

## **Minutes DS Board Meeting :#VT16-4, 2016-02-01**

**Date: 2016-02-01, 14:00 - 17:00**

**Location: Luftbryggan A810, MC2 Building CTH**

### **Attachments : List of Participants**

#### **#1 Opening of the meeting**

The meeting was declared open.

#### **#2 Election of meeting officials**

Elected members are

- Chairman –Oskar Thulin
- Secretary – Naga V. Irukulapati
- Adopt the minutes –Linnea Qvirist

#### **#3 Approval of agenda**

The agenda was approved.

#### **#4 Meeting notice in due order**

The meeting notice and agenda were sent out in due order (a week before).

#### **#5 Minutes from previous meeting**

There are no comments to the minutes from the previous meeting.

#### **#6 Financial and economic update**

Maria is unable to join the meeting and henceforth this topics was postponed to the next meeting.

#### **#7 Doctoral student portal and the ISP IT-portal**

Doctoral student portal: Just like the undergraduate students have student portal, doctoral students would like to have portal with similar interface: with courses, exams, etc (a draft proposal was previously shared with the board by Oskar). Chalmers developmen portfolio (CUP) have responded that they will wait for the implementation of Ladok 3 before assessing our suggestion of a doctoral student portal since the implementaion will depend heavily on Ladok 3. DS will monitor the topic but stay rather inactive until new information is available.

ISP IT-portal: Oskar is in a research education committee, which is currently looking into putting all ISP into an IT system. The working group has looked into the system currently used by Gothenburg university, the group found that the system used at GU is not beneficially applicable for Chalmers. Currently different ISP paper templates exist across the different departments, from better to worse. An user oriented IT portal would be good to have in terms of lower administration, higher assurance that nothing is missed and that one could use the opportunity take an holistic approach to design the individual study plans. Furthermore, an IT system designed right could minimize the time spent on making sure that all requisites are fulfilled and instead enable that all time is devoted to planning and assuring progress. The IT system that was investigated did not fulfill these objectives, however an IT system designed with the user in mind is seen as a positive development.

## #10 Key Topics from the committees

### 1. AJK – Onur

The following different topics were discussed:

- There are 6 departments, where PhD students have graded low in the employment survey. Johanna from AJK will check about it and will send the analysis to Onur.
- There has been a working group at Chalmers looking at the question of ‘what a good supervision is’ for some time. The outcome of this work can be found on Chalmers insidan under research education. (In Swedish: <https://www.chalmers.se/insidan/SV/utbildning-och-forskning/forskarutbildning/handledarskap/guidande-principer>)
- There was discussion if there can be a panel where previous supervisor of the year awardees can give a talk in front of PhD students and supervisors in RunAn. This seems like a good idea. We should not put our effort into organizing such a big event but we can suggest for someone else to organize this. Oskar and Linnea will suggest this in next meeting with Affe.
- A question was raised in a previous meeting whether the employee survey could include the industrial PhD students as well. Johanna will check if it is possible.
- On 11<sup>th</sup> of February, the employment survey group is meeting, and before that Onur will propose a set of questions with inspiration from the UKÅ-SCB survey (available in Box). The set of proposed questions must be suggested to the DS board and agreed upon before this meeting. This activity is targeted to improve the analysis of the employee survey for PhD students as the current questions are often vague or can be interpreted in more than one way.
- There was a question about why administrators and PhD students have the lowest results for many years: Based on the group mean score results in the employment survey it seems like the statement above is not visible. But there are few points which are very important for PhD students, which should be taken very seriously if graded low, at the same time as there are other points like "knowing where is the fire exit", which is important, but do not affect the research or psychosocial working environment of a PhD student. Also, some departments seems to be performing much worse than others in the survey. This will be raised with Affe.

### 2. Chalmers AB Board - Oskar

There was a meeting in late December. The board is currently focusing on undergraduate education. They have discussed to address research education (postgraduate) in a future meeting.

### 3. Charm - Ceena

Ceena has planned and detailed the duties of the representatives. The state seems to be in good order for the coming CHARM exhibition. Information has been sent out via mail.

### 4. CKI-Alberto

No update (Alberto could not participate in the meeting).

### 5. DS Homepage - Fatemeh

The FAQ is up. Committees (one person should be chosen as main candidate if there are more than 1 in the committee) should write short text (4-5 sentences) about what they do and send to Fatemeh by 15<sup>th</sup> February. There is already text about different committees in the Annual report, so one can start from there and shorten the text.

