

Minutes from DS Board Meeting: #VT17-3, 2017-02-01

Time: 14.00 - 17.00

Place: Luftbryggan A810, MC2 Building CTH

Participants: Linnea Qvirist, Maria Ekström, Oskar Thulin, Elke Miedema, Jonas Sundell, Onur Kaya, Anna Köhler, Johan Wendel, Silvia Tuzi, Cristina Rigato, Tomasz Kosiński, Gunnar Örn Simonarson, Aljoscha Lautenbach

Attachments:

List of attendance

Opening of meeting and election of meeting officials

Performed by Linnea

Chair – Linnea Qvirist

Secretary – Tomasz Kosiński

Adopt the minutes – Johan Wendel

§1. Approval of agenda

No additional comments, agenda approved

§2. Meeting notice sent in due order

Yes, confirmed

§3. Minutes from previous meeting

Signed and published online, same for GA notes

§4. Key topics from the committees (All members)

1) AJK Onur

Distributed Chalmers Medarbetarundersökning Rapport 2016, in Swedish only. Oskar and Linnea asked about English version, Onur will look into that and proposed that he can provide translation on demand, per-slide basis.

2) Chalmers AB Board Linnea

There was a meeting in December.

Swedish government recruiting goal for Chalmers to reach: during 2017-2020 recruitment should be at least 32% of females for new recruitments and promotions (centrally for Chalmers, not on per-department basis), question on clarification here brought by Elke. There was follow up on how to reach this goal, proposal was: make it obligatory to promote 1 female before promoting 2 males. Direct recruitment, extraordinary hiring method, making ads more attractive and giving attention to other smaller aspects were other ideas. Other discussed topics were not relevant for doctoral students.

3) Charm Joakim/Silvia

Silvia: distributed schedule for both days of CHARM, said there'll be setup beginning on Tuesday morning, with promotional materials. T-shirts were ordered and should be waiting in Cremona at the moment. People being on site between 11:00 and 13:00 will get lunch.

Linnea asked if people who should open/close were aware of any storage place for the rollup/poster and know how to access it, Silvia will make sure of that.

Elke proposed to take pictures of the setup to document it for next year.

Linnea advised to be on site before and allow some time after the end of the day.

Elke brought up the matter of offering healthy promotional snacks and materials.

Onur asked about nametags, Silvia assured it'll be fixed. Name and department will be on the nametag. Aljoscha asked about the main purpose of DS representatives attending CHARM, Linnea explained it's about representing PhD students as a professional/job group. Linnea and Oskar encouraged representatives to share experiences, including both pros and cons, and to encourage people with questions about PhD student positions to talk to professors etc. Elke proposed to make sure there's a possibility for referring to representatives of particular departments, having a schedule of the DS Board members being there. There's a general advise on giving possible people asking questions all information they can need, methods how to identify research group of interest, areas etc., applying for master thesis work. Jonas asked for printing materials, there'll be rollups/poster and flyers on site.

4) **CKI** Not active

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5) **DS homepage** Tomasz

If there's no need for additional work, the idea of self-hosted machine by Chalmers student union could be further investigated (which, as a result, would allow for more control and flexibility with regard to the website usage and maintenance). Security measures for the DS website were hardened.

6) **Faculty council** Joakim

Joakim wasn't present.

7) **FUN** Linnea/Anna

The meeting was held in November.

There was a discussion on having a working group on GTS course, a group to decide which courses to give, quality assurance/checks and development.

There is from this year a new work method in FUN, being the introduction of a "Preparation meeting" in a heterogeneous group of different responsibility areas representatives. Those meetings are held to prepare and set the agenda for the actual FUN meetings. Linnea and Anna represents DS in both the "preparation meetings" and the actual FUN meetings.

Salary for scholarship or visiting students was brought up. It will be brought again on the next meeting to follow up. There are Chalmers decisions stating that double degree PhD students, scholarship PhD students and visiting PhD students should have similar pay as Chalmers employed PhD students if staying at Chalmers for more than 6 months. There seems to be a lack of clarity on payment mechanisms and especially regarding the question of whose responsibility it is to make sure the salaries for scholarship or visiting students are managed.

TME department brought up the question about hiring PhD students first only to licentiate, and then extend to PhD after an evaluation. Several TME "PhD" students today have a contract until licentiate, which can thereafter be prolonged until PhD after evaluation. According to Chalmers rules, licentiate contracts should be made only in exceptional cases, and not to be used routinely. A clear majority in FUN were against the practice of hiring first only until licentiate when it was discussed during the FUN meeting, including DS. There's a need to clarify in the job advertisement what the position is for (Licentiate only or the whole PhD). Ideally the whole ad would say that it is a licentiate position, to not confuse applicants. It will be discussed further in upcoming FUN about how to handle the question, and perhaps a rephrasing in the "Arbetsordning för forskarstudier" might be needed.

