
DS BOARD MEETING

2018-01-25

Time: 14.00 - 17.00

Place: Luftbryggan A810, MC2 Building, Chalmers University of Technology

Opening of meeting Election of meeting officials Maria (15)

Chair – Maria Ekström Agreed

Secretary – Siri Jagstedt Agreed

Adopt the minutes – Mikael Valter Agreed

§1. Approval of agenda

Approved

§2. Meeting notice in due order

The meeting started in time

§3. Minutes from previous meeting

Up on the web page

§4. Key topics from the committees and activities All (90, 3 each+3 extra CHARM)

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

Five topics:

1. New elections coming up – should think of representatives (deadline February 11th). Chalmers students union can nominate (most appropriate).
2. An issue raised is VISAs with the Swedish migration board. If aware of any concerns/issues at Chalmers, send to SFS-DK, which will gather information. Maria knows that there have been issues previously. Maria suggests that Hanna talks to Moyra, which can reach out to Dan.
3. A national post-docs association is starting up. Based on Karolinska and Uppsala has started up local association, but will turn into a national association. Hanna will bring it up with Moyra for info as well

4. SFS-DK has initiated a joint document on general opinions of PhD students. For external communication purposes (e.g. towards the government)
5. UKÄ will look into how they will evaluate research in Sweden. A new governmental initiative. Dan will keep DS updated.

2) Supervisor of the year

Marco, Tomasz, Mikael

Nine nominations, three interviews will be held with the nominating PhD students. If possible, shorter interviews will be held with the directors of studies to get an additional perspective.

3) Student union board meetings (monitor)

Maria

Maria was attending partly. It is appreciated that a representative of DS attends, but most discussions concern the students.

The members of the student union board have a lot to do. Therefore, they will try to hire another person to help out with the work load. That the role of this person will be 'Husansvarig' (Facilities manager) is likely, but still up for discussion.

4) Social activities Christina, Michael

Had an event which was appreciated, but the attendance could have been higher.

Not any upcoming activity planned. Christina and Michael will discuss it.

5) SACO and Wage negotiations

Jonas

Jonas not present. Agreement in place (same as previous meeting), but we have not seen the signed document online yet.

6) Research misconduct

Christina

Will have a meeting next week (the first meeting). No cases reported.

7) Reference group for e-publication (Repub)

Nadja

NOT ACTIVE

8) PhD work environment (DAM)

Patric

Patric not present. Anna has notes, not too much going on. Patric will stay in touch with Helen and Magnus (DAM-project) and will come back to DS.

9) PhD survey

Maria

Need two responsible persons as Maria is going to defend soon and Linnea has left Chalmers. Marco and Christina has volunteered.

Activities left: Get the login, help Barbara so she can get hold of the questions, and send out a reminder. After receiving the answers: Analysis (responses in Excel-format), Presenting the data.

Quite few complete responses (330) according to Maria, therefore, a reminder is needed.

Anna proposes that the local PhD student councils should send out a reminder. It is agreed that everyone in DS should reach out to the local PhD Student council to ask them to remind the PhD students enrolled at the local research schools. There were also discussions about 'reminder posters' in common spaces (elevators, coffee machines etc).

Barbara has asked for the survey as input for evaluation of the research schools (Medarbetarankät cannot be used for evaluation of research school as you cannot sort on school). Maria points out that it is important that it is not possible to track an individual (anonymity should be kept), therefore enough answers for each school is needed.

NEW RESPONSIBLE: Christina and Marco

10) PhD portal

Giulio

Has reached out

If anyone has any suggestions for how to implement the PhD student portal, reach out to Giulio. A channel on Slack is suggested. Maria asks for register for courses on the portal. As for now, it is only possible to register for exams.

The issue that there has been a "D" in the anonymous code for writing the exams (hence marked as is a PhD Student) is raised. Have been a problem (technical) previously, but it should be solved by now.

11) Newsletter Mursalin,

Giulio

Mursalin worked a lot on the new layout.

