



PhD Chapter at THS | Doktorandsektionen vid THS
Board 2023/2024

Minutes for Chapter Meeting #04 (v2)

Place: T-Centralen (Drottning Kristinas väg 29)

Date: May, 30th from 17:30 to 21:00

Attendees: Attached list

Formalities:

1. Election of Meeting Chairperson, Secretary, Vote Counters and Minutes Checker.

Before the meeting started, Daniel Medeiros (Dr Chairperson) explained that, according to the Statutes, he cannot lead a meeting that treats freedom from responsibilities as he also was part of the previous board as well, hence he suggested that someone else take the lead for the full meeting.

The following people were elected:

- Meeting Chairperson: Susanna Pozzoli
- Secretary: Hemanth Venkatesan
- Minutes checker: Saumey Jain and Daniel Medeiros
- Vote counters: Vlada Gaisina and Mohammad Abuasbeh

2. Approval of the Agenda.

The agenda is accepted with the modification that at 18:00 a discussion with the auditor (Pil) regarding the freedom of responsibility for the previous board (point 9) would be had regardless of the point where we are in the meeting. Accepted with no objections from the chapter members.

3. Approval of the previous protocols.

Approved with no objections.

4. Eventual matters related to formalities.

None.

Board Reports / Informs:

5. Welcome speech and introduction to first-time members (Dr Chairperson)

Daniel welcomes the members of the chapter and explains:

- The structure of the chapter with the responsibility of the board positions.
- The purpose of the chapter - "to impact educational influence for doctoral students".

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- The communication with the labor union and the student union (THS).
- The structure of the KTH board, the structure of the schools of KTH and the positions students hold in connection with the KTH structure at each level.
- The hierarchy of the chapter - the flow of power within the chapter and the meaning of the chapter meeting.
- The activities organized by the chapter between the time period (April - May 2024):
 - Social events (Karaoke, pub nights, boat events etc.), business visits (Scania, with more to come).
 - Elections for the chapter board and the newsletter for the doctoral students (administrative tasks).

6. Board Reports (Dr Treasurer)

Hemanth presented the finance reports: spoke about the income sources and the expenditure during the period. A slide with the distribution of the expenses between the different schools of KTH, the chapter and other operational expenses was shown.

7. THS Reports (THS CFU)

- Regarding the campus move:
 - Chapter hall (TC): There was a movement to move the PhD Chapter out of T-Centralen due to new sections relocating to the main campus. After discussions with THS, we stay as is.
- Swedish course for doctoral students -
 - Ugne and Emil - Swedish courses for doctoral students with credits has been formalized. This will take effect soon.
 - Currently at the EECS school - Students can take up to 6 credits of bachelors or Master course in Swedish.
 - Have a similar plan to include in the guidelines for doctoral students (ASP).
 - The eventual plan is to create a course for doctoral students specifically - a doctoral course in Swedish which can be credited on Ladok.
 - Discussion to be continued after the summer.
 - Saumey informed the members about a remote course at Linköping for Swedish.

8. Councils Report (Representative from Councils)

Council reports were discussed after point 9.

- ABE (by Zoé Barjot):
 - Updating the ASP in most programmes, PADs are not always included in the process, need to have a clear procedure and to have representatives present in each department.
- CBH (by Karthik Rajasekar):
 - Nothing specific to report.
- EECS (by Massimo Girondi):
 - New people on the board, organizing events.

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- Plan to organize a fair to show the bachelor and Master students what doctoral studies are like.
- Move from Kista ongoing.
- ITM (by Steffen Hammer):
 - Apology for the wrong info about the required time before applying to defend your thesis, as the information came from ITM school.
 - Event as a PAD with new PhDs regarding scholarships and others.
 - Course list overview from current and old PhDs has been created for the benefit of the new students.
 - All ASPs from different departments are being collected to have it more aligned across departments in respect to the salary ladder.
- SCI (by Cherrie Lee):
 - Introductory meetings for new PhD students.
 - JML workshop - collecting case studies for use in this workshop.
 - Events - goat yoga. Upcoming event for pottery.