8) UKÄ - New Anna

Recruitment of representatives from research schools which will be evaluated was a topic of interest. Not many people apply as the process wasn't well organized from UKÄ's side (e.g. far too short deadlines for reading long documents and preparing application). Aljoscha explained the process of reports submissions for Chalmers, which seems to be well organized and going smooth. Barbara, UKÄ Chalmers responsible, said UKÄ will be back with more information. UKÄ has issues with organizing interviews and from the pilot there were also problems in preparing and informing participants before the interviews took place. There's a proposal to ask research schools to propose people for interviews, as well as to involve local PhD students councils. Anna will try to delegate tasks and organize the process. There's a need to back-delegate tasks to Barbara/Chalmers Central in order to not exceed Anna's time budget.

9) Introduction day Elke

Next intro day is 5th of May. This year Aljoscha will fill in for Elke, she prepared slides etc. Elke planned also for the new introduction day movie with Cristina.

10) Investigation of Departmental Duty Naghmeh

Naghmeh was not present but Linnea informed that the idea is to initiate this activity, Naghmeh will prepare questions for all representatives to distribute within departments. Material will come at a later point.

11) ISP Oskar

Significant time is/needs to be spent on this responsibility, Oskar asked for a time budget increase. IT portal and PhD portal is being looked into. Integration of services is considered. Trying to include it into Chalmers Development Portfolio project as it requires a significant budget. Oskar will present more information on the next meeting. Prototype might be ready in around 2 weeks. Usability topic was brought by Elke. Oskar responded that at the current point the focus is on the content and it might come later.

Oskar mentioned the idea of having one feature being that only the PhD student can edit the ISP. Some information can be written and stored in the electronic version but not all of them have to be printed in the final version to be signed.

12) Library Council and Repub Johan

Johan: There has been no Library Council meeting yet, he awaits the invitation Library Council promised to send. Johan had an e-mail conversation with Library Council.

Repub – the next meeting will be held shortly.

13) Election committee Silvia/Elke/Marco

Elke: at the end of this week there'll be a question sent out on if committee members want to stay being members. DS members should let Elke know that if they consider applying for Chair/vice Chair position, also as it makes them being unable to be election committee members.

There was a short discussion on how Chalmers reorganization will affect current board members.

14) Newsletter Sankar/Marco

Not present.

15) PhD satisfaction Onur/Marco

Onur: Employee survey results from departments were published, rest can be discussed during the break. Each representative should look into suitable dates from the seminar at their own department, and then get back to Onur/Marco. Onur and Marco will then set the dates and initiate the remaining part of the seminar series.

Linnea reminded there's a need to stay within the time budget so there should be a precedence for the departments which have not had the seminar before.

Onur will send representatives from the priority remaining departments an e-mail with information. Food should ideally be paid by department (lunch seminar) as the DS budget is not able to cover this. If not, there might be a proposal of people bringing their own lunch (it'll be a lunch seminar anyway).

16) Research foundation Cristina/Gunnar

The work is finished for the current year.

Question about putting gender and name in the applications and the statistical outcome: Linnea suggested that there'll be no information on the gender and name in the applications after being extracted from the application system and handed to the persons making the selection, to assure that there'll be no bias. Gunnar gave suggestion on more information/questions in the form, e.g. about position, starting date. Linnea will connect him to the responsible persons to highlight those issues.

17) Research misconduct Jonas

Nothing to report, there was no meeting since the last report.

18) SACO and Wage negotiations Jonas

Wage negotiations are finished/done.

Trade union would like to have more members. Idea: make trade union part of introductory day (Linnea is looking into this possibility) or invite local union representative for a fika (DS Board department representative's responsibility). Include information about sick leave as some non-Swedish students don't take sick leave if they're sick for a longer period of time. The problem here will be to organize it so that all unions can be present, as there are several active labour unions at Chalmers.

19) SFS-DK Maria

There will be nominations of new people for SFS-DK. Usually it'll be a board member. The meeting will happen on February 2nd.

20) Social activities Elke

No updates.

Sports activities will be investigated as there might be football activities at some departments. There'll be an e-mail asking for sport activities within departments.

21) Supervisor of the year Tomasz/Gunnar/Naghmeh

Tomasz: 11 nominations were received, interviews are planned. There'll be a preparatory meeting and criteria extracted from this year's application analysis process will be included in best practice documents and as guidelines for next year. Time budget extension was requested and granted.

There should be an update of official requirements, e.g. minimal time of supervision of PhD students at Chalmers, minimal number of PhD students, if it has to be full professor or docent?

Best practice document should be updated after the process will be finalized.

22) PhD survey – New, responsables: Linnea/Maria

Some aspects of PhD life aren't pinpointed correctly in the Chalmers employee survey, there are more questions to ask. There was an aim of making it public during spring but it will be sent out during the fall as otherwise it'd collide with employee survey.

The survey will be sent out as a questionnaire regarding PhD students.

There was a question on if there's any mechanism of making sure people will reply.

Will it be sent regularly? Answer: no, not at this point. There's a need for data on certain aspects of PhD student's specific questions, hence the survey planning to be sent.

