

Minutes – DS Board Meeting
#HT15-1, 2015-09-04
List of participants is attached.
List of board member responsibilities is attached.

§1. The meeting is opened.

At 14.00

§2. Meeting officials are elected.

Chairman – Oskar

Secretary – Jonas

To adopt the minutes - Elke

§3. The agenda is approved.

§4. Meeting notice was sent out in due order.

§5. There are no comments on the minutes from the previous meeting.

§6. News and information from the chair:

- a. A dedicated mail-thread and a welcome meeting will be arranged for department PhD-councils. A good example on collaboration between two PhD-councils was a study trip to Volvo arranged by Applied Mechanics.
- b. K and B departments will be split but they will still have the same PhD-council with representatives from both departments.
- c. There are different rules at different departments if work for PhD-councils are compensated for or not. It is up to the local departments to negotiate about this. A recommendation will be written by DS on that work for local councils should be counted as departmental work. Oskar will be responsible for this.
- d. Question on template for PhD-thesis. Departments should provide this. Request on links to templates for different departments.
- e. Question about closed bicycle shelters. There are funds from Chalmers to build those. This is also including showers. Information about this will be sent out.
- f. PPU, S2, SMT and AIT do not have local councils at this point. Onur is currently setting up a meeting culture at PPU. Naga will look into S2. SMT have had a council but only Sankar that is interested at this point. Oskar have tried to reach out to AIT but seems like there has not been any interest.
- g. Oskar will send out meeting dates. Second meeting October 16th. A common calendar will be shared.

§7. Financial and economic update

- a. Time records and how payments will be sent out is presented. Maria will send out information on this. We need to make sure that we separate what we do in DS and at local departments.

§8. Board member responsibilities

- a. Onar – AJK – Work environment and Equality council instead of Linnea.
- b. Oskar shows a list of activities and persons that is approved by the meeting.
- c. Additional money for investigation on departmental duties could be applied for from Chalmers.
- d. Oskar suggest that a common plan for the internal project activities in a gantt chart. Will send out information to concerned members. Oskar will also assist if needed.

§9. Plan of operation is revised.

- a. Q: Are interests rates payed on late payed SU-fees? Maria will find out.
- b. Additional comments on the plan of operations should be sent to Oskar.
- c. Suggestion to bring out points from newsletter to a FAQ on homepage. Such as vacation days when degree is finished.

- d. Suggestion on how activities should be monitored and kept record of. Alberto is interested in keeping record on when licentiate degrees are taken. Depend on budget if this activity could be undertaken. Best option was determined to first look into if anyone else has the information.
- e. Oskar will check issues related to visa and Swedish citizenship for PhD-students.

§10 Key topics from committees

- a. AJK – No updates.
- b. Chalmers AB Board – Strategy meeting in June. Talked about Chalmers' role in a more and more world.
- c. Homepage – New design. Elke will suggest a new logo for DS. More information about the different committees should be added.
- d. Discussion on social activities for PhD-students. What part is DS Social activities and what part is PHD Pub. When organizing Pubs this should not be DS activities. But to organize other social events that benefit all PhD then it could be in collaboration. This needs to be discussed later. Suggestions on other activities than pubs. One of the type of events that has been discussed are PhD comics- PhD movies in connect with the Student Union committee PU.
- e. FUN – A common IT-system for individual study plans is currently investigated.
- f. SACO and wage negotiations. Jonas informs that the negotiations will be started in mid-September and end in early October. Jonas shows a graph on salary increase for PhD-students at different technical universities in Sweden. The DS board have experienced that a common problem at Chalmers is that Lic-degree is not taken after half the study time but much later. Some PhD-students suspect that their supervisor tries to postpone the date for Lic-degree so the salary increase will come later in order to save money. This could benefit the student if looking at the time available for the research. At KTH the salary increase is bound to the study time and the study plan and not to when Lic-degree is taken (link: https://intra.kth.se/polopoly_fs/1.569802!/Doktorandstegen%20201410001%20V-2015-0313.pdf). The meeting decides that this should be negotiated for also at Chalmers. Jonas will also ask SACO if they have statistics on how long time it takes until Lic-degree is obtained at Chalmers. Jonas will also ask SACO on the rules for claiming salary retroactively after Lic-degree is obtained. Jonas will ask SACO on the rules if a PhD-candidate work e.g. 80 percent, if the time limit for obtaining PhD will be prolonged. A panel debate will be arranged by SULF on working conditions for PhD-students at Chalmers the 1st of October. Jonas request input for this debate. If someone from the board would like to participate they are welcome to do so.
- g. SFS – DK. Maria is working on a contact list to PhD-councils at other universities.
- h. A lunch seminar on working in Sweden is suggested to be arranged together with SACO. Elke and Jonas are responsible for this. It is intended to be in connection to the PhD student Introduction Day.

§11. DOMB – recruitment process.

One interested candidate at this point.

Göran Nyman has shown interest in being adjunct DOMB during a limited period.

§12. Other issues

- a. To prevent long mail treats that are not clear and hard to give overview Oskar has looked for other communication tools. Slack communication platform will be introduced for discussions within DS. Oskar will send out information on how to get access to the platform. Also some tips and tricks on how to get the most out of it. You can download this as an app or go to their website.
- b. Q. The GTS courses do not end before 16.00 even though our work regulations state that we should not plan any meetings (e.g. for staff to be on time to pick up their children). Oskar will ask the head of GTS about this.

§13. The meeting is closed.

At 17.10

Note: Next meeting October 16

TASKS:

A recommendation will be written by DS on that work for local councils should be counted as departmental work.	Oskar
Send out documents covered bike shelters	Fatemeh (done)
Future DS Meeting dates	Oskar (done)
Time records and how payments will be sent out is presented.	Maria (done)
Fill in Time records	All
Common plan for the activities	All, Oskar
Q: Are interests rates payed on late payed SU-fees	Maria
Additional comments on the plan of operations should be sent to Oskar.	All
Bring Newsletter Items into FAQ	Fatemeh
Check issues related to visa and Swedish citizenship for PhD-students	Oskar
New Logo DS	Elke
Texts for different committees	All
For SFS-dk: Contact list to PhD-councils at other universities	Maria
A lunch seminar on working in Sweden	Jonas and Elke, All

Chair: Oskar Thulin



Secretary: Jonas Sundell













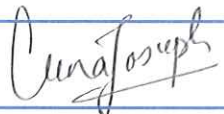





Adopt the minutes: Elke Miedema



Attendance list

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Name	Department	Signature
Oskar Thulin	AM	
Maria Ekström	MC2	
Fahd Omair Zaffar	AIT	
Ragnar Larusson	AM	
Virgina Claudio	AP	
Elke Miedema	A	
Linnea Qvirist	B	
Toni Gutknecht	K	
Jonas Sundell	CEE	
Fatemeh Ayatolahi	CSE	
Alberto Alamia	EE	
Ronja Thies	FP	
Ceena Joseph	MMT	
Matteo Molteini	MV	
Onur Kaya	PPD	
Sankar Menon Cherubala	SMT	
Naga Vishnukanth Irukulapati	S2	