs-chair@dr.kth.se	Lars Herre; Time compensation: 15%
Strategic Council/SR		eecs-vicechair@dr.kth.se	Viktoriiia Mishukova; Time compensation: 10% Sofia Broomé; Time compensation: 10%
School Assembly/SK		eecs-vicechair@dr.kth.se	Viktoriiia Mishukova; Time compensation: 10% Sofia Broomé; Time compensation: 10%
Educational errands	General	eecs-edu@dr.kth.se	↑
	Quality council/3rd cycle	eecs-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	eecs-edu@dr.kth.se	↑ <sup>13</sup>
	Quality council/admin	eecs-edu@dr.kth.se	** <sup>14</sup>
Electrical Engineering		eecs-pad@dr.kth.se	↑
Information and Communication Technology		eecs-pad@dr.kth.se	↑
Computer Science		eecs-pad@dr.kth.se	↑
Mediated Technology		eecs-pad@dr.kth.se	↑
Departments/LG			
	Communication	eecs-board@dr.kth.se	↑

<sup>13</sup> ↑: to be appointed latest by March 1 by school students council and school management.

<sup>14</sup> \*\*: to be appointed upon request.

	Computer Science	eecs-board@dr.kth.se	Md Sakib Nizam Khan; Time compensation: 7.5% Sina Sheikholeslami; Time compensation: 7.5% Wiebke Köpp; Time compensation: 7.5%
	Electrical Energy Engineering	eecs-board@dr.kth.se	Lars Herre; Time compensation: 15%
	Electronics and Embedded Systems	eecs-board@dr.kth.se	Alexey Metreveli; Time compensation: 7.5% Dimitrios Stathis; Time compensation: 7.5% Laura Zurauskaite; Time compensation: 7.5% Viktoriiia Mishukova; Time compensation: 10%
	Human Centered Technology	eecs-board@dr.kth.se	Pavel Karpashevich; Time compensation: 7.5%
	Intelligent Systems	eecs-board@dr.kth.se	Alessandro Enrico; Time compensation: 7.5% Erik Berglund; Time compensation: 7.5% Sofia Broomé; Time compensation: 10%
THS/Dr EECS Council		eecs-council@dr.kth.se	
	Chairperson, EECS/Dr	eecs-chair@dr.kth.se	Lars Herre; Time compensation: 15%
	Vice chairperson, EECS/Dr	eecs-vicechair@dr.kth.se	Viktoriiia Mishukova; Time compensation: 10% Sofia Broomé; Time compensation: 10%
	Presidium, EECS/Dr	eecs-presidium	Lars Herre; Time compensation: 15% Viktoriiia Mishukova; Time compensation: 10% Sofia Broomé; Time compensation: 10%
	Educational Manager, EECS/Dr	eecs-edu@dr.kth.se	↑

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	Social Responsible, EECS/Dr	eecs-social@dr.kth.se	↑
	Council board, EECS/Dr	eecs-board@dr.kth.se	Lars Herre; Time compensation: 15% Viktoriiia Mishukova; Time compensation: 10% Sofia Broomé; Time compensation: 10%
	PADs, Dr/EECS	eecs-pad@dr.kth.se	↑
	Council, Dr/EECS	eecs-council@dr.kth.se	Alessandro Enrico; Time compensation: 7.5% Alexey Metreveli; Time compensation: 7.5% Dimitrios Stathis; Time compensation: 7.5% Erik Berglund; Time compensation: 7.5% Lars Herre; Time compensation: 15% Laura Zurauskaite; Time compensation: 7.5% Md Sakib Nizam Khan; Time compensation: 7.5% Pavel Karpashevich; Time compensation: 7.5% Sina Sheikholeslami; Time compensation: 7.5% Sofia Broome; Time compensation: 10% Viktoriiia Mishukova; Time compensation: 10% Wiebke Köpp; Time compensation: 7.5%

## NOTES

9. EECS PhD council shall be able to appoint further provisional representatives at the program level or the department level.
10. Dr/THS shall establish representatives based on EECS PhD council appointment, EECS school recommendation or applicable THS central frameworks.
11. Time compensation percentages are used as upper-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
12. This decision may be revised over the term via Dr2020-EE-04.







