

## Minutes, Ds Board Meeting#HT17-1, 2018-04-05

Time: 14.00 – 17.00

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

### Attachments:

List of attendees

### Opening of meeting Election of meeting officials

Chair – Maria Ekstrom

Secretary – Giulio Calcagno

Adopt the minutes – Tomasz Kosiński

### §1. Approval of agenda

The agenda is approved

### §2. Meeting notice in due order

Meeting notice was found to be in due order

### §3. Minutes from previous meeting

Previous meeting minutes are found on the homepage

### §4. Election Committee

Sobnan, Marco, Anand  
9 members are leaving the board. We need to find representatives from the different departments, with the following distribution: 2 from ACE, E2, M2 respectively; 1 from MV, TME, MC2, F, K respectively. It is of the utmost importance to find representatives from ACE, E2, MV and M2 because with the current situation we will not have any representatives.

Anna will keep the position of Vice Chair. The Chair position is to be assigned.

The general rule regarding the maximum number of representatives is that the number should be no more than the double of the number of departments.

The election committee needs to find members willing to join the board before the general assembly, taking place the 8<sup>th</sup> of June.

### §5. Key topics from the committees and activities

#### 1. Swedish national PhD council (SFS-DK)

Dan

They had a Skype meeting about migration agency issues. They are formulating a policy paper about rights and what they expect a PhD student in Sweden should have in his contract. It will be voted upon on SFS-DK general assembly and further used for argumentation on how Ph.D. students work in Sweden should be organized. Also they would like to see more cooperation between guilds. Different governmental funding agencies are considering the introduction of economic incentives to support work conducted against sexual harassment.

#### 2. Supervisor of the Year

Marco, Tomasz, Mikael

The decision has been made and it was announced using the usual channels (insidan, DS webpage, will be included in the next newsletter). Christian Fager (MC2) has been awarded the Supervisor of the year prize for 2017/2018.

3. *Student union board meetings (monitor)* *Maria*  
Nothing to report
4. *Social activities* *Christina, Michael*  
The last activity was appreciated very much. No upcoming ones.
5. *Saco and Wage negotiations* *Jonas*  
DS will continue to have a position in the Board next year, for the new consultations.
6. *Research misconduct* *Cristina*  
Nothing to report.
7. *Ph.D. work environment* *Patric*  
Nothing to report.
8. *Ph.D. survey* *Maria, Marco, Cristina*  
The survey has 410 replies out of 1370 recipients. There will be a hand over so that Marco and Cristina can start the analysis.
9. *Ph.D. portal* *Giulio*  
The plan is to meet Marja Janusson and discuss about which of the functionalities proposed from the Board are effectively implementable.
10. *Newsletter* *Mursalin, Giulio*  
The new newsletter format is appreciated, so it will be kept for the upcoming newsletters.
11. *Local Ph.D. student council reach out* *Sobhan*  
The contact list to the local councils has been updated on the webpage.  
The first pilot local council, the MC2 council, is hosted on our servers and updated regularly.
12. *Library Council* *Nadja*  
The next meeting will be the 23<sup>rd</sup> of April.
13. *Investigation of Departmental Duty* *Mikael*  
There is no general rule, rather suggestions, from Chalmers on how to allocate hours and percentage of departmental duties. There are different rules between different departments and divisions. These differences show an uneven distribution of duties among Ph.D. students. It would be useful to gather all the information throughout Chalmers, in order to evaluate the different ways and identify the valuable solutions which can be extend to other departments. Even though each department will eventually decide for the duties rules, however a general document containing a few important practices should be drawn up.
14. *Introduction day* *Sobhan*  
Date: 14<sup>th</sup> of May  
The DOMB has been informed.  
The board agreed that it would be beneficial to hold the GA after the introduction day so that people who learn about DS there could have a chance to join DS.