23) **PhD reach out – “New” Linnea**

Idea: make local PhD councils share, meet, interact more, e.g. using a common e-mail list.

Linnea asked if someone is interested in taking over this responsibility as she doesn't find time for it. Then Linnea described the responsibility. Aljoscha volunteered to take it on.

§5. **Financial and economic update** Maria

Maria presented info on: DS received funds. Budget posted on Slack, available on Box. Supervisor of the Year committee received all requested additional hours. UKÄ got 40 hours which might be used this year if needed or used/saved otherwise.

§6. **Actions, updates or follow-up from last meeting** Maria

a) **Licentiate contract issues**

See TME case described above.

b) **Industrial PhD's contract**

DS will suggest to specify the exact amount of time at Chalmers and at the company using a number of hours/percentage. Regarding teaching and other responsibilities of PhD students, nothing happened yet.

c) **Status of Task List** (find it below)

We went through and updated the task list.

§7. **Actions for next meeting** Maria

Actions for the next meeting

- sports activities: gather information, responsables: Elke and Oskar

- others composed from the notes, see task list below

§8. **Other issues** Maria

Maria: About next meeting date, Linnea will be in China, Maria will chair the meeting, which was accepted unanimously by the board.

Oskar: how should lecture/exercises in teaching be counted as department work? Different ways are used in different departments, for example schablon hours, or reporting exact hours.

Hours spent are reported and accepted at Maria's department but not by others.

There's no standard and there's a need for it.

It was also discussed how course development hours is counted if PhD student takes time to do that, ideally it should also be taken into account while accounting for working hours.

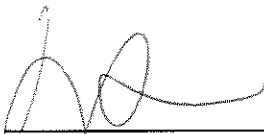
Actions for the next meeting

TASK	RESPONSIBLE	STATUS
Medarbetarenkät results in English?	Onur	TO DO
Plan dates with departments that have not had a PHD satisfaction seminar.	Onur, Marco	TO DO
Put Gunnar in contact with the people handling the research foundation application system to give them suggestions	Linnea and Gunnar	TO DO
Possibility to include trade union in the introduction days?	Linnea	TO DO
sports activities: gather information, responsables	Elke and Oskar	TO DO
Template for DS member(s) introduction interview for next newsletter	Sankar and Maria	To do
Descriptions of Research Misconduct committee for the webpage.	Jonas, Tomasz	TO DO
Ask in the next RePub meeting which information will be available in Research (new CPL)?	Johan	TO DO

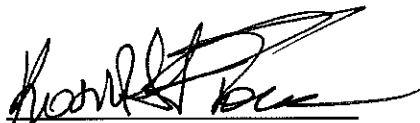
§9. Closing of the meeting

Maria closed the meeting.

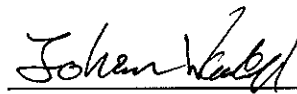
Signatures:



Chair, Linnea Qvirist



Secretary, Tomasz Kosiński

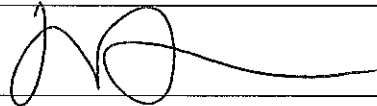


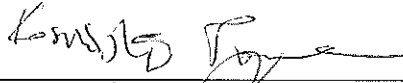

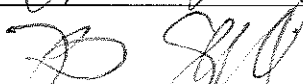
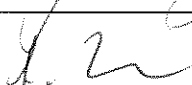
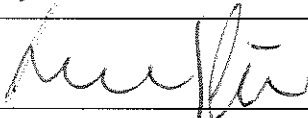
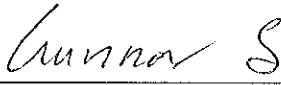


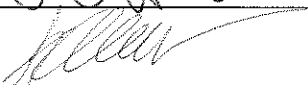
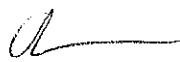


Adopting minutes, Johan Wendel

Upcoming meetings:

- Tuesday 28/3, time 14-17, room Luftbryggan A810, secretary Marco, reviewer Silvia
- Tuesday 16/5, time 14-17, room Luftbryggan A810, secretary Gunnar , reviewer Onur
- **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 Sankar, reviewer1 Naghmeh, reviewer2 Aljoscha

Attendance list DS board meeting November 14 2016

First name	Last Name	Department	Signature
Linnea	Qvirist	Inst B	
Maria	Ekström	Inst MC2	
Elke	Miedema	Inst A	
Tomasz	Kosinski	Inst AIT	
Oskar	Thulin	Inst AM	
Jonas	Sundell	Inst CEE	
Aljoscha	Lautenbach	Inst CSE	
Anna	Köhler	Inst EE	
Joakim	Strandberg	Inst ESS	
Gunnar	Simonarson	Inst K	
Johan	Wendel	Inst MMT	
Marco	Longfils	Inst MV	
Silvia	Tuzi	Inst P	
Onur	Kaya	Inst PPD	
Cristina	Rigato	Inst S2	
Sankar	Menon Cherubala Pathayapura	Inst SMT	
Naghmeh	Taghavi Nejad	Inst TME	