## Attachment 5: ITM

ITM School-level doctoral representatives – VT20

### ITM SCHOOL (DR2020-IT-04/0000)

Organ	Sub-organ	Dr Functionary E-mail	Representatives
Executive Group/LG		itm-chair@dr.kth.se	Lorenzo Marchetti; Time compensation: 25%
Strategic Council/SR		itm-vicechair@dr.kth.se	↑ <sup>15</sup>
School Assembly/SK		itm-vicechair@dr.kth.se	↑
Educational errands	General	itm-edu@dr.kth.se	↑
	Quality council/3rd cycle	itm-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	itm-edu@dr.kth.se	↑
	Quality council/admin	itm-edu@dr.kth.se	** <sup>16</sup>
Energy and environmental systems	Energy technology	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5%
	Industrial ecology (ABE)	itm-pad@dr.kth.se	N/A
Industrial economics and management	Industrial economics and management	itm-pad@dr.kth.se	Aziza Al Gahfri; Time compensation: 7.5%
	Economics	itm-pad@dr.kth.se	↑
Production engineering		itm-pad@dr.kth.se	Nikolas Theissen; Time compensation: 10%
Machine design		itm-pad@dr.kth.se	↑
Materials science and engineering			Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5%

<sup>15</sup> ↑: to be appointed upon request in consultation with respective school students council.

<sup>16</sup> \*\*: to be appointed upon request.

Departments/LG		itm-board@dr.kth.se	
	Energy Technology	itm-board@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5%
	Industrial Economics and Management	itm-board@dr.kth.se	Aziza Al Gahfri; Time compensation: 7.5%
	Learning in Engineering Sciences	itm-board@dr.kth.se	Louise Björlin Svozil; Time compensation: 10%
	Machine Design	itm-board@dr.kth.se	↑
	Materials Science and Engineering	itm-board@dr.kth.se	Devy K. Ratnasari; Time compensation: 10%
	Production Engineering	itm-board@dr.kth.se	Nikolas Theissen; Time compensation: 10%
	Sustainable Production Development	itm-board@dr.kth.se	↑
THS/Dr ITM Council		itm-council@dr.kth.se	ITM/Dr council members
	Chairperson, ITM/Dr	itm-chair@dr.kth.se	Lorenzo Marchetti; Time compensation: 25%
	Vice chairperson, ITM/Dr	itm-vicechair@dr.kth.se	↑
	Presidium, ITM/Dr	itm-presidium	↑
	Educational Manager, ITM/Dr	itm-edu@dr.kth.se	↑
	Social Responsible, ITM/Dr	itm-social@dr.kth.se	↑
	Council board, ITM/Dr	itm-board@dr.kth.se	
	PADs, Dr/ITM	itm-pad@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5% Aziza Al Gahfri; Time compensation: 7.5% Nikolas Theissen; Time compensation: 10% Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 7.5%

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Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



			Masoud Zafarzadeh; Time compensation: 7.5% Louise Björlin Svozil; Time compensation: 10%
	Council, Dr/ITM	itm-council@dr.kth.se	Mohammad Abuasbeh; Time compensation: 7.5% Aziza Al Gahfri; Time compensation: 7.5% Nikolas Theissen; Time compensation: 7.5% Devy K. Ratnasari; Time compensation: 10% Axel Forslund; Time compensation: 7.5% Lorenzo Marchetti; Time compensation: 25% Masoud Zafarzadeh; Time compensation: 7.5% Louise Björlin Svozil; Time compensation: 10%

## NOTES

13. ITM PhD council shall be able to appoint further provisional representatives at the program level or the department level.
14. Dr/THS shall establish representatives based on ITM PhD council appointment, ITM school recommendation or applicable THS central frameworks.
15. Time compensation percentages are used as upper-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
16. This decision may be revised over the term via Dr2020-IT-04.

# Attachment 6: SCI

School-level doctoral representatives – VT20

## SCI SCHOOL (DR2020-SC-04/0000)

Position	Sub-organ	Functionary E-mail	Representatives
Executive Group/LG		sci-chair@dr.kth.se	Kian Shaker Doodran; Time compensation: 20%
Strategic Council/SR		sci-vicechair@dr.kth.se	Özge Aktaş; <sup>*17</sup> Time compensation: 15%
School Assembly/SK		sci-vicechair@dr.kth.se	Özge Aktaş; <sup>*</sup> Time compensation: 15%
Educational errands	General	sci-edu@dr.kth.se	↑
	Quality council/3rd cycle	sci-edu@dr.kth.se	↑
	Quality council/1st & 2nd cycle	sci-edu@dr.kth.se	↑ <sup>18</sup>
	Quality council/admin	sci-edu@dr.kth.se	↑
Aerospace engineering		sci-pad@dr.kth.se	
Physics	Physics	sci-pad@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5%
	Biological physics	sci-pad@dr.kth.se	
Applied Physics	Physics	sci-pad@dr.kth.se	Felix Vennberg; Time compensation: 5%
	Biological physics	sci-pad@dr.kth.se	Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Kian Shaker Doodran; Time compensation: 20%
Vehicle and maritime engineering		sci-pad@dr.kth.se	Hanza Bouchouireb; Time compensation: 7.5%

<sup>17</sup> \*: subject to updates.