### 6. FUN – Oskar

No meeting since last time. One meeting coming up next Wednesday, where Moyra will be present to introduce herself.

### 7. Introduction day - Elke

Next introduction day is on the 4<sup>th</sup> of May. Presentation is already done. DOMB will be contacted by Elke as the new DOMB should be present at the introduction day. SACO will be contacted to see if they want to continue to offer the “Working in Sweden” lunch seminar in association with the introduction day.

8. Library council and Repub – Ragnar

No meetings, nothing to update.

9. Nomination committee – Ragnar

Ragnar will send out an email asking the current DS members if we want to continue, and if not, the member if asked to suggest someone to step in. Oskar will leave as chairman but is willing to stay on as a senior advisor to ease knowledge transfer to the new chair. The chair should preferably (but not necessarily) be staying on for more than one year. It looks like many current DS members will be graduating this year, so the process needs to be initiated in well time. We can also mention that this work is compensated for if not taken as departmental duties in order to attract new members.

10. Newsletter – Sankar

Was planned for the 8th Feb 2016 but will most likely it will be postponed as we want to be able to include some topics that cannot be made public at this point. Need 4-5 topics: supervisor of the year, interview with Bengt, profile of board candidates (to make us a little bit more accessible), interview with new DOMB (Ragnar will send the questions that he asked for Bengt) and the change in rebate eligibility for Västtrafik (all students irrespective of age are now eligible for the youth card).

11. PhD satisfaction

No update, Virginia not present.

12. Research foundation – Matteo/Naga

This work has already been done and most likely, there will be no update on this task.

13. Research misconduct - Matteo

The committee is changing and expanding in a more sophisticated way than last year. They are putting more structure by having regular meetings even if there are no cases, and discussing how to solve issues in a fair way. This is Matteo's last year, so a replacement needs to be seen. The board is very keen on that the next doctoral student representative will be staying on for more than one year. There are currently 2 cases where potential misconduct is investigated.

14. SACO and wage negotiations – Jonas

Jonas has been elected into the board of Sverige Ingenjörer. It is not sure who will pay for that part but Jonas will ask them to do so.

No update on SACO.

15. SFS-DK – Maria

Nothing to update. Maria was unable to join the meeting.

16. Social activities - Elke

It's nice to have more social activities with aim of socializing with other PhD students and also trying to advertise more about DS and what we do. We can probably start with lunch and we put this information in facebook, website, flyers etc. One other idea is to introduce one person from DS in each newsletter, what role we have in DS, and some personal interests, etc. Elke will propose a date for a social lunch as a pilot of the idea. Other activities were briefly discussed but nothing that will be decided on at this point.

PhD pub activities to be put (by Fatemeh) in our google private calendar.

17. Supervisor of the year - Naga, Ceena, Alberto

Out of 17 nominations, in the first round 5 candidates were selected and a questionnaire was prepared and sent to the students of these 5 supervisors. After getting reply for the questionnaire, top

3 candidates were selected and individual meetings with students have been scheduled. There was a competition between two candidates and to make a fair judgement, candidates who graduated were also contacted and a final decision has been made. Alberto is currently writing a short text for the supervisor of the year and will be sent to Ceena and Naga, and final version will be sent to Oskar, who will send it to Affe.

### #11 Actions from last meeting

Actions are included in the next page.

### # 12 Other issues

- Toni is leaving DS effective from now as she wants to focus on research
- It was discussed that many in Architecture and in KB are quitting or burnt out due to supervisor-student relations:
  - One starting point is to see if there is any correlation in employment survey department wise and not average. For example S2 with 130 PhD students if gives high score in employment survey and Architecture with 25 students give less score, on average it may be good but there is surely a problem. Onur will ask AJK committee to look into this. Some other questions that came up during this discussion are:
    - Are supervisors taking the required supervisor courses?
    - Are departments with low employee survey scores taking the necessary actions?
    - Is there any follow-up or feedback mechanism on above two questions?
    - When PhD students quit due to unhealthy psychosocial working environment, does the department do any follow-up, investigations or take any actions?
- There was a suggestion from Naga that all board members of DS can write a short summary of what are the current procedures in place in their departments if there is bad relation between student and the main supervisor.
- In some departments, appraisal talks are held with main supervisors, which should not be the case as stated in <https://www.chalmers.se/insidan/EN/employment/performance-appraisals> Linnea and Oskar will sort this question out with Affe.

