

Agenda, DS Board Meeting #VT17-5, 2017-05-16

Time: 14.00 - 17.00

Place: Luftbryggan A810, MC2 Building CTH

<u>Point on the agenda</u>	<u>Rapporteur (approximate time)</u>
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Attachments:

Opening of meeting Election of meeting officials	Linnea (10)
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Chair – Linnea Qvirist

Secretary – Gunnar Örn Simonarson

Adopt the minutes – Naghmeh Taghavi

§1. Approval of agenda

No additional comments, agenda approved.

§2. Meeting notice in due order

Yes, confirmed.

§3. Minutes from previous meeting

Signed and published online.

§4. Status of DS board members for the activity year 2017/2018	Linnea (15)
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A lot of new people coming in next year. 1-2 persons per department (15-20, members in total), still looking for a chair person.

§5. Key topics from the committees	All (80)
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1) Arbetsmiljö- och jämställdhetskommitten (AJK)

Onur

Nothing to report.

2) Chalmers AB Board

Linnea

Meeting 24 april. Discussion about the budget. A need for phd students to be able to report issues regarding research misconduct anonymously, which the research misconduct committee does not allow at the moment. Suspicion of a case of cheating in an exam by undergraduate students was discussed, the case is currently under investigation. Linnea will send an email to check if PhD students as teachers are obligated to report cases of plagiarism in reports.

3) CHARM

Joakim/Silvia

Nothing to report

4) *Chalmers Kommittee för Internationalisering (CKI)*

Not active

Not active

5) DS homepage

Tomasz

No development since last meeting.

6) Faculty council

Joakim

New faculty model discussed. Concerns of too little teaching will be left for PhD students due to increased teaching load on the faculty. Might lead to shorter PhD contracts.

7) Forskarutbildningsnämnden (FUN)

Maria (for Linnea/Anna)

Maria: Syllabus/General study plan being initiated, still on an discussion level and room to influence. The want to get a more standardized study plan for all the research schools. There is an idea to have a general degree for all doctoral students at Chalmers. A need exists to have a good GTS course on ethics which, everyone on the committee and on the DS board agrees on this. General study plan should be saved in 360, but there are cases where the General Study Plan could not be found. There is a need for this to be archived correctly. Discussion about if GTS credits should be given for study visits abroad was not agreed by everyone. Swedish courses on Chalmers and the level needed (Probably A2) under debate. One idea was that studying Swedish should be counted as departmental duties. Intensive Swedish course in a resort is available, but has to be paid by project and approved by the supervisor. Maria will contact Britt-Marie and send more information. There was a proposal to have some social activities from DS for PhD students to exercise Swedish skills. Example of an exception for Lic degrees specifically for industrial PhD students was working well in Mathematics department. However, 4 of 6 students then continued up to PhD instead of going directly into industry which was the initial idea. Those job ads were posted as Lic degrees and it was clearly stated. One department is still hiring people only to Lic, although the advertisement looks like the position is for PhD, which is not good. Linnea will look into this again. A suggestion about connecting examiners at Chalmers as those do not have a clear meeting point with other examiners.

8) Universitetskanslerämbetet (UKÄ)'s evaluation

Anna

Work has been sent in to Chalmers. UKÄ will find students to interview in the middle of June. The results will be included in discussion at ISP and FUN. PhD student's perspective was useful and appreciated.

9) Introduction day

Elke

Was held last week. Satisfaction with a more personal touch in presentation. An introduction movie is being made by Elke and Cristina, that includes interviews with students, alumni and supervisor of the year.

10) Investigation of Departmental Duty

Naghmeh

Oscar: Investigation was performed. Very different way of counting hours spent on departmental duties. A scheme could be included in the ISP.

11) Individual Study Plan (ISP)

Oskar

Proceeding. Writing of report on the work that has been done. Report will be sent out shortly. Project module, course module, competence development are some of the things included.

12) Library Council and Repub

Johan

Not here

13) Election committee

Silvia/Elke/Marco/Naghmeh

Many new members will be on the board next year. On the upcoming general assembly there will be approximately 17-18 persons elected, 1-2 persons per department. Not clear exactly how many

candidates there are at the moment, but all but one department have at least 1 candidate at the moment. Currently looking for a chair person.

14) Newsletter

Marco

Marco is writing the newsletter, Linnea and Tomasz will finish it and it will be sent out soon. Some PhD students that pay the student union fee are not registered in the DS. The invitation to GA will also be included in the newsletter.

15) PhD satisfaction

Onur/Marco

Onur will contact PhD councils to schedule seminars in departments that have not had the seminar already.

16) Research foundation

Cristina/Gunnar

Nothing to report.

17) Research misconduct

Jonas

No new cases. A central national system has been proposed and will be reviewed by the committee.