15. *Individual study plan* Mikael  
Nothing to report.
16. *Board of research education (Forskarutbildningsnämnd FUN)* Anna, Siri  
Anders Palmqvist has been elected as the new Vice President for research, research education and internationalization.  
There is an ongoing discussion about the transfer of credits from master education. The time associated to the credits should be used in education and not for research projects. Instead, usually, when the credits are transferred, the research time is extended by reducing the time for education. The goal is to avoid the latter and guarantee a high level education of the Ph.D. students.  
Chalmers has initiated an internal evaluation of the research schools. The Ph.D. students will be taken into consideration for the evaluation, with the possibility of express our opinion singularly. Local councils should be active in making sure the departments' Ph.D. students will participate. FUN also wants to invite the DOMB to the meetings.  
There is a new GTS Director and new changes, like a Swedish intensive course camp, a new career planning course and more about self-development. They want to introduce a payment (no-show fee) and to notify the department for a PhD student not showing up to a registered course (and not giving a notice about that). We should keep track about the info in the Ph.D. Portal, that all the news are uploaded.  
Next Fun Meeting is the 18<sup>th</sup> of April.
17. *Work group: examination goals and preview of theses* Nadja  
The work group has produced a document which will be soon submitted.
18. *Work group: preparation of internal evaluation* Dan  
Answers from study rectorors have been collected and presented to FUN. Now looking into the way rules/requirements on the last things to do before having the dissertation are published/given.
19. *Work group: education process* Anna  
Nothing to report.
20. *Work group: recruitment of vice rector for research, research education and internationalization* Maria  
Anders Palmqvist (professor in material chemistry) will start May 1<sup>st</sup>.
21. *Faculty council* Joakim  
The Honorary Doctors 2018 have been nominated.
22. *Facebook* Maria (Anna), Julia  
Put an advertisement for new DS Board members and a text about the Science Festival.
23. *DS Homepage* Tomasz, Anand  
Tomasz have presented the main changes made to the DS IT infrastructure and new services available now for DS: collaboration and communication software, online documents editor and general GDPR compliance.

24. *DOMB contact* *Hanna, Maria*  
The DOMB report is available on the webpage.
25. *Chalmers workfare (CHARM)* *Joakim, Giulio*  
We had more visitors than last year and also a visit of the Vice Head. The PhD event has been a success, and some evaluation will be done to improve the event for next year.
26. *Chalmers research foundation* *Milene, Michael*  
The committee has completed its duties.
27. *Chalmers AB Board* *Maria*  
Nothing to report.
28. *Work environment and equal opportunities (AJK)* *Julia*  
Topics discussed: gender equality, daytime guards, security at the campus. There are reports of insecurity, so it is discussed to have guards in the day time at Johanneberg campus. There is a number which anyone at the campus can call while feeling unsafe during daytime too. Article about how to find help regarding sexual harassment was also published in the recent issue of Chalmers magazine, there'll also be lectures related to that during the year. Guides about where to find help regarding sexual harassment will be provided. There will be an internal audit by Chalmers about working environment. The need for academic hälsan has increased, especially regarding stress and mental health. There is a new contact person for Feel Good. A report for 2017 with statistics has been drawn up. Ph.D. students are the most frequent users of the service, which is why FeelGood intends to focus on PhD students supervision matters and to introduce digital forms for asking for help and sending notifications.
29. *Accounting (Financial and economic update)* *Anna*  
Postponed to Budget.

#### **§6. Budget**

The accounting is fine till now.

#### **§7. Other issues**

These topics have been discussed after the official closing of the meeting.

#### **§8. Actions, updates or follow-up from last meeting**

**Maria**

Status of Task List (find it below)

#### **§9. Actions for next meeting**

**Maria**

Status of Task List (find it below)

#### **§10. Closing of the meeting**

**Maria**

#### **Upcoming board meetings:**


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

#### **GA (General assembly)**

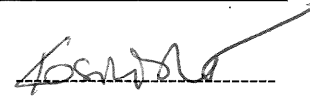
-8/5, time 12-13, Hörsalsvägen HA1, secretary Sobhan, reviewer 1 Anand, reviewer 2 Julia

**TASKS from last meeting/for next meeting:**

<b>TASK</b>	<b>RESPONSIBLE</b>	<b>STATUS</b>
Check if discontinued library council is mentioned in status	Maria	
Work out how to have sub-pages for local Ph.D. students council	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	

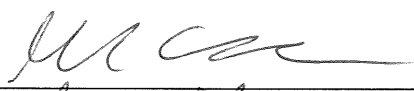
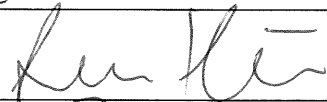


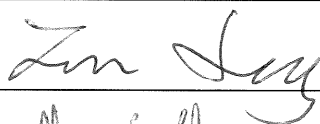
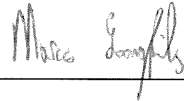



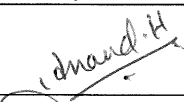
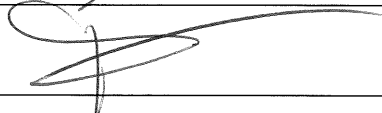

  
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Giulio Calcagno

  
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Maria Ekström

  
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Tomasz Kosiński



# Attendance list DS board meeting April 5 2018

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	<del>SEE</del> E2	—
Siri	Jagstedt	TME	—
Hanna	Rydehell	TME	
Mursalin	Sajib	Bio	—
Nadja	Holtryd	CSE	✓
Dan	Li	IMS	
Sobhan	Sepehri	MC2	
Anand	Harihara	F	
Michael	Saccullo	TM 022	
Mikael	Valter	F	

+1

+1

+1

+1

+1

+1

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

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