### #13 Closing of the meeting

The meeting was closed by Oskar.

### Unfinished Tasks:

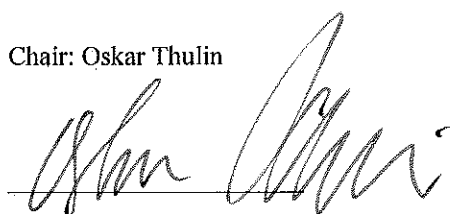
Task Name	Responsible	Deadline
Fill in Time records.	All	March 17 <sup>th</sup>
Keep the budgeted time	All	
Texts for different committees	All	February 15 <sup>th</sup>
Common plan for the activities in PhD satisfaction.	Virginia	February 28 <sup>th</sup>
Upload PhD satisfaction application to SU on Box	Virginia	February 15 <sup>th</sup>
Apply for SU funds	Nagemeh	
Propose a set of doctoral student questions to be included in the next employee survey to the board	Onur	February 19 <sup>th</sup>
Check if PhD students in any particular department have graded very low instead of checking average of PhD students overall	Onur	By next DS board meeting
Add that no requirement exist on the number of publications from Chalmers centrally to	Fatemeh	February 5 <sup>th</sup>

the FAQ		
Add PhD pub events in private calendar of DS	Fatemeh	February 5 <sup>th</sup>
Finalize the date of the newsletter	Sankar	Depended on other activities
Social lunch with PhD students who are interested (part of making DS visible)	Elke	By next DS board meeting
Send questions to DOMB for the newsletter interview	Ragnar	February 5 <sup>th</sup>
Send questions regarding election committee who is staying and leaving current DS board	Ragnar	February 5 <sup>th</sup>
Short summary from each department of what PhD students do if there is a bad relation between student and supervisor	All	February 29 <sup>th</sup>
Check the interest with Affe of arranging a seminar on good supervision that includes the supervisor of the year winners	Linnea and Oskar	By next DS board meeting
Ask Affe about who should have the appraisal talks with PhD students	Linnea and Oskar	By next DS board meeting

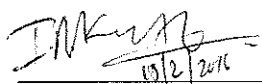
**Finished tasks:**

Bring Newsletter items into FAQ.	Fatemeh	Done.
Share proposal for Doctoral student portal that later will be sent to Chalmers	Oskar	Done.
Announce the new DOMB	Ragnar and Oskar	Done.
Comment on the proposal of FAQ in two weeks	All	Done.
Ask Amirreza Movaghar to continue as auditor	Oskar	Done, will be continuing.

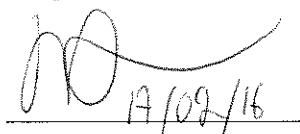
Chair: Oskar Thulin



Secretary: Naga V. Irukulapati

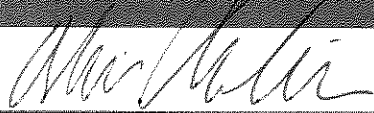
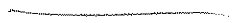
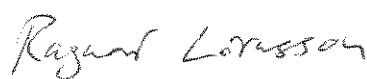




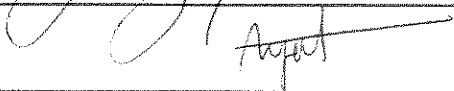

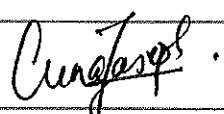
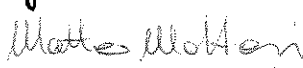


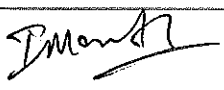


Adopt the minutes: Linnea Qvirist



# Attendance list

DS Board Meeting #VT16-4, 2016-02-01

Name	Department	Signature
Oskar Thulin	AM	
Maria Ekström	MC2	
Ragnar Larusson	AM	
Virgina Claudio	AP	
Elke Miedema	A	
Linnea Qvirist	B	
Jonas Sundell	CEE	
Fatemeh Ayatolahi	CSE	
Alberto Alamia	EE	
Ceena Joseph	MMT	
Matteo Molteini	MV	
Onur Kaya	PPD	
Sankar Menon Cherubala	SMT	
Naga Vishnukanth Irukulapati	S2	
Naghmeh Taghavi Nejad	TME	