<sup>18</sup> ↑: to be appointed upon request in consultation with respective school students council.



			Clemens Deutsch; Time compensation: 7.5%
Solid mechanics		sci-pad@dr.kth.se	Petter Lind;* <sup>19</sup> Time compensation: 7.5%
Mathematics		sci-pad@dr.kth.se	Samuel Fromm Time compensation: 7.5%
Applied and computational mathematics		sci-pad@dr.kth.se	Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5%
Engineering mechanics		sci-pad@dr.kth.se	Rohan Ajit Kulkarni; Time compensation: 7.5%
Departments/LG		sci-board@dr.kth.se	
	Aeronautical & Vehicle Engineering	sci-board@dr.kth.se	Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%
	Physics	sci-board@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5%
	Applied Physics	sci-board@dr.kth.se	Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Kian Shaker Doodran; Time compensation: 20%
	Solid Mechanics	sci-board@dr.kth.se	Petter Lind;* <sup>20</sup> Time compensation: 7.5%
	Mathematics	sci-board@dr.kth.se	Samuel Fromm; Time compensation: 7.5% Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5%

<sup>19</sup> \*: re-elected by default and subject to updates.

<sup>20</sup> \*: re-elected by default and subject to updates.

	Mechanics	sci-board@dr.kth.se	Rohan Ajit Kulkarni; Time compensation: 7.5% Petter Lind;* <sup>21</sup> Time compensation: 7.5%
THS/Dr SCI Council		sci-council@dr.kth.se	SCI/Dr council members
	Chairperson, SCI/Dr	sci-chair@dr.kth.se	Kian Shaker Doodran; Time compensation: 20%
	Vice chairperson, SCI/Dr	sci-vicechair@dr.kth.se	
	Presidium, SCI/Dr	sci-presidium	*
	Educational Manager, SCI/Dr	sci-edu@dr.kth.se	*
	Social Responsible, SCI/Dr	sci-social@dr.kth.se	*
	Council board, SCI/Dr	sci-board@dr.kth.se	*
	PADs, Dr/SCI	sci-pad@dr.kth.se	Yulia Mishchenko; Time compensation: 7.5% Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Kian Shaker Doodran; Time compensation: 20% Petter Lind; Time compensation: 7.5% Samuel Fromm; Time compensation: 7.5% Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5% Rohan Ajit Kulkarni; Time compensation: 7.5% Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%
	Council, Dr/SCI	sci-council@dr.kth.se	Kian Shaker Doodran;

<sup>21</sup> \*: re-elected by default and subject to updates.



			Time compensation: 20% Özge Aktaş; Time compensation: 15% Yulia Mishchenko; Time compensation: 7.5% Felix Vennberg; Time compensation: 5% Katharina Zeuner; Time compensation: 7.5% Christoffer Krook ; Time compensation: 7.5% Petter Lind; Time compensation: 7.5% Samuel Fromm; Time compensation: 7.5% Federico Izzo; Time compensation: 7.5% Lena Leitenmaier; Time compensation: 7.5% Rohan Ajit Kulkarni; Time compensation: 7.5% Hamza Bouchouireb; Time compensation: 7.5% Clemens Deutsch; Time compensation: 7.5%
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## NOTES

17. SCI PhD council shall be able to appoint further provisional representatives at the program level or the department level.
18. Dr/THS shall establish representatives based on SCI PhD council appointment, SCI school recommendation or applicable THS central frameworks.
19. Time compensation percentages are used as upper-bound for budgeting of doctoral representative workload which are often the same for requesting study time prolongation with a special reason due to serving in a commission-of-trust post at VT20, unless otherwise specified.
20. This decision may be revised over the term via Dr2020-SC-04.

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# Attachment 7: Time compensation

## Guide on time compensation for PhD students at KTH (Dr2019-PB-03/0004)

### BACKGROUND

Time compensation for commission-of-trust positions for PhD students officially appointed by KTH student union at the central and national level is subject to rector's decision Dnr. V-2016-0451 in effect since the 1st of July 2017. As per PhD chapter board protocol on September 19, 2017, a work-group, had been created to investigate and propose how time-compensation can be managed with the aim to provide guidelines for the board members. On the 28<sup>th</sup> of February 2018, the board decided to adopt a procedure on how to work with time compensation. This document details this procedure in effect. Due to absence of school level policies, similar compensation policy has been adopted for school level representatives.