18) SACO and wage negotiations

Jonas

SACO continues throughout the year, but nothing relevant for PhD students to report. Wage negotiations not active at the moment

19) Sveriges förenade studentkårer doktorandkommittén (SFS-DK) Maria

General Assembly was held recently. Next year there might be no one from the DS board at SFS-DK. However, Dan Li was elected into SFS-DS, and therefore DS election committee will try to get him into the DS board.

20) Social activities

Elke

A movie night tomorrow (17.may): On being a scientist. Not many people showed up in last movie night. The board will help in advertising this event.

21) Supervisor of the year

Tomasz/Gunnar/Naghmeh

Aila Särkkä was selected as the supervisor of the year.

22) PhD survey

Linnea/Maria

Nothing to report.

23) PhD reach out

Aljoscha

Nothing to report, work will start next year. Aljoscha will send an email to the current list to collect contact details for the local PhD council chairs for next year.

§6. Financial and economic update

Maria (20)

No updates since last meeting. From the next activity year (starting this summer) we can count our work for the DS board as departmental hours. A contract has to be signed between DS and the department of the board member, which is usually never a problem.

§7. Actions, updates or follow-up from last meeting

Linnea (10)

- a) Linnea:
- a. Trade union info in intro days – *there has been further discussions. Ideas for topics that needs to be included at an intro day (e.g. rights and obligations, labor union, A-kassa etc) can be sent to Linnea.*
 - b. Our agreement with Chalmers (ramavtal).
Will be signed next week. We can choose if we get paid as departmental hours or as salaries after the new activity period has started.
 - c. General Assembly (GA), topics for agenda and secretary.
Second voting of changes of statutes, and election of new members will be the main part.
- b) Status of Task List (find it below)

§8. Actions for next meeting

Linnea (10)

- Write *summary* and *Best practice* documents for your activity and put on box
- Fill the board evaluation form
- Join the handover meeting in the end of august (date to be decided)
- Finish what work is remaining in your activities
- Finish your tasks in the task list below

§9. Other issues

Linnea (X)

FUN are reviewing Rules of Procedure (Chalmers General Document) for PhD students. It will be good to get input from PhD students on this document.

Cristina: Local Phd council has been formed a in department E2.

Maria: Local Phd council has been formed a in department MC2.

§10. Closing of the meeting

Upcoming meetings:

- GA (General assembly) Thursday 1/6, lunchtime, room KE (Chemistry building from main entrance take stairs up and the room is on your left), Secretary Naghmeh, reviewer1 Tomasz, reviewer2 Aljosha

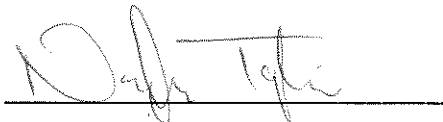
TASKS from last meeting/for next meeting:

TASK	RESPONSIBLE	STATUS
Employee survey results in English?	Onur	Ongoing
Plan dates with departments that have not had a PHD satisfaction seminar.	Onur, Marco	Ongoing

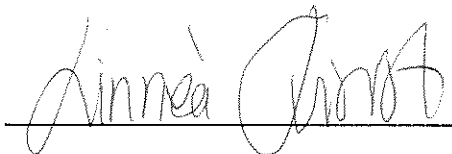
Possibility to include trade union in the introduction days?	Linnea	Ongoing
Template for DS member(s) introduction interview for next newsletter	Maria	Ongoing
Write summary and best practice document and upload on DS box	All	Ongoing (Deadline June 15)
Clarify on insidan: Ind phd students has the right to 4 years	Linnea (Maria)	Ongoing
Bring up in FUN: time abroad gives GTS credits	Maria (Linnea)	Ongoing
Webpage update: information to scholarship students (see point 7)	Anna	Ongoing (has been sent to Ulrika)
Webpage update: What is sick leave? Why should you take sick leave?	Jonas	Ongoing (Will be sent to Tomasz)
Find replacement to represent your old department in DS if you are not continuing	All	Ongoing (Oscar)
Agenda without abbreviations	Linnea	Ongoing/ Almost done
GA: Sankar removed from being minute taker and needs to be replaced	Linnea	Done
Members on the DS board should talk to the head of their research school and make sure that the General Study Plan is properly archived.	All	New
Old board should join the hand over meeting.	All board members.	New
Write a description for the Chair position	Linnea	New
Ask the head of research schools to find archives of study previous study plans and make sure it exists on 360	All	New
Send to Oskar how the hours spent on the local PhD council is included in the departmental duty for each department.	All	New



