Minutes, DS Board Meeting #HT17-1, 2017-10-26
Time: 14.00 - 17.00
Place: Luftbryggan A810, MC2 Building, Chalmers University of Technology

Attachments:
List of attendees
Plan of operation

Opening of meeting Election of meeting officials
Chair - Maria Ekström
Secretary - Joakim Strandberg
Adopt the minutes - Nadja Holtryd

§1. Approval of agenda
Agenda approved with two additions.

§2. Meeting notice in due order
Meeting was found to be in due order.

§3. Minutes from previous meeting
Previous meeting minutes is found on homepage.

§4. Key topics from the committees and activities
1) Accounting (Financial and economic update)  Anna
   Postponed to §5.

2) Work environment and equal opportunity (AJK)  Julia
   Postponed to “other questions”

3) Chalmers AB Board  Maria
   The Chalmers AB board has discussed how Chalmers fares in the national ranking and was content with the situation. They have also discussed the Chalmers foundation’s call for strategic investment proposals. From the employee survey they noted that people are stressed and does not have time for reflection, this has been a recurring problem.

4) Chalmers committee for internationalization (CKI)  Milene
   Nothing to report

5) Chalmers research foundation  Milene, Michael
   About 170 proposals, and 1 030 000 SEK granted. Some professors applied, but their chances are very slim. Next year the call may be revised to more clearly emphasize this.

6) Chalmers workfare (CHARM)  Joakim, Giulio, Dan
Have had meeting with rep. from CHARM committee. CHARM will take care of practicalities, DS will supply content. Suggestions for speakers are welcome and will be asked for in a later mail to both the board and local councils. During the event Chalmers PhD student alumni will talk about their career after their dissertation.

7) DOMB contact
   Hanna, Maria
   DOMB is very busy at the moment and has more to do than expected, we have to check why. Is it that more people know about her now, or that PhD students are feeling worse? Maria is trying to get a co-understanding with the student union about the requirements on Swedish proficiency and education as requiring international PhD students to teach in Swedish and grade Swedish reports is a situation that neither under graduate students nor the PhD students themselves are very happy with.

8) DS homepage
   Tomasz, Anand
   Hand over meeting has been held. Work are being done for migrating homepage to new machine. Physical location for the machine is yet to be decided.

9) Election committee
   Sobhan, Marco, Anand
   Nothing to report.

10) Facebook
    Maria (Anna), Julia
    Maria and Anna have been putting things up directly as they come to the DS-email. Anna will try to make people send the information to Julia instead.

11) Faculty council
    Joakim
    During the autumn the faculty council will mostly discuss the strategic proposals to the foundation. Anyone can submit proposals to the faculty council or any of the other groups that are invited to submit proposals to the foundation. Details for each group are on insidan.

12) Board of research education (FUN)
    Anna, Siri
    There are several working groups that need more representatives from DS. It may take a lot of time and it is uncertain if it will fit in the budget. Regardless it would require other from the board to be engaged.
    Some working groups:
    a. Group for making the goals of the phd education clearer
    b. Reviewing the process of pre-evaluation of PhD-thesis
    c. Preparation for internal evaluation of PhD education
    d. Undergraduate education (Processen att Utbilda)
    Old general study plans are not available, who are responsible for keeping them available? This is a problem since you are supposed to follow the one that was available when you were accepted to the PhD education.
13) **Individual study plan**  
**Mikael**  
ISP should be dependent on the general study plan. A proposal is developed for an web platform. It should be tested on some pilot students before full operation.

14) **Introduction day**  
**Sobhan**  
a. Date 8 November  
b. Invited Moyra as DOMB, and Magnus Åkerström talking about work rights and obligations.  
c. Maria and Anna will have a meeting with Magnus 26th Nov  
Suggestion arose for putting up available unions during introduction day. Sobhan will have a short presentation, so if there are suggestion for his talks he wants them as soon as possible.

15) **Investigation of Departmental Duty**  
**Mikael**  
There might have been some changes since the department reorganization, but generally it should look about the same still. Mikael will go over the new departments and write a report. We might want to share it to local phd student councils as well as others interested parties.

16) **Library Council**  
**Nadja**  
The library council is decommissioned because of the new department structure since they are now their own unit and department.

17) **Local PhD student council reach out**  
**Sobhan**  
3 departments are missing local boards or they are hard to find. Links to the local boards need to be updated since the reorganization. Suggestion to have all local councils web-pages hosted on sub-pages of the DS homepage. Will hopefully make it easier to handle for the councils and easier for everyone to find information.

