



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

# Central and National Level Doctoral Representatives at KTH - VT2024

## Decisions:

1. To endorse the provided time compensation for the PhD Chapter Board as described below for the VT24 semester (January-June).
2. To request ABE, CBH, EECS, ITM and SCI schools and its doctoral support units to adjust the study activity of Daniel Medeiros, Doga Gürgünoglu, Hemanth Venkatesan, Ugne Miniotaite, Andressa Mazur, Matt Davoudizavareh, Sina Sheikholeslami, Zoé Barjot, Mattias Åstrand and Kiran Chhatre in correspondence to the amount described therewith.

## Interested Parties at KTH:

1. Administration at KTH boards, councils, committees, and groups.
2. Head of schools, administration and head of finance.
3. Other officials with educational or management roles.

## Interested Parties at THS:

1. THS President and THS Head for Educational Affairs.
2. PhD Chapter's school councils, chapter board and auditors.

## Time Compensation Report

Member	Position	Percentage (%) <sup>1</sup>
Daniel Medeiros	Chairperson	30.0
Doga Gürgünoğlu <sup>3</sup>	Vice Chairperson	11.0
Hemanth Venkatesan <sup>3</sup>	Treasurer	16.0
Sina Sheikholeslami	Council Coordinator	16.0
Ugne Miniotaite	Education Manager	22.0
Andressa Mazur	Communication Manager	20.0
Matt Davoudizavareh <sup>3</sup>	Business Liaison	20.0
Mattias Åstrand	Events Manager	16.0
Kiran Chhatre <sup>3</sup>	Webmaster	12.0
Zoé Barjot <sup>3</sup>	Workgroup Manager	10.0
Charlie Börjeson <sup>2</sup>	-	2.0
<b>Total</b>		<b>175/200</b>

For the list of the roles at KTH Central committees, refer to [this document](#) of the Board Meeting that happened on 2024-02-15.

<sup>1</sup> 1980 hours/year or 990 hours/semester corresponds to contractual working hours including vacation days for employees aged 30-39 according to "[Arbetsid och arbetstidsberoende ersättningar för lärare](#)".

<sup>2</sup> Charlie Börjeson is not a board member but, together with Mattias Åstrand, jointly represents the PhD Chapter in the Language Committee (*Språkkommittén*).

<sup>3</sup> Modified in comparison to the original prognosis.

## Background

With reference to the rector's decision Dnr. V-2016-0451 detailing time compensation policy for doctoral students that are representatives at the KTH central level or national level. The hours that are stated in this decision should be considered as the reported and spent hours.

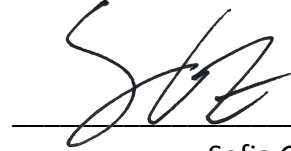
According to the decision of the Chapter Meeting that happened on 2024-05-30, an activity breakdown for each board member is also provided as an attachment to this document.

On behalf of Tekniska Högskolans Studentkår (THS),



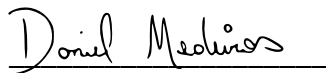
Niklas Carlbaum

THS President 2023/2024



Sofia Gomez

THS Vice President 2023/2024



Daniel Medeiros

Dr Chairperson 2023/2024



Hemanth Venkatesan

Dr Treasurer 2024

# **Attachment**

## **Time Compensation Breakdown**

The times here are reported by the board members themselves and validated by the Chairperson. In this breakdown, we consider that our board members have at least 5% as a fixed rate to perform administrative tasks related to the chapter, such as checking/replying e-mails, answering questions on slack, dealing with other minor issues delegated by others, etc. This is a practice that was also performed by previous boards. We provide clarifications for the time compensation when the time breakdown for a board member is equal or over 20%, else we consider that the tasks are self-explainable.

## Chairperson - Daniel Medeiros

Task	Percentage
Fixed-rate for board members	5%
Specialized administrative tasks	6%
Board Meetings and Chapter Meetings	4%
Event Planning	1%
Ordföranderådet (THS), SFS-DK, Dr x SUS, Dr x THS Meetings	3%
Non-recurring meetings	3%
University Board ( <i>Universitetsstyrelsen</i> ), ASP Reading Group, Committee for Deviation of Good Research Practices	8%
<b>Total</b>	<b>30%</b>

- **Specialized administrative tasks:** This includes the creation and coordination of documents such as this one, modifying the statutes/bylaws, managing eventual financial tasks (i.e., buying and distributing ice creams for the respondents of the Survey 2024), organization of board and chapter meetings (catering, agendas, minutes).
- **Event Planning:** Responsible for the planning/organization of the Lasertag Tournament, Comedy Night and the Eurovision Watch Party.
- **Non-recurring meetings:** This includes meetings with the KTH Management Office, PhD School Councils, and 1-to-1 meetings with PhD Chapter or THS staff regarding specific topics.
- **Recurring Meetings:** During the period Jan - Jun 2024, SFS-DK met twice for two hours each time, there was a half-day meeting with Stockholms Universitet Studentkår to exchange good practices in student influence in third-level education, and one 1-hour meeting with THS. There were two meetings for the President's Council at THS, where the discussion was related to the PhD Chapter Hall, and creating a strategy to addressing the issue of a possible move was complex.