Newsletter is going into the Spam-folder. Chalmers is looking into how to solve it.

Call for content for the new newsletter. An interview with Anna will be in. The newsletter will potentially be out in March:

Suggestion: you can go three times to Feelgood without talking to the line manager, but it should be encouraged to do so – Maria will write an informative text.

Suggestion: "Thank you" for participating in the PhD student survey (if closed). If not closed – a reminder for participation.

Suggestion: On Chalmersplus, it is reported that it is free membership for a year at Doktor.se (doctor available online)

Suggestion: Impressions of CHARM

Suggestion: Workshop at CHARM

12) Local PhD student council reach out

Sobhan

Sobhan not present.

13) Library Council

Nadja

Not active. Part of the obligation to the student union, but not active. Keep it under monitoring.

14) Investigation of Departmental Duty

Mikael

Not anything to report initially. Mikael will update the information available on Box. Discussions of issues with departmental duty follow. This appear especially problematic when new routines are implemented. Discussions about this are ongoing at several departments, where local PhD Students councils are working with this.

Ongoing investigations at Chalmers-level (brought up by Anna). Will be discussed at FUN in April, important to participate in the discussion. Potentially, Anna and Siri will bring the document to the FUN-meeting. Siri, Anna and Mikael will schedule a meeting to prepare for the FUN-meeting.

The official (strong) recommendation from FUN is that representatives in local PhD student councils should be compensated as departmental duty, with as many hours as they are engaging in the local council.

15) Introduction day

Sobhan

Next date, in May, is set and sent out. Sobhan will talk to DOMB etc.

16) Individual study plan

Mikael

By last time, the working group handed over the investigation to the ones ordering it. Awaiting decision of implementation.

17) Board of research education (Forskarutbildningsnämned FUN) Anna, Siri

- The issue of departmental duties will be brought to FUN in accordance to previous discussions
- Beredningsteam had a meeting, discussed how local PhD student councils are reported. Anna attended (only one PhD student representative). Different roles in relation to the PhD student, and their responsibilities have been discussed and a half day workshop was held in which they tried to identify the functions and the duties of the various roles. The main question is how to implement it?

A wish from the workshop to also include the stories and examples of PhD students. Discussions of how this information would be collected from the PhD students.

Suggestion: make the students reading the role descriptions (encourage them at introduction day etc)

Suggestion: Collect examples through a Slack-channel

- Online study plan – still not there.
- Popular presentation – have to be made. Unclear on the home page. Any suggestions are welcome as the page regarding the popular presentation will be further developed. It is hard to find examiner for the popular presentations.
- New research school is coming up at the department of Communication and learning in science

18) Work group: examination goals and preview of theses

Nadja

Have got back the answers which will be discussed. Especially good or bad experiences of the preview of theses are appreciated.

A Slack-channel will be created for the purpose of discussing this

19) Work group: preparation of internal evaluation

Dan

Dan would like to have the usefulness of the research education in the internal evaluation. It was not included as for now, as it was perceived not to be a part of the research schools'. Is included in UKÄ's guidelines (recommendations).

The possibility to influence the research school and its development. Barbara will include this in the document (encourage the PhD students to influence their education). Could be linked to the departmental duty hours for local PhD student councils.

20) Work group: Education process

Anna

Not anything to report. Anna would like to know how DS can enter the forum? They have a student assembly. Maria highlights that if student union is involved, it is possible to approach that person to be the voice also of DS.

Maria can initiate the contact if it is someone from the student union.

21) Work group: Recruitment of vice rector for research, research education and internationalization (Maria)

12 applicants, will move forward with 6 for interviews. Will potentially also make phone calls to PhD students, which Maria pushed for. That's all for now.

Looking for someone with: International experience (preferable if you have been abroad), research experience, supervision of PhD students and "extras" for PhD students.

22) Faculty council

Joakim

Stiftelsesatsningarna is ongoing. Suggestion of DS was turned down unfortunately and was not sent to the Chalmers board. 9 different suggestions from the Chalmers board. Available on Insidan.