18) **Newsletter**  
**Mursalin, Giulio**  
a. Dates: mid november, first draft 3rd November.  
b. Some included topics:  
   i. Sign up for exams on phd portal  
   ii. Save the date for the GA, 6th of december, weeks before we should also add a doodle for sign up [https://doodle.com/poll/38yztc3nbana98py](https://doodle.com/poll/38yztc3nbana98py)  
   iii. Jonas will write a short text about the vacation days at the end of the contract.  
   iv. Interview with Maria.  
   v. Intro day, if we send out the newsletter before 8th else we can link to Magnus presentation on work rights and obligations  
   vi. Maria writes a short text about the PhD survey.  
   vii. Introduce the new DS-board. Preferably with a photo.  
   viii. Save the date for CHARM  
   ix. Tips for handling the swedish winter.
x. Reminding people about the different occasions that you can have your popular presentation.

xi. Call for supervisor of the year.

The newsletter should preferably be short with mostly headlines, with links to more information to increase the probability of people reading the letter.

19) **PhD portal**  
*Mikael*

We want to be able to register on master courses from the PhD student portal, Mikael will push them to implement this. Mikael will also discuss the possibility of keeping email addresses after you are finished.

20) **PhD survey**  
*Maria*

We have received feedback from Moyra, and we are trying to have a meeting with the student union to get feedback and plug it in to a survey format.

21) **PhD work environment**  
*Patric*

a. DAM project responsible Helen Lejon and Magnus Åkerström will present their findings 10 nov at 9-11 at FUN. First meeting held today, with Patric and Anna from DS and DS chair 2016/17 Linnea present

Hard to reach everyone. Some categories are invisible in the system. DAM is also interested in “soft statistics” and not only hard statistics.

22) **Reference group for e-publication (Repub)**  
*Nadja*

Discontinued.

23) **Research misconduct**  
*Christina*

No cases have been reported so far this year. Christina has attended a workshop about research misconduct.

24) **SACO and Wage negotiations**  
*Jonas*

a. the employer side agreed on not using formulations that forces the employee to take out vacation before the contract finishes.

b. How do we make sure that rules are followed, we are part of the kollektivavtal, can we have an additional document supporting this? Easy to access on our webpage?

Some departments regard the vacation days as a part of “förtroendearbetstid”, which should not be the case. We have the right to save vacation days, and we have the right to claim it as money at the end of our employment.

Chalmers have suggested an increase which is much lower than the general increase for PhD students in Sweden. Jonas will show statistics for other universities and argue that the raise should be higher.

25) **Social activities**  
*Christina,
Michael*
a. Afterwork after meeting to get to know the board as there are many new faces.
b. Organizing a city tour for new PhD students.

26) Student union board meetings (monitor)  
   Maria  
The topics discussed so far this year have not been of important to us. However, they should discuss their opinion program, which will be of great importance for PhD students.

27) Supervisor of the year  
   Mikael  
   Marco, Tomasz, 

   They are trying to get new nominations for the award.

28) Swedish national PhD council (SFS-DK)  
   Dan  

   New national research ethics misconduct board where PhD students can directly go to instead of going through their own university is proposed and will most likely be implemented within 1-2 years. The higher education authority will in the future evaluate research. They will most likely evaluate the universities own quality assurance systems rather than the research itself.

§1. New possible activities + Budget  

   Anna (10)  

   It is important that everyone keep track of their time and report to Anna if there is a risk of going over budget in number of hours worked. The budget is being revised and will be up online soon.

   As mentioned earlier there are some new activities that need assigning. These are the work groups in FUN. The board agreed that they are of importance and that we should seek money for participating in the working groups. Nadja will be the contact person for the preparation of internal evaluation, given that UKÅ does not object. Regarding Processen att Utbilda Anna will manage the contacts.

   If we receive more hours to the budget we will participate actively in the different work groups, otherwise we will only monitor their progress.

   Guiliou will take over the PhD student portal duties.

§2. Plan of operation  
The plan of operation is approved as suggested.

