

MC2 PhD Student Council

Minutes for council meeting on March 19, 2018

Present: Josef Hansson (Chair), Filip Hjort , Stavros Giannakopoulos , Silvia Ruffieux , Andreas Ask , Marlene Bonmann, Martí Gutierrez

Opening the meeting

The meeting started at 12:05 in room A504 (Valensbandet) of MC2

Election of meeting officials

Stavros was the regular secretary. Marlene was appointed to seal the minutes.

Approval of agenda

Agenda was approved with one addition. A paragraph was added to vote for the appointment of Martí Gutierrez as a QT representative until the next general assembly.

Meeting notice in due order

Meeting notice was determined to be sent out in due order.

Updates from other boards and committees

The executive board (Ledningsgruppen, LG)

Ewa was not present however she emailed her notes on various subjects regarding the LG:

- MC2 now has new administrative personnel. That means that we are going through a transitional period where no-one is sure about exact responsibilities and roles of the administrative personnel.
- A new system for purchases should be in place in the following months.
- A vacation email has been sent to most employees that clarifies that all vacation applications must happen before the end of April.
- An external evaluation committee comprised of 5 members will visit Chalmers sometime soon.
- The LRS is asking for details in order to host a course on travel expenses. They want to know a Date, the number of expected attendees and the possible topics. We proposed to have a registration form to narrow down the number of attendees. Some of the discussed topics of interest are:
 1. Terms and conditions when a partner is joining the travel.
 2. Conditions and paperwork on taking vacations together with travel.
 3. Meal benefits and how to correctly submit them.

Josef will contact Christina Andersson to ask if she can help organise and advertise it.

- The new rules on departmental duty are not yet translated, but they are not taking effect immediately so we still have adequate time to read and react.

The department advisory board (Institutionsrådet)

Maria was absent. However we need to have a suggested representative to take Maria's place in the board. Preferably a member of the MC2 student council.

Chalmers PhD student guild (Doktorandsektionen, DS)

No updates from the DS.

The union of research student in physics (Foreningen för Forskarstuderande i Fysik, FFF)

No updates from the FFF.

QT division representative

The council unanimously elected Martí Gutierrez as the representative from QT to take Maria's place until the upcoming General Assembly. Josef will make sure he is included in the mailing lists and contacts of the council.

The department advisory board (Institutionsrådet)

There is an urgent need for a suggested student representative to join in the Institutionsrådet on Wednesday the 21st of March as a replacement for Maria. The council discussed that it would be ideal if the position had been advertised to all students in MC2 that would want to nominate themselves for the position. Additionally, we decided against having a dedicated Institutionsrådet representative position elected in the General Assembly since it is only twice a year and therefore it does not justify the hassle. Eventually, due to the time restriction, and in order to accommodate to the General Assembly decisions we concluded that the member should be an elected member of the council that wanted the responsibility.

Andreas nominated himself, Josef stepped down and Andreas Ask was unanimously nominated the representative of the student council to Institutionsrådet.

MC2 PhD council website

Filip has made great progress with the DS and managed to get a web-page for the council in the DS home page. So far it holds the general description of the MC2 PhD council and the contact information of the members. Several considerations on the web-page were discussed:

- The council page resides in a sub-sub-page of the DS homepage, hence it is not easy to locate. We might need to put the links for all the council pages somewhere in the front page of the DS page. That has to be discussed with the DS.
- Stavros should get admin rights in the councils web-page in addition to Filip. That will allow him to upload the meeting minutes and other administrative documents.

- We discussed that in the ideal situation we would want to have a multi-page homepage for the council as opposed to a static single page. That would allow to have a different page for the statutes, for uploading the minutes and administrative documents and one for the knowledge repository. It remains to be investigated if it is technically possible.
- Once the document database is up and functional in the council page, it might be useful to the entirety of PhD students. We need to discuss this with the DS.
- **All current council members were asked to send their pictures to Filip so they are uploaded in the web-page together with the contact information.**

Knowledge repository

The knowledge repository is now located in a shared box folder. The plan is to link to all the documents through the web-page.

- Travel documents: Stavros uploaded a first batch of documents and regulations regarding business travel and meal benefits. They consist of the official documents and guides found in Insidan along with some extra clarifications obtained through personal communication. The council members were encouraged to give a look to the documents in order to rate their usefulness.
- Feelgood: Josef is taking care of uploading information on Feelgood.
- Board member contacts: Filip has uploaded all our contact information on the web-page.
- TRC: Andreas obtained the links to the official TRC information page in insidan. He also held an interview with Per Lundgren on the topic. The outcomes from the research was that the TRC has no strict paper threshold, however a 4 paper count is historically enough to "pass". Interestingly from the TRC web-page there is no mention that a student has to "pass" TRC, it only claims that the committee will provide feedback to the student. We discussed that we might need to pressure a rewrite of the web-page to better clarify the exact role of the TRC, which is to guarantee the quality of all Doctors that graduate from MC2.
- Wellness (Benify): Filip volunteered to look into the instructions and documents regarding the wellness subsidy system and requirements. A lot of students do not know they have access to that benefits, as well as the way to use them.
- Chalmers Plus: Marlene offered to look into Chalmers plus and its usage (if any) to PhDs.

List of driving issues

Josef is currently working on a document with the current issues that the council is striving to solve. He has looked at the mind-map and has identified some key issues that we might need to pursue.

Other issues

We need to advertise the open position in the DS (after Maria's graduation). It should be able for all PhD students in MC2 to apply for that position. The council will make a referral to the DS which will vote for the MC2 representative in its next General Assembly.

Closing of the meeting

The meeting closed at 13:13.

Next Meeting: The next meeting was arranged for Tuesday the 17th of April 2018 at 12:00

Sealing the minutes

Marlene Bonmann seals the meetings 10-04-2018.