Decisions:

9. To give freedom of responsibility for the PhD Chapter Boards from July 2021 to June 2023.

SUMMARY OF APPROVED DECISIONS:

The PhD Chapter Meeting decided to approve the suggestions presented in the Auditing Report as follows:

1. To accept the costs of A67 from HT2022 and A8 from VT2023.
2. To have procedures in place to handle individuals who make personal attacks on those elected to positions of trust by the Chapter.
3. *To request that the treasurer and the board on the chapter meetings present a financial overview to the chapter as described above [in the auditing report].*
4. To request that the PhD chapter board 2022/2023 documents the time compensation of their business manager or that the business manager does so themself.
5. To recommend that the PhD chapter board from 2023/2024 and onwards break down their time compensation in a responsible manner.
6. To give the PhD chapter board 2021/2022 the financial freedom from responsibility.
7. To give the PhD chapter board 2022/2023 the financial freedom from responsibility.

MINUTES OF THIS POINT:

- Pil Maria Saugmann joined the meeting through Zoom at 17:59. As agreed, moving to point 9 before point 8.
- She presented herself: PhD from Stockholm University. Elected auditor of the chapter for the terms 2022/2023, and she was later given a mandate to also cover the terms

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- Her job was to audit the work of the chapter, and to guide the board in a financially responsible manner as well as to audit the board in regards to time compensation and the internal administration of the board.
- The final task for the day was for her to give **'freedom of responsibility'** to the board members who served during her extended mandate from any liability towards the chapter or its members.

Sina Sheikholeslami had a question regarding the approval (or acceptance) of the report: summing up to this point shall not be voted on today.

Today's meeting is regarding the freedom from financial responsibility for the time period during which Pil was the auditor.

The chairperson decides to let Pil finish her recommendations and to have a discussion later on (during the upcoming chapter meetings).

Pil's recap of the report and suggestions:

- The report is divided into financial responsibility, time compensation and the internal administration of the board.
- The bookkeeping was done only for the latter 3 quarters of the mandate period and not the first quarter for the first term (2021-2022).
- Two missing receipts - one for 200 kr, a council Fika and one for art supplies - 9 kr.
 - The recommendation from Pil to the chapter members was to not take any further action in regards to this issue given the very small values.
- Internal administration: She attended four chapter meetings and didn't attend the ones for which she hadn't received her mandate then.
- The chapter meetings were held on time but, sometimes, motions were not put out on time but when the board was informed about this issue the board took the necessary steps to fix it.
- According to Pil, the board of that time functioned in a responsible manner.

Mohammad had a question - Why was she asked to audit the previous year as well?

Pil replied that she was asked to fill in for that term as well because the auditor that was elected for that period withdrew. The reason was 'unnecessary personal attacks' on that person. The board and the functionaries at THS tried to resolve the issues, however the individual was unable to resolve differences with the board because the issues became too personal for them.

She feels it is the chapter's responsibility to codify a **code of conduct** for the board and other elected functionaries of the chapter in case issues arise within the board or with external parties with whom the board has communication.

Time compensation:

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- She received a list of percentages for the board during that period. She went back and tried to look at the responsibilities for each position.
- In most cases the documentation was enough for people. The people who got the most didn't have proper documentation, and she recommends that this system be done away with and a proper system takes its place to report time compensation.

Saumey asks a question about his involvement with the chapter board and the time compensation listed in the report.

Saumey has an issue with his time compensation being listed as 42% at a central level and not 30% since the other 12% comes from his involvement in the school council. He wants this factual inaccuracy to be corrected in the report.

The proposal from Daniel was for the vote to be limited only to the suggestions within the report, including the freedom of responsibility, and to leave other aspects of the report out. The entire report shall be accepted after everyone has had time to read through the report.

Everyone approves.

Ugne suggests that the suggestions in the report be taken one at a time.

Everyone approves.

Discussion regarding the suggestions in the auditor's report and the votes of the chapter members as recorded on the 30th May 2024.