§3. Budget  

   Information and approval

§4. Decision Department council  

   Make sure your department council (institutionsrådet) have read the new decision (it should have a doctoral student representative).
§5. Actions, updates or follow-up from last meeting
Status of Task List (find it below)

§6. Actions for next meeting
Status of Task List (find it below)

§7. Other issues

a. Mentor program
   Christina
   Their local council have discussed mentor programs for phd students, regarding more general questions about the academic life. Could be brought up to FUN, Christina will draft a proposal.

b. Statues approval by student union
   Maria
   Our name: PhD student guild should according to student union English standard be PhD student division. This is confusing since we have divisions at the departments and a suggestion is to use association.

   Dan mentions that our name pre dates their English standard, which should be a reasonable claim for us to keep the name. Maria will try to argue for this.

c. AJK report
   Julia present the report from the employee survey. Some key points:
   i. Some issues need to be approved and there is currently a negative trend among PhD students.
   ii. Generally women are less satisfied with their working environment than men.
   iii. Many employees feel there is little time to unwind and feel a lack of good feedback from managers.
   iv. The organisation at Chalmers is considered unclear.
   v. People would recommend studies at Chalmers, but not employment.
   vi. 11% of phd students are unsatisfied with quality of supervision, and 13% with the quantity of supervision.
   vii. 59% prefer phd courses outside of Chalmers rather than courses on Chalmers.

   The group responsible for the survey want feedback on the survey, and we feel that the questions are unclear or the answer options are not applicable.
d. “Anonymous codes” for PhD students
   The codes for PhD students are constructed with a “D” in the code making it non-anonymous if there are few PhD students.

e. Investigation of licentiate times
   Nadja wants feedback from other departments

f. Proposal for the Foundation strategic investment call
   A proposal regarding decreased inequality to will be circulated for comments in the board.

g. Quality of the PhD student Swedish course
   PhD students feel the course in Swedish is lacking.

h. Change time of the GA to Wed 6/12

§8. Closing of the meeting

Upcoming board meetings:
- 25/1, time 14-17, room Luftbryggan A810, secretary Siri, reviewer Sobhan
- 5/4, time 14-17, room Luftbryggan A810, secretary Giulio, reviewer Nadja
- 13/6, time 14-17, room Luftbryggan A810, secretary Michael, reviewer Tomasz

GA (General assembly)
- 6/12, time 12-13, Hörslsvägen HA1, secretary Dan, reviewer 1 Hanna, reviewer 2 Milene
- 8/5, time 12-13, Hörslsvägen HA1 (to be booked), secretary Mikael, reviewer 1 Anand, reviewer 2 Julia

TASKS from last meeting next meeting:

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBLE</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>Handover meetings</td>
<td>All</td>
<td>Done</td>
</tr>
<tr>
<td>Make a plan of the year for the activities</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Introduction days - contact Magnus Åkerström</td>
<td>Sobhan, Anna, Maria</td>
<td>Done</td>
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<tr>
<td>Newsletter: interview with Chair and</td>
<td>Maria, Anna</td>
<td>Maria</td>
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### Vice

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Done</th>
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<tbody>
<tr>
<td>Local PhD board info on webpage</td>
<td>Sobhan (in collaboration with all)</td>
<td>Done</td>
</tr>
<tr>
<td>Update departments names on webpage</td>
<td>Anand</td>
<td>Done</td>
</tr>
<tr>
<td>Send information to Jonas about Akassa</td>
<td>Maria</td>
<td>Done</td>
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<tr>
<td>Complete and send out the plan of operation</td>
<td>Maria</td>
<td>Done</td>
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<tr>
<td>Talk with Magnus Åkerström about follow-up talks</td>
<td>Anna/Maria</td>
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<tr>
<td>Check if discontinued library council is mentioned in statutes.</td>
<td>Maria</td>
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<tr>
<td>Work out how to have sub-pages for local phd councils</td>
<td>Sobhan and Tomasz</td>
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<tr>
<td>Text for newsletter regarding vacation days</td>
<td>Jonas</td>
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<tr>
<td>Contract for vacation days</td>
<td>Anna</td>
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<tr>
<td>Contact student union regarding name</td>
<td>Maria</td>
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<tr>
<td>Forward information about research education from employee survey to FUN</td>
<td>Julia</td>
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Joakim Strandberg

Nadja Holtryd

Maria Ekström

Chair of DS
## Attendance list DS board meeting October 26 2017

<table>
<thead>
<tr>
<th>First name</th>
<th>Last Name</th>
<th>Department</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Maria</td>
<td>Ekström</td>
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<td>Anna</td>
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<td>Michael</td>
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