

[Agenda, DS board meeting HT18, 2018-10-31](#)

Time: 14:30 – 17:00

Place: Seminar room, M building, Chalmers University of Technology

List of attendance: see appendix

Points on the agenda

Rapporteur (approx. Time)

Opening of the meeting and election of meeting officials

Giulio (5 min)

Chair- Giulio Calcagno

Secretary- Sobhan Sepehri

Adopt the minutes- Govindan Induchoodan

§1. Approve of the agenda

The agenda is approved.

§2. Meeting notice in due order

The meeting was noticed in due order.

§3. Minutes from previous meeting

The minutes are found in the webpage.

§4. Practical information

Annand will introduce the new system of DS cloud. Dan has proposed going to the pub afterwards.

§5. Approval of plan of operations

Plan has been sent and people are asked about their opinions. There was a voting and the plan of operation was approved by the board member.

§6. Key topics from the committees and activities

All (90)

1. Work group: University Evaluation

Dan (5 min)

Swedish higher education authorities are going to evaluate Chalmers next year. Chalmers is preparing for the upcoming evaluation. The evaluation is about the quality assurance and management conditions of the university and how Chalmers assures its quality by itself. There will be two in depth evaluations which will be decided by the evaluating committee later on. Six areas are generally evaluated and graded with: pass, pass with reservations (one year to fix) or fail (rights will be withdrawn). One of the main areas of importance: Students or PhDs impression of the university influences the evaluation and the previous

evaluation of the university by students will be used as a reference. Therefore, student union will have an appendix to the report and DS will contribute to the appendix with PhD students' opinions.

2. Swedish national PhD council (SFS-DK)

Sobhan (3 min)

There has been no response. SFS-DK still has no chair and therefore, there is no response from them. From previous experience that Dan had, with no head there is probably going to be no real activity. There are also no seats available on the council and DS will not have an official representative there. Giulio will contact the SFS again

3. Supervisor of the year

Agin, Samar, Raphael (5 min)

The announcement Will be out 2nd of November and the deadline is set to be 14th of December for collecting all the nominations. The announcement will be through the following channels:

- Sending email to all phd students email address
- There is going to be an announcement on the DS webpage, Insidan, DS Facebook page
- Jiacheng will also informing the local PhD councils

4. FUN

Nadja (15min)

21st of September was last meeting which was attended by Anna and Nadja. The following were discussed:

- They are looking into having digital diplomas for master and PhD degrees.
- Supervision of master students is not always considered teaching in all the departments. The matter was brought up and there was a consensus that it is clearly teaching duty. Issues regarding this matter should be addressed to the head of the research school for resolution.
- Workgroups will start soon and we should decide in DS which ones we would like to participate based on how much budget is available.
- There is a change in common agreement from 1st of January this year that the maximum 8 years is how long one can be employed. However, it is not clear if it is 8 cumulative years or calendar years.

5. Student union Council(monitor)

Giulio, Dan (7min)

There has been two meeting at the council since last ds meeting in September:

- Revised policy document in how they collect information
- Workgroup to investigate the membership fee if it is high or low, currently DS has the lowest fee
- Group of students had problem with the sections and discounts

6. Social activities

Jiacheng, Dan (5 min)

Afterwork after the ds meeting. Plans are:

- To have a workshop for the DS members with funding from the student union.
- Lunch every two weeks with the board members

7. SACO and Wage negotiations

Joakim (5 min)

Wage negotiation is over, but the contract is not signed yet. The problem with under payment of the parental leave is solved. The summary will be sent once the contract is signed by everyone. The results were better than expected. First SACO council was yesterday, terms of employment (arbetsordning) regarding the routines for implementing cancellation of a PhD student contracts and how to do it is finally being discussed.

8. Research misconduct

Julia (14 min)

Meeting was in September and discuss were mostly about the next year plans. They work with an educational program on departmental level which will first start with IMS and would educate the staff, provide information on plagiarism, scientific misconduct, etc. The educational program will be expanded to all the departments later on.

There is a new PhD course in research ethics, introduction to research ethics in social sciences, with 2.5 point but it is not a GTS course. There is not so much participation due to overlap with another ethic course in GTS program.