### GUIDING PRINCIPLES

- 1- Transparency: representational work to be compensated needs to be communicated. This in practice means that individual work (to be done, or already done) needs to be communicated with the board and be verifiable by means of supporting documents such as meeting minutes.
- 2- Sustainable representation: representational work to be compensated shall take into account preparation work, documentation and handover. This in practice means reading up on relevant policy documents, reporting highlight work to relevant representatives in the different levels, updating relevant testaments and participating in handover.
- 3- Representational effectiveness: a base time shall be allocated for educational purposes about the post and should be allocated for trying out ideas and explore possibilities without being accounted. This in practice means the allocation of time equivalent to approximately 3 ECTS per academic year as a fixed rate (~5% in percentage).
- 4- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation in connection with representational duties at KTH, this includes the union of students union (SFS), Eurodoc, European Student Union (ESU)<sup>22</sup>.
- 5- Experience-based time factor for prognosis: this implies that for budgeting purposes, time prognosis shall be made based on input of past members. This is to reduce bias when budgeting.

Based on the above, the following is proposed:

- i. Members of intensive working bodies with more strategic duties tied to them, e.g. chapter board at KTH central or other representatives at national and european level should be allocated 5% per their involvement for one term. This also includes chairpersons of school councils. Regardless of the member's extent of involvement, this fixed rate of unaccounted time can be granted.
- ii. Representation work should be compensated as incurred.
- iii. To assist scheduling and planning for engaged members, an initial estimated workload duties can be obtained as follows:  
Estimated workload duties (/term, %) = 5% + Sum(workload multipliers x meetings in hours)/8.5<sup>23</sup> The numbers to be actually claimed by each member shall be compensated as incurred, i.e. could be different from the estimated numbers. Additionally, national representations and european-level representations are included.

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<sup>22</sup> Participation within workers unions, e.g. professional unions (SACO) and civil servant trade union (TCO/ST) are usually compensated using different guidelines.

<sup>23</sup> According to KTH local agreement on working hours for teachers, "Lokalt avtal om arbetstid för lärare", PhD students have an average of 850\*-878 hours/term or 106 days/term for simplicity.





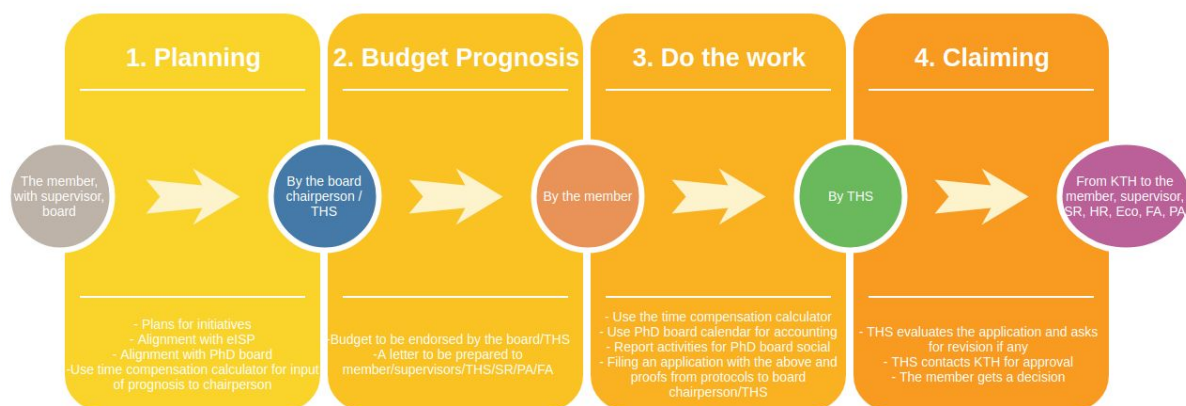
The workload multipliers can be described as follows:

Meeting Type**	workload multiplier (xNumber of hours)
US/LG	3-5*
FR/SR	2.5-4*
FF (AN/BN/RN/Docent)	2-4
UU/UN/UA/FA/KR/RU	2-4*
Språk/Stipen/Sustainability/JML	2-4*
Board/Chapter/Council meetings	2-3*
Other representations	2-5*

\*: depending on whether the participant made some extra efforts such as raising issues that require extra time.