23) Facebook Maria (Anna), Julia

Have access to the Facebook-page. The Facebook page should be updated more often. Whether sent with the newsletter should also be posted on Facebook.

Deadline tomorrow for the PhD student-part of CHARM. Will be posted on Facebook.

24) Election committee

Sobhan, Marco, Anand

Will start to ask current members whether they are interested in staying. Especially important regarding the chair-positions as Maria is leaving.

25) DS homepage Tomasz,

Anand

Everything is in order. Is putting the DS homepage into the new server, but has run into some technical problems.

26) DOMB contact

Hanna, Maria

She will attend the Chalmers ledningsgrupps-meeting, where she will point out some issues. Also, she is having too much to do.

Anna proposes that she could look into a course (email sent to Hanna and Maria), and there are some designated money for travel expenses.

27) Chalmers workfare (CHARM)

Joakim, Giulio, Dan

CHARM fair:

Slots for the CHARM (accordance to Doodle/email). Overlap with 30 minutes for each slot. Someone is managing the booth all the time. Show up some time before the slot to get the T-shirt.

“What is it being a PhD student at Chalmers?”, “What do you do as a Phd Student?”, “What salary do you have?” – are the questions that should be possible to answer. Everyone is answering by their best abilities, could also point them towards the webpage. Major point: Sweden is good to do your PhD in compared to many other countries. Also, Chalmers pays good compared to other universities.

In regards to specific departments, Joakim will provide a list of when all departments are represented in the booth. If someone would like to talk to a specific department, it is possible to direct them to their slot. Otherwise, point them towards the local PhD student council.

Location: Ljussgården, at the Architecture and Civil engineering building (Once Joakim gets the map, it will be sent out). Will be some material in the booth – handouts. Will be either pens or reflexes.

PhD Alumni evening:

Alumni in the industry – get to know more about what it is like to work in the industry as a PhD student. Alumni from several of the departments. Still awaiting some answers.

Many PhD students registered. Last day for registration is tomorrow. A reminder will be posted on the Facebook-page.

There will be a new location for the event due to a misunderstanding of the date of the event. Information will be sent out as soon as the new location is set.

28) Chalmers research foundation

Milene, Michael

The best practices and summary are uploaded at Box.

29) Chalmers committee for internationalization (CKI)

Milene

Anna Dubois is appointed the new director of CKI

30) Chalmers AB Board

Maria

Talk about equality all the meeting

1/3 of the new hires are expected to be female in accordance to government recommendation. This is not the case, and Chalmers is going in the wrong the direction. Maria reports on interesting discussions in the board, acknowledging issues and possibilities.

31) Work environment and equal opportunity (AJK)

Julia

In regards to the employee survey, which was very much discussed last time: The overall opinion was that some questions appear insufficient and need to be further developed. If DS would like to influence the design of the employee survey for next year, Julia encourage someone to take on the task (there is still some hours left). Marco is encouraged to do so. It should be someone with knowledge of how the questions should be formulated and analyzed.

Julia raises that there are two parts: that actions are taken based on the information given from the survey, and that the survey in itself should be further developed.

Accidents and incidents during last year: 65 (of which 57 are employees, the rest are students). Discussions about courses and preventative actions.

Feelgood: possible to collect more statistical information, which is good.

Maria points out that action is needed; to do something about the issues and problems pointed out in the statistics. An action plan would be appreciated from the DS.

The information is not as anonymous as it was previously, due to some changes. Three meetings could however still be held without informing the line manager.

32) Accounting (Financial and economic update)

Anna

Some confusion about the money from Chalmers, but problem is solved.

Time allocated for CHARM need to be increased to cover all the work.

§5. Budget Anna (10)

Agreed on last time

§6. Swedish course survey Micheal (10)

Michael will tell us about the results of the survey conducted at his department regarding quality of Swedish courses

Maria is presenting

Made at M2 in the autumn of 2017. 27 PhD student participated. Course ran at Folkuniversitetet.