- **First suggestion: "To accept the cost of A53 and A67 from HT2022 and A8 from VT2023"**
 - A53 has to be removed from the suggestion statement- the receipt was found later by Mohammad.
 - VOTES: Yes (22); No (0) ; Abstain (3).
- **Second suggestion: "To have procedures in place to handle individuals who make personal attacks on those elected to positions of trust by the chapter."**
 - This suggestion will be brought up again during the next chapter meeting as well.
 - VOTES: Yes (23); No (0); Abstain (2).
- **Third suggestion: "To request that the treasurer and the board on the chapter meetings present a financial overview to the chapter as described above [in the auditing report]."**
 - This suggestion already exists in the statutes and is being done regularly at all chapter meetings.
 - VOTES: Yes (23); No (0) ; Abstain (2).
- **Fourth suggestion: "To request that the PhD chapter board 2022/2023 documents the time compensation of their business manager or that the business manager does so themself."**

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- Pil explains the reason for this suggestion. She found that the time compensation received by the business liaison / manager was unreasonable against the list of activities listed by the person during the time period of the audit conducted by Pil.
 - VOTES: Yes (22); No (0); Abstain (3).
- **Fifth suggestion: “To request that the PhD chapter board from 2023/2024 and onwards break down their time compensation in a responsible manner.”**
 - Pil explains that it is a general request to have a good practice to report time compensation at the central level.
 - There is ambiguity with the word ‘responsible manner’ as mentioned in the suggestions as brought up by a chapter member.
 - Pil recommends that there be bookkeeping showing how the time compensation is divided based on the tasks performed by the elected members of the board.
 - Postpone to vote on this suggestion, to have a discussion at a later chapter meeting, as recommended by a chapter member. The postponement was overruled.
 - Mohammad wants the suggestion to have the word ‘recommend’ instead of ‘request’.
 - Voting to amend it to ‘recommend’, instead of ‘request’ in the fifth suggestion.
 - VOTES: Yes (18); No (3); Abstain (5)
 - Voting on the amended fifth suggestion
 - VOTES: Yes (20); No (0); Abstain (6).
- **Sixth suggestion: “To give the PhD chapter board 2021/2022 the financial freedom from responsibility.”**
 - VOTES: Yes (24); No (0); Abstain (2)
- **Seventh suggestion- “To give the PhD chapter board 2022/2023 the financial freedom from responsibility.”**
 - VOTES: Yes (23); No (0); Abstain (3)

Motions: [10 min - 20 min]

10. Limit the amount of terms for PhD Chapter Board members (excluding functionary positions)

This motion was discussed during the last chapter meeting and approved the first time. The spirit of the motion is to formally have a limit on how many terms doctoral students can serve on the chapter board (excluding the functionary positions).

VOTES: Yes (23); No (0); Abstain (3).

The motion is considered approved. The statutes will be modified and this motion goes into effect as of this Chapter Meeting.

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Decisions:

11. To ratify the election process.

The Nomination committee (Vladilena Gaisina) gives an introduction to the elections, number of nominations and how many/which nominations were accepted. Proceed to vote, there were only 4 abstains and approved by the remainers.

12. To allow for the PhD Chapter Board to appoint the representatives to the THS Union Council (Kårfullmäktige).

Daniel explains about the union council. Saumey and Daniel are stepping down at the end of their terms in June, the next board of the chapter must find suitable members to take up these positions in the council on behalf of the chapter.

Vote to allow the next board to appoint members to KF: unanimously approved.

By-elections for the council coordinator: Sina is graduating and it was accepted when Sina took on the position that he would stay only for 6 months due to his impending graduation. The chapter members were informed of the reason behind electing a new council coordinator during this current election period.

Dinner break

Dinner break was announced at 19:30 with resumption at 20:00.

Elections:

13. Announcements of results

Mohammad takes the stage and explains the stats surrounding the election results for the board members whose mandate is from July 2024 to June 2025.

Elected board members:

- Ugne Miniotaite: 56 yes, 3 no, 6 abstained. Elected as chairperson.
- Ellymay Goossens: 48 yes, 1 no, 8 abstained. Elected as Education manager.
- Peiling Wu: 54 yes, 3 no, 6 abstained. Elected as Workgroups manager.
- Matt Davoudizavareh: 53 yes, 1 no, 7 abstained. Elected as Business Liaison.
- Mehdi Nourazar Khoshknab: 36 yes, 10 no, 13 abstained. Elected as Webmaster.

