

## Meeting minutes: DS Board Meeting #HT19-1, 2019-09-10

**Time:** 14.03 - 17.35

**Place:** Room M Delta, M Building, Chalmers University of Technology

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14:03

Meeting commences

Election of meeting officials

Chair – Ananda Subramani Kannan

Secretary – Elin Malmgren

Reviewer – Christopher Sauer

### Formalia:

#### Approval of agenda

The agenda was sent out on time, no additional points were added.

#### Meeting notice in due order

The notice was four weeks ahead of time and approved by the board.

#### Minutes from previous meeting

The minutes were uploaded and are accessible on the cloud – currently BOX.

#### Practical information, Rapporteur - Ananda (5)

The chair urges the board members to answer calendar invites and confirm or cancel their attendance in due time.

#### Board of research education (Forskarutbildningsnämnden) FUN Internat Rapporteur - Ananda, Joakim, Johanna (10)

Johanna and Joakim report on the internat: main topic was how the doctoral education is followed up. There should be meetings following up studies with the director of studies each year. This works at some places, but not at others. The discussion at FUN was aimed at how we can make sure that the PhD students have a good structure for a follow-up throughout their studies. The PhD education is what should be followed up, not your research project, since the full 240 credits is an education in itself and not tied to a specific project.

A follow-up committee has been proposed as a solution to this, which was initially questioned by FUN, but throughout the discussion a structure change has been proposed which is a bit more formal than today (4 persons in the committee: Examiner, main supervisor, one (research group) external and director of studies(?)). The accountability if not followed, is one of the major points together with the name of the committee, both these questions will be discussed further. The name is of importance since it sets the tone for the work. Some research schools might implement this on a pilot scale in the near future.

GTS in general will be evaluated by FUN. An Alumni follow-up is also planned to see if any professional competences were gained from the GTS courses (what was useful).

FUN has asked to take part of the results from the PhD survey, in the form of numbers and noted conclusions. We need to discuss this in DS to establish how we want to do this.

### Key topics from the committees and activities:

#### §1. Accounting:

Rapporteur - Ananda

For reporting your hours:

An excel sheet will be sent out with all details for how to report hours. This is then sent to the vice chair who will report it further in to the systems. First you decide if you want to have the hours in DS noted as Departmental duty or salaried work. Send this decision together with the necessary information to the DS chairs.

Departmental duty – is set up through a contract between DS and the department (send Personal number and full name to the chairs). Send a request to your Department head and division economic officer about setting up the contract after you've contacted the vice chair about your decision.

Salaried work – directly between you and DS (Personal number, full name, bank account), register as Bisyssla at Primula so that this can be signed of as okay by your boss.

#### §2. AJK:

Rapporteur – Ananda (On behalf of Yasaman)

First AJK meeting will be held on the 12<sup>th</sup> of September. Will have more to report at the next meeting.

#### §3. Chalmers AB board:

Rapporteur – Ananda

No direct voting rights in the board, but we are working together with the student union. For issues concerning PhDs specifically we therefore have some pull. Currently no open questions of direct relevance to DS.

#### §4. Chalmers research foundation:

Rapporteur – Ananda (on behalf of Stina and Gabriella)

Open for application for PhD students. Deadline the end of this month.  
<https://www.chalmers.se/en/foundation/scholarshipsandgrants/Pages/CFFeng.aspx>

#### §5. CHARM:

Rapporteur – Anis, Gustav

No official handover yet, this should be done soon. Report back to Ananda when meeting has been held, include how it went.

#### §6. PhD alumni event:

Rapporteur – Adriana, Chris

The budget is still an open issue, specific meeting is to be held on this with Ananda.  
How to get in contact with new alumni is one of the main questions and how this was performed last year will be mimicked.

§7. DS communication:

Some improvement potential was brought up. This will be communicated with the ones in charge of our communication.

§8. DS IT:

Rapporteur – Tomasz

We could use some more people for emergency, but the next board meeting is when everything should be up and running.

Cloud status: Only backups are missing at the moment, but all other things are up and running. Until this is implemented, we will keep box. There is a folder with all information from/for today.

§9. Nomination committee:

Rapporteur – Georgios, Govin, Anton

Nothing to report.

§10. Faculty council:

Rapporteur – Elin

Nothing to report from meetings. The DS representative will present herself and DS very shortly on the next meeting.

§11. ESP:

Rapporteur – Ananda (on behalf of Nadja, Dan)

The work group of ESP has sent out an invitation to take part in a workshop aimed at collecting opinions and feedback. The first meeting is planned to be on the 15<sup>th</sup> of October with 4 individuals (PhD's) from each department expected to participate in it. They will get to try the mock-up website and share opinions etc. Please, make sure that your local PhD council chooses representatives who would attend this workshop.

ESP – electronic study plan, the functionality of the current individual study plan, the doctoral portal and department work time reporting in one place. This is a website-based tool currently being developed (overall a large project), which is aimed at being a flexible and interactive tool.