Main results:

- The course does not reflect the student capabilities.
- Quite many did not finish.
- Effectiveness of the course rate low
- The support from the teacher also rate low
- Many would not recommend the course.

In general a bad review.

Suggestions is to give the PhD students credits for the course, and maybe offer courses on several levels.

A Slack-channel to discuss this is suggested. Discussions about how the course can be better fitted for the PhD students are needed.

§7. Licentiate/Half time seminar

Milene (10)

Milene will open up the requirements for licentiate/half time seminar for discussion. If this should be generalized or not.

An issue with deadlines for the licentiate (e.g. one paper published with the PhD student as the first author). Different among departments, divisions and examiners. Not fair in regards to the salary increase. Discussion follows.

MEETING ENDS

Following sections to be discussed in next meeting

Other notes: Anna (Maria and Siri) will talk about handledarforum

§8. Statues approval Maria (2)

Name is approved

§9. Other issues Name (5)

a. Other issues to bring up

§10. Actions, updates or follow-up from last meeting Maria (10)

Status of Task List (find it below)

§11. Actions for next meeting Maria (10)

Status of Task List (find it below)

§12. Closing of the meeting Maria

Upcoming board meetings:

5/4, time 14-17, room Luftbryggan A810, secretary Giulio, reviewer Mursalin


13/6, time 14-17, room Luftbryggan A810, secretary Michael, reviewer Tomasz

GA (General assembly)

8/5, time 12-13, Hörsalsvägen HA1 (to be booked), secretary Sobhan, reviewer 1 Anand, reviewer 2 Julia

Tasks from last meeting

Task	Responsible	Status
Check if discontinued library council is mentioned in statutes.	Maria	
Work out how to have sub-pages for local phd councils	Sobhan and Tomasz	
Text for newsletter regarding vacation days	Jonas	
Contract for vacation days	Anna	
Contact student union regarding name	Maria	
Forward information about research education from employee survey to FUN	Julia	

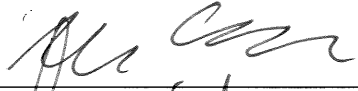
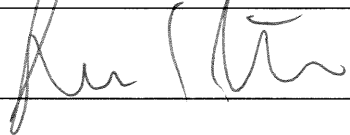
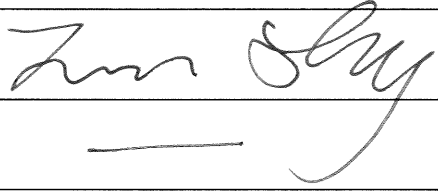



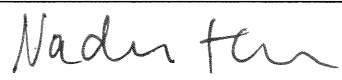



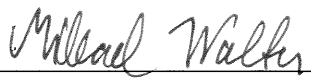
Secretary

SIRI JAGSTEDT

Adopt the minutes
Michael Walter
Mikael Valter

14:00-17:10

January 25 2018

Attendance list DS board meeting ~~August 31 2017~~

First name	Last Name	Department	Signature
Maria	Ekström	MC2	
Anna	Köhler	SEE	
Jonas	Sundell	ACE	—
Tomasz	Kosinski	CSE	—
Joakim	Strandberg	SEE	
Marco	Longfils	M	—
Cristina	Rigato	SEE E2	
Siri	Jagstedt	TME	
Hanna	Rydehell	TME	
Mursalin	Sajib	Bio	—
Nadja	Holtryd	CSE	
Dan	Li	IMS	
Sobhan	Sepohri	MC2	
Anand	Harihara	F	
Michael	Saccullo	TM	—
Mikael	Valter	F	

30 min late
late 20 min

Milene	Gomes	K	<i>Milene Gomes</i>
Patric	Kvist	K	<i>_____</i>
Giulio	Calcagno	K	<i>Giulio Calcagno</i>
Julia	Orlovska	IMS	<i>Julia Orlovska</i>

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