9. PhD survey

Samar, Julia, Anton (3 min)

It is mostly unclear where the data is and how they can access it. There needs to be a discussion regarding distribution of the responsibilities. Christina and Marco used to be involved with the survey before.

10. PhD portal

Raphael (2 min)

Raphael is away, and we need to wait until a new person is assigned to the PhD portal. He is following it up remotely.

11. Newsletter

Mursalin, Nitesh (7 min)

Issues regarding using plug-ins, there is a limited number of emails that can be sent daily. But the newsletter was sent last week 22nd of October successfully. Information to be added to the next newsletter:

- adding information regarding joining unions
- call for funding availability for PhD students for conference.

12. Local PhD student council reach out

Jiacheng (5 min)

All the local PhD student councils are contacted, and their information is updated. 5 out of 12 has already changed their Chair. They are invited to have a lunch meeting before mid-November with the DS chair. 7 out of 12 have replied. There is a plan to move and host the local council pages to the DS webpage.

13. Investigation of Departmental Duty

Govindan (4 min)

Questioner has been sent to all the departments, covering departmental duties, who assigns it, how the time is calculated, etc. 2-3 departments have replied, and the data is already available in the DS box. The previous information is not very useful due to department rearrangements. The deadline for responding to the survey is mid-November.

14. Introduction day

Sobhan (3 min)

The introductory day was successfully attended by Sobhan and the domb. The next introductory day is not yet decided. It will be held next year.

15. Institutional Council

Siri (7 min)

There was a workshop on publishing at Chalmers before the DS meeting. Mainly about Chalmers wishes regarding publishing. After 1st of June there is no access to Elsevier and articles should be requested from the library. Students should be informed regarding access to Elsevier through the newsletter.

16. Individual study plan

Ananda (5 min)

Initiated by FUN, they are looking into feasibility of online ISP. ^{Anders}Andreas Palmqvist has initiated investigation with IT regarding the possibility to implement it with the new platform Canvas. The recommendation to DS has been not to waste time on it this year since it is internally being investigated.

17. Faculty council

Joakim (1 min)

Nothing to report at this point.

18. Facebook

Nitesh, Mursalin (1 min)

Nothing to report.

19. Election committee

Anton, Anand, Carlo (1 min)

Nothing to report.

20. DS homepage

Tomasz, Anand ()

Nothing to add at this point.

21. DOMB contact

Giulio (1 min)

DOMB is pretty busy as usual.

22. CHARM PD alumni event

Carlo (5 min)

Carlo is in contact with the new person in charge. They are making decision and plans and the event is going to be paid from DS budget.

23. Chalmers workfare (CHARM)

Agin, Nitesh ()

They have had hand over meeting, handouts to be distributed during CHARM will arrive end of December. Everyone should be present at the event. 5th and 6th of February 2019 are the two dates assigned to CHARM. FUN together with the study director should contribute to the CHARM and help advertise Chalmers and research to increase the quality of the booth.

24. Chalmers research foundation

Mursalin, Ananda (4 min)

Chalmers board have approved our proposals. Not so many people have applied. The overall quality has been low. There is a lack of awareness. There will be a meeting to bring up the issues to improve the applications.

25. Chalmers AB Board

Giulio (3 min)

Giulio had met the chair of the board discussing PhD student's visibility in the board. They are open to receive more feedback from PhD students.

26. AJK + Focus equality project group

Maria (7 min)

Results from the employee survey will be sent to the DS later on. Maria attended one meeting. The AJK and equality are going to be combined. There has been discussion regarding:

- How to handle domestic violence
- How to handle harassment issues at work

Focus equality project group:

Mostly the initiatives at Chalmers have been introduced and DS has been spread information using the newsletter, different ongoing issues like Metoo movement have been presented.

27. Student union meeting focused on labor market

Julia (10 min)

Student union has taken initiative to look into how the university, government entities etc. could contribute to students in order to help them easily get a job and get into the labor market. There have been discussions regarding different aspect that may positively contribute like carrier in academia, living space, transportation etc. It is good to have a PhD student in the meeting as there is no knowledge of the issues related to academic jobs. There will be 4 more meetings and the results will be presented as an opinion document and a suggestion policy.