§12. Introduction day:

Rapporteur – Agin, Christopher

It is reported that the responsible are already much involved and are making good progress. Some key figures at Chalmers have been met and discussed how to make the day more interactive for the PhD students. Some presentations have been cut a bit to focus on the most important information. Mentimeter to be incorporated through recaps and some small questions. Fika break now longer to give time to mingle.

**Meeting takes Fika break and looks at the new DS presentation for the Introduction day.**

§13. Institutional council – Ananda (on behalf of Ida):

Plans to have a new council this year as well. Will know more in the next meeting.



#### §14. Local PhD council coordinator:

Rapporteur – Tomasz

Key role for this year – we really want to reach every PhD student at Chalmers.

12 local councils are currently active. Tomasz has reached out to them in general to start to create an image of what they all do. Some skepticism was raised on the range of how far we as DS want to reach out, which we are aware of: it is difficult, but the goal is to increase DS reach out range as far as possible.

Three are more active. Some do research fikas, some do PhD breakfasts, some events in general where food and drinks are included (informal forum). Heads of research school organizes meetings and call meetings at some departments. Just informal gatherings which collects the PhD's in one setting. Kick-offs, dinners, informal afterworks, Christmas mingles.

Only one department reported no activities as it is split across two campuses. The idea is to spread some ideas around how to create activities at the departments where there are currently none. Help them look for solutions to issues such as funding.

Work will continue and when inventory is done DS will receive a report and analysis of the current state of affairs.

#### §15. Chalmers ethics committee:

Rapporteur – Julia

First meeting is scheduled in two weeks.

#### §16. PhD survey:

Rapporteur – Govin

It was suggested to modify the questions a bit. Coordinate with the employee survey a little bit, but we must make sure that we have the data we need. Send out the survey early next year: January current deadline.

#### §17. SACO:

Rapporteur – Joakim

Wage negotiation is starting today. Information was presented on why and how current salary increases are lower than reasonable.

One major question currently discussed on several levels is why it takes approximately one additional year to reach the licentiate than “planned”.

For information on the new wage system and salaries you can find information here: <https://www.chalmers.se/insidan/SV/anstallning/avtal-och-lon/lon3247>

Joakim will contact Chalmers about putting out the work contract in English.

#### §18. Social activities/ PhD student outreach:

See Local PhD council coordinator

#### §19. FUM – Student union:

Gustav left without reporting.

#### §20. Supervisor of the year:

Rapporteur – Anis, Agin, Adriana

Will try to send out nomination call with the next newsletter.

#### §21. SFS-DK:

Rapporteur – Ananda

Nothing to report.

#### §22. Focus group equality:

Rapporteur – Ananda

Additional DS member to be part of the group in the future.

#### §23. Work group: University evaluation:

Rapporteur – Ananda (on behalf of dan)

This group evaluates the quality process and not the quality in itself.

Giulio and Dan will give feedback on the quality system on our behalf.

#### §24. Work group: Swedish research policy

Rapporteur –Ananda (on behalf of dan)

New work group, mainly to do with the governmental level of Swedish research policy. Dan is currently a member. The group will propose amendments to the governments research bill with the aim to direct more founding to research. Draft ready by Sep 18<sup>th</sup> and Dan will send it to us for feedback.

#### §25. Work group: Sustainability

Rapporteur –Ananda

Ananda was called for this meeting. It was a wide group which discusses different types of sustainability impacts. How do we get this to become something that is natural and does not feel forced? Ida will represent us here.

#### §26. Misc. discussions

- Plan of operations 2019-20 Ananda, Mursalin

The chair encourages the DS board members to give feedback on the proposed plan of operations. It will be open for changes for at least the coming weeks.

- Introducing the DOMB Moyra (30)

Moyra gave an introductory presentation of her work as DOMB to the board and encouraged all members and PhDs in general to contact her with any and all questions.

Upcoming board meetings:

- 31/10, time 14-17, room M Delta, secretary Gustav, reviewer Dan
- 25/01, time 14-17, room M Delta, secretary Anton, reviewer Ida Karlsson
- 06/04, time 14-17, room M Delta, secretary Agin, reviewer Tomasz
- 12/6, time 14-17, room M Delta, secretary Gabriella, reviewer Joakim

GA (General assembly)

- 22/11, time 12-13, Hörsalsvägen HA1, secretary Yasaman, reviewer 1 Govin, reviewer 2 Nadja

- 11/5, time 12-13, Hörsalsvägen HA1, secretary Georgios, reviewer 1 Anis, reviewer 2 Adriana

## Tasks for the next meeting


Task	Person(s) responsible	Status
Newsletter to be sent out		
Local council coordinator will present data and analysis	Tomasz	
ESP - have the steering group in order	Nadja, Dan	
ESP - DS committee in place	Nadja, Dan	
DS survey – skeleton ready	Govin	
Charm – Handover meeting to be held	Anis, Gustav	



(Chair)



(Secretary)



(Reviewer)