For the council coordinator position:


- Massimo Girondi: 27 votes,
- Zoe Barjot: 29 votes, Zoé is elected as the Council Coordinator. 7 abstained from voting for this position.

For the functionary positions:

- Mattias Åstrand: 55 yes, 1 no, 4 abstained. Elected as the Master of ceremonies.
- Katarina Lindmark: 50 yes, 2 no, 8 abstained. Elected as the auditor for 2024-2025.

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14. Vote to open or not nominations for the unfilled positions -

Daniel takes the stage and mentions that there is 1 position for auditor available. He proceeds to ask whether there is interest to open the floor nominations for that position. It is approved unanimously.

Saumei nominates Susanna as the auditor for the year 2024-2025. Susanna presents herself, she has experience as the chair of the EECS council but does not have any relevant experience for the position of auditor. Susanna can speak Swedish.

Susanna has a potential conflict of interest as the current Master of ceremonies for Jan - Dec 2024. The chapter was informed about this problem. After discussion, a vote was held.

VOTES: Yes (16); No (0); Abstain (0)

Susanna is elected as auditor for the fiscal year 2024/2025.

15. Voting discussions

Discussion regarding the election and voting process -

- People from Steffen's department didn't know the people whom they were voting for.
- Suggestions to have a video created by the candidates introducing themselves and their motivation to run for the position.
- The open Q&A sessions were called at short notice as informed by Saumei.
- Suggestions to have the Q&A sessions recorded and have it available for a later time for the voting students.
- Ugne is of the opinion that chapter meetings could be swayed by people from a particular school or council if the elections are held in a physical form and is in favor of digital elections.
- Sina is of the opinion that the nominating committee should not be burdened with more work than necessary.

Discussions:

16. Preliminary results - PhD Survey 2024 -

The discussion regarding the survey results shall be taken during the next chapter meeting.

The meeting is declared closed at 20:54.

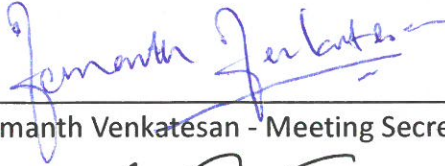
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Signed by:



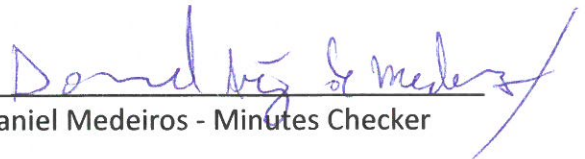
Susanna Pozzoli - Meeting Chairperson



Hemanth Venkatesan - Meeting Secretary



Saumey Jain - Minutes Checker



Daniel Medeiros - Minutes Checker

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List of Attendance

Name	School	Dr Member	Notes
Daniel Medeiros	EECS	Yes	
Ugne Miniotaite	SCI	Yes	
Sina Sheikholeslami	EECS	Yes	
Hemanth Venkatesan	ITM	Yes	
Matt Davoudizavareh	ABE	Yes	Left 20:34
Peiling Wu	ABE	Yes	
Cherrie Lee	SCI	Yes	
Ellymay Goossens	CBH	Yes	
Emil Wik	THS Central	No	
Katarina Lindmark	Auditor	No	
Faik Ozan Özhan	SCI	No	
Mohammad Abuasbeh	ITM	Yes	
Steffen Hammer	ITM	Yes	
Iman Ramezani	EECS	Yes	Left 20:00
Massimo Girondi	EECS	Yes	
Saumeey Jain	EECS	Yes	
Susanna Pozzoli	EECS	Yes	
Vladilena Gaisina	EECS	Yes	
Johanna Pechan	CBH	No	Joined 19:38; left 20:13
Karthik Rajasekar	CBH	Yes	Joined 17:38
Kelly Blust	CBH	Yes	Left 20:13
Mohammad Reza Karimi Gharigh	EECS	Yes	Left 20:00

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Mohammad Aiman Khan	ABE	Yes	Left 20:48
Oliver Daoda	CBH	Yes	Left 20:13
Zoe Barjot	ABE	Yes	
Anna Borrás	CBH	Yes	Left at 19:48

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