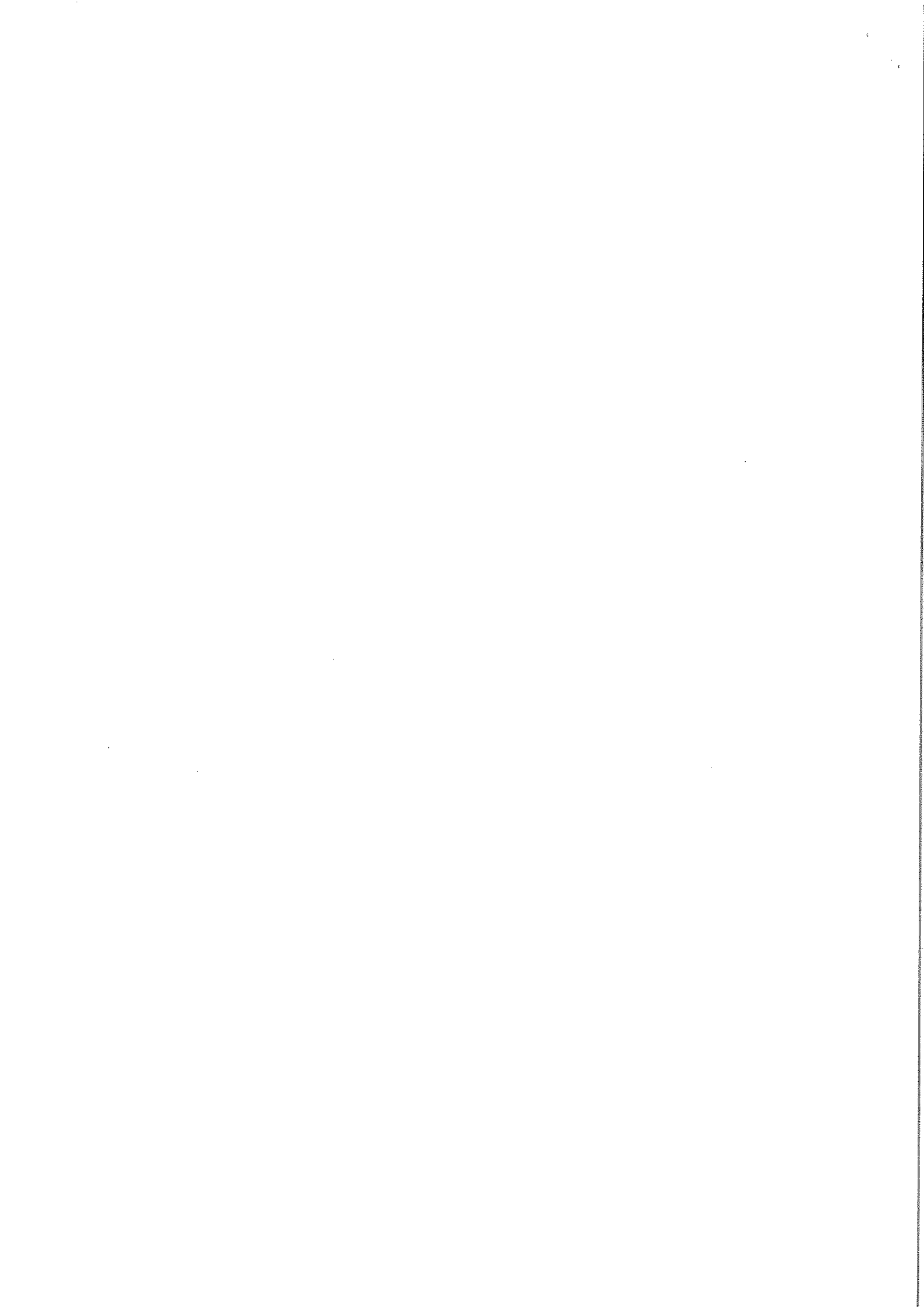
Secretary, Gunnar Örn Simonarson




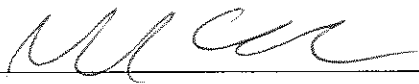
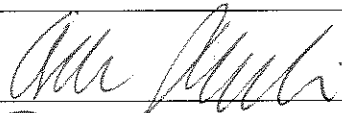


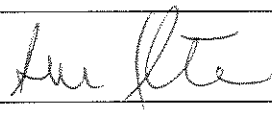

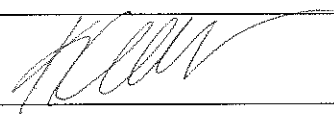
Adopt the minutes, Naghmeh Taghavi



Chair, Linnea Qvirist



Attendance list DS board meeting May 16 2017

First name	Last Name	Department	Signature
Linnea	Qvirist	Inst B	
Maria	Ekström	Inst MC2	
Elke	Miedema	Inst A	Not present
Tomasz	Kosinski	Inst AIT	Not present
Oskar	Thulin	Inst AM	
Jonas	Sundell	Inst CEE	
Aljoscha	Lautenbach	Inst CSE	
Anna	Köhler	Inst EE	
Joakim	Strandberg	Inst ESS	Not present
Gunnar	Simonarson	Inst K	
Johan	Wendel	Inst MMT	-
Marco	Longfils	Inst MV	Not present
Silvia	Tuzi	Inst P	-
Onur	Kaya	Inst PPD	
Cristina	Rigato	Inst S2	Not present
Sankar	Menon Cherubala Pathayapura	Inst SMT	-
Naghmeh	Taghavi Nejad	Inst TME	