- **Committees Meetings:** The “Committee for Deviation of Good Research Practices” had one active case during the period of Jan - Jun 2024, and this consisted of three half-day meetings. The University Board had three University Board meetings between Jan - Jun 2024, where the Chairperson went to the ones in February and April, while the one in June was delegated to the Education Manager. Before each meeting, there’s a previous meeting with the student representatives from THS and also with the President of KTH. The ASP Reading Group has no meetings, but it is necessary to evaluate (and reevaluate, if fixes are needed) every ASP (General Study Plan) as they come, and this can be variable.

**Vice-Chairperson - Doga Gürgünoğlu**

<b>Task</b>	<b>Percentage</b>
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	2%
Faculty Council ( <i>Fakultetsrådet</i> )	3%
Design of PhD Survey 2024	1%
<b>Total</b>	<b>10.5%</b>

**Treasurer - Hemanth Venkatesan**

<b>Task</b>	<b>Percentage</b>
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	4%
Treasury-related Tasks	7%
<b>Total</b>	<b>16%</b>

## Education Manager - Ugne Miniotaite

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	4%
Research Education Committee ( <i>Forskarutbildningsutskottet</i> )	3.5%
Education Committee at THS	1.5%
Non-recurring meetings and other issues	6%
Working Group - Swedish Courses	2%
<b>Total</b>	<b>22%</b>

- **Research Education Committee:** One two hours meeting per month, and involves a lot of preparation/discussions since we have an active role there.
- **Education Committee at THS:** A 3 hours meeting every month, no preparation is needed.
- **Workgroup on Swedish Courses:** This includes the analysis of the PhD Survey 2023, time spent in meetings, and preparatory work.
- **Non-recurring Meetings:** This includes stepping-in when other Chapter members are unavailable, such as the Faculty Council, and meetings with THS/PhD Board Councils. There were also several ad-hoc meetings with the KTH Management and Education Office to discuss topics such as the PhD Survey and the new quality assurance system. In addition, there are some administrative tasks included here that were not originally foreseen, specifically handling school-level or program-level issues.



## Communications Manager - Andressa Mazur

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	4%
Newsletter development	4%
Event Planning	2%
JML (Equality) Committees	3%
Non-recurring meetings and other issues	2%
<b>Total</b>	<b>20%</b>

- **Event Planning:** From Jan - Jun 2024, there were three editions of PhD Impact, which are organized as lunch meetings. This involves designing the flyers, managing the catering, and dealing with speakers / related content.
- **Newsletter:** Two newsletters released between Jan 2024 - Jun 2024, and this involved coordinating the content, as well as writing a good part of it, as well as the graphic design and e-mails creation of the newsletter.
- **JML Committees:** This includes both the JML Committee by THS as well as the meetings organized by the Equality Office at KTH.
- **Non-recurring meetings:** Several meetings outside the JML-committee context, including with KTH Head of Recruitment, and THS staff to deal with the reception of new employees as requested by KTH Entré.

### Events Manager - Mattias Åstrand

<b>Task</b>	<b>Percentage</b>
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	4%
Event Planning	5%
Language Committee	2%
<b>Total</b>	<b>16%</b>

### Council Coordinator - Sina Sheikholeslami

<b>Task</b>	<b>Percentage</b>
Fixed-rate for board members	5%
Attending Council Meetings	4%
Coordinating Future Faculty Tasks	4%
Board Meetings and Chapter Meetings	3%
<b>Total</b>	<b>16%</b>

## Workgroups Manager - Zoé Barjot

<b>Task</b>	<b>Percentage</b>
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	2%
eISP Focus Group Meetings	1%
Organization of Supervisor of The Year Award	2%
<b>Total</b>	<b>10%</b>

## Business Liaison - Matt Davoudizavareh

Task	Percentage
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	4%
Business Visits - Events	6%
Event Planning	1%
Partnership Negotiations	1%
Networking	3%
<b>Total</b>	<b>20%</b>

- **Event Planning:** Boating event in Stockholm had happened through 10 weekends with nearly 80 doctoral students involved, and also in helping the event manager with group leading. The actual time in the event is not counted here, only the planning.
- **Business Events:** This task counts the time spent in the full-day visits at Scania and Hitachi as well as the time required to plan these events. This also includes the planning time for the upcoming visits at Ericsson, NKT, and Teenage Engineering.
- **Networking:** Participation in the REVERSED fair at THS, four lunch meetings and several meetings with companies for contact.
- **Partnership Negotiations:** This includes negotiating discounts for KTH students at Djurgarden school, hairstylists close to KTH and car licenses close to the campus.

## Webmaster - Kiran Chhatre

<b>Task</b>	<b>Percentage</b>
Fixed-rate for board members	5%
Board Meetings and Chapter Meetings	3%
Ethics Council and Scholarship Council Meetings	2%
Website Development	2%
<b>Total</b>	<b>12%</b>