28. Accounting (Financial and economic update)

Anna (5 min)

This year the budget looks good. It is decided two years ago and now it is coming into place. Last accountant pushed for more budgets and the budget we have for this year looks good. The details of the budget and the related number of hours will be available on the box. The hours are just a frame work and could be modified through a discussion with Anna.

§7. "Themes of the day" discussion and other issues

Giulio (25 min)

Anand is going to introduce and show the DS cloud, DS office and DS chat forum. The plan is to move all the DS documents under that umbrella to have the same encryption. The webpage is hosted on our own server therefore, all the information is kept locally. Different features of DS cloud are explained, like video chat Talk, calendar, Deck which is project management tool, etc. Instructions and tutorials are prepared on the go so that the information on how to handle the webpage and handing over the webpage to the next responsible person is smooth.

§7b. Other issues from previous meeting

It has been locally discussed in the TME local council that the election of the chair was not very well handled. The claim was that the election committee proposal was very subjective and upsetting, for example the relationship of the Giulio with his supervisor ^{professor} Andreas Palmqvist is a supervisor and student relationship and could turn around.

There should be a discussion how to deal with the similar situations that might happen in the future and have a plan of operation for that. There is a recommendation to look into the student union procedures and take a note on how to handle the similar situation. Giulio is going to open a Slack channel on this issue.

§8. Closing of the meeting

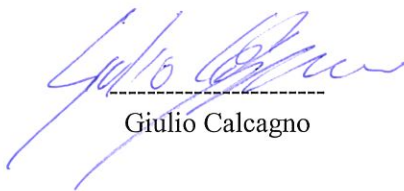
The meeting was closed 17:50.

Upcoming board meetings:

- 24/01, time 14-17, room M Delta, secretary Joakim, reviewer Mursalin
- 03/04, time 14-17, room M Delta, secretary Carlo, reviewer Nadja
- 14/6, time 14-17, room M Delta, secretary Julia, reviewer Anand

GA (General assembly)

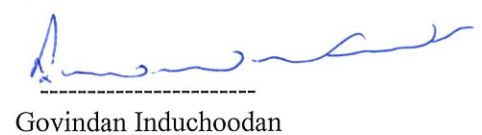
- 22/11, time 12-13, Hörsalsvägen HA1, secretary Dan, reviewer 1 Samar, reviewer 2 Agin
- 8/5, time 12-13, Hörsalsvägen HA1, secretary Siri, reviewer 1 Anton, reviewer 2 Jiacheng



Giulio Calcagno



Sobhan Sepehri



Govindan Induchoodan

Board meeting – 2018-10-31

13:30 – 17:45

First name	Last name	Department
Giulio	Calcagno	Inst K <i>Giulio Calcagno</i>
Anna	Köhler	Inst SEE <i>Anna Köhler</i>
Siri	Jagstedt	Inst TME <i>Siri Jagstedt</i>
Tomasz	Kosinski	Inst CSE _____
Maria	Landqvist	Inst TME <i>Maria Landqvist</i>
Govindan	Induchoodan	Inst ACE <i>Govindan Induchoodan</i>
Mursalin	Sajib	Inst Bio _____
Nadja	Holtryd	Inst CSE <i>Nadja Holtryd</i>
Joakim	Strandberg	Inst SEE <i>Joakim Strandberg</i>
Dan	Li	Inst IMS <i>Dan Li</i>
<u>Sophan</u> <i>Sobhan</i>	Sepehri	Inst MC2 <i>Sepehri</i>
Jiacheng	Xia	Inst M <i>Jiacheng Xia</i>
Anand	Harihara	Inst F <i>Anand Harihara</i>
Ananda S.	Kannan	Inst M2 <i>Ananda S. Kannan</i>
Anton	Kersten	Inst E2 _____
Nitesh Raj	Jaladurgam	Inst F <i>Nitesh Raj</i>
Carlo	Negrato	Inst M2 _____
Raphael	Ferreira	Inst Bio _____
Agin	Vyas	MC2 <i>Agin Vyas</i>
Julia	Orlovska	Inst IMS <i>Julia Orlovska</i>
Samar	Hosseinzadegan	Inst E2 <i>Samar Hosseinzadegan</i>