\*\*: see the overview of vacancies for the meeting type.

## PROCESS



1.a. Planning: starting with the board member planning whereby the member, within the capacity of her/his involvement would self-describe what activities he/she would like to take part. At this stage, the member can make use of time compensation calculator spreadsheet in the 'summary tab' ([Time compensation log,calculator -Individuals,Doktorandsektionen.xlsx](#)). The stage ends by submitting application for 'Prognosis of workload within commission of trust to the chapter board chairperson or to THS educational affair representative in case the member is the board chairperson or whomever is delegated with this task.

1.b. Budget prognosis: the board chairperson/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a letter to the member's respective supervisor SR/FA/PA and CC: member/THS. Application template concerning [Prognosis of workload within commission of trust -Individuals.dotx](#). At this point, if not done yet, the board member can already report the prognosis in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

1.c. Doing the work: here the member is responsible to use PhD chapter board group to register for activities in its calendar and sub-pages. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded in the time compensation calculator in the corresponding tabs. This stage ends by filing application for time compensation to the chapter board chairperson/THS for approval. The document [Application for time compensation -Individuals.dotx](#) is attached.

1.d. Claiming: This is done by THS where it takes responsibility of approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to KTH HR where successful compensation claims will result in issuance of letters to the member and respective supervisors, SR, FA,PA, economy, HR, THS. At this point, once applicable, the board member can commit the actual "commission of trust" in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions". The member takes responsibility for applying for extension at the respective department citing, KTH policies and agreed time. The local HR can always get in contact with central HR for any further information/details necessary.

2. For budgeting, time compensation factor used for prognosis are to be used from experience of previous representatives within THS. This is to avoid making the factors purely subjective, speculative and biased.

3. Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates and minutes would be needed. As long as it is not 20% beyond the experience of previous representatives it might not be subject for revision.

Other documents (mainly can be used by THS, PhD chapter chairperson, or whomever is delegated with this task):

[Application for time compensation -Doktorandsektionen.docx](#)

[Budget prognosis -Doktorandsektionen.docx](#)

## ANNEX I: KTH POLICIES

[Dnr 930-2005-0345 Time compensation policy for school-level representation](#)

[Dnr V-2016-0451 Time compensation policy for central and national level representation](#)

## ANNEX II: EXAMPLES

Emma Riese/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	5x10x1	
Chapter meetings	5x2x4	
US meetings	5x5x4	
SR/FA meetings	5x5x4	
Miscellaneous strategic errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x4x4	
Total		49%

Tage Mohammadat/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	4x10x1	
Chapter meetings	4x2x4	

### Doktorandsektionen vid Tekniska Högskolans Studentkår

Organisation number: 802412-5026, Website: [www.dr.kth.se](http://www.dr.kth.se), E-mail: [contact@dr.kth.se](mailto:contact@dr.kth.se)

Postal address: Drottning Kristinas väg 15 – 10044 Stockholm



FR meetings	4x5x4	
FF coordination meetings	0.5x20	
Miscellaneous executive errands	24	
Dr x THSC meetings	2x4x4	
Dr x STHLM meetings	2x2x4	
Total		34%

Alessandro Enrico/EECS		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x2x2	
EECS council/board meetings	5x5x3	
EECS doctoral program council meetings	3x2x2	
FF meetings	2x3x4	
Miscellaneous KTH Councils errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		25%

Rinat Yapparov/SCI		
Item	Hours	%
Fixed rate	-	5%
Board meetings	2x10x1	
Chapter meetings	2x10x1	
Scholarship grants meetings	2x4x1	
Events management	12	
FF meetings	2x3x4	
Miscellaneous Social and IT errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		18%

PAD, 7.5%(10%) example		
Item	Hours	%
Fixed rate	-	-
Dr Councils meetings	2x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Committees and workgroups	-(16)	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	-	
Dr x STHLM meetings	-	
Total		7.5% (10%)

More intensive council-level , 15% (20%) example		
Item	Hours	%
Fixed rate	-	(5%)
Dr Councils meetings	4x4x2	
Chapter meetings	4x1x4	
Doctoral education (Quality/Program Council)	3x4x4	
Executive group meetings	3x4x4	
Committees and workgroups	16	
FF meetings	2x3x4 (4x3x4)	
Miscellaneous Social and E-mail errands	24	
Dr x THSC meetings	4x1x4	
Dr x STHLM meetings	-	
Total		15% (20%)