



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2025/2026**

Minutes for Board Meeting #01

Place: Xenon, House 3, Albanova

Date: 2025-07-22

Time: 15.30

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.

Chairperson: Hilma Karlsson

Secretary: Kaung Myat

Minute Checker: Abhilash Kulkarni

Meeting Attendees:

Hilma Karlsson

Abhilash Kulkarni

Dita Anggraini

Ellymay Goossens

Hemanth Venkatesan

Ivo Bruijl

Kaung Myat

Uli Max Rahmlow

2. Approval of Agenda.
3. Eventual matters related to formalities.

Board Reports / Informs: [20 min – 30 min]

4. Introduction rounds
5. Chairperson: Slack, usage of functional emails, Google Drive.

No reports from KTH committees as they did not reunite during the month of July.

Funding application re-opens on August 11th, 2025. The board will decide on the funding amount for the year. We are 10 voting members in the board. 6 votes needed to pass. Members are welcome to abstain or vote against a specific funding request if there are conflicts of interest or unease.

Question about slow funding process

- Mostly because people are working at different time zones.
- The majority vote is needed.
- A new proposal is created where individual school councils can have more authority.
- This will be further discussed in the future meetings once the proposal is created.

Drink:

- Email at events@kth.se or slack one of the members (Abhilash or Hemanth)

Discussions: [60 min – 90 min]

6. Chairperson: Operational plan for the board and goals discussions.

Continuation of last year's organizational structure

Education:

Swedish courses with credits

- Continue with Swedish course discussions for credits.

Course evaluation

- The THS system, not on canvas for PhD students. This is hard for PhD courses since the number of students is low. If this gets discontinued, then the PhD students won't have a way to report. There are also inconsistent repetition of the courses.

Third cycle courses

- The professors do not get funding (even from FoFu) so they mostly have it as an add-on to the master level course. That is why there is less incentive to give these courses. The discussion will focus on if third-cycle courses can get financial incentives.

Working with Councils:

Discussion from SCI Council

- How is the money distributed regarding funding requests?

The plan is still being drafted by Hemanth with a motivation. The plan will be voted at the council meeting. The money needs to be reflected in how each council spends to ensure that large schools get their fair split.

- Distribution of departmental duties

What is department duty and what is not?

Some people have different percentages and each professor has their own distribution. How much % would you need to put in? It is different and difficult since positions and responsibilities have different weights.

Addition of Business segment into the council:

Phired
Business trips

7. Chairperson: Committees and work groups distribution, and Kårfullmäktige

Check list of representatives at committees document.

Ask for coverage if you cannot make it.

Hilma will contact Doctoral Education Coordination FuSAM regarding language requirements.

Hilma Karlsson	University Board (Universitetsstyrelsen) ASP Reading Group Committee for the assessment of suspected deviations from good research practices (KTH:s kommitté för utredning av misstänkt avvikelse från god forskningssed)
Uli Max Rahmlow	Faculty Council (Fakultetsråd)
Ellymay Goossens	Deputy in Faculty Council (<i>Fakultetsråd</i>)
Uli Max Rahmlow	Future Faculty Committee (FF-Utskottet)
Ellymay Goossens	Third-cycle Education Committee (Forskarutbildningsutskottet)
Dita Anggraini	Future Faculty Commitments
Markella Zacharouli	Equality Council (JMLA strategisk ledningsgrupp)
Kamila Oppelová	Library Board
Peiling Wu	ISP Focus Group
Kaung Myat	Ethics Council (Etikutskottet)
Kaung Myat	Scholarship Council (Stipendierådet)
Hilma and Uli	Language Committee (Språkkommittén)
If possible to take in english: Hemanth and Abhilash	Doctoral Education Coordination FuSAM (Forskarutbildningssamordningen)

Kårfullmäktige (KF) - THS Student Union

One volunteer from CBH, needs to select 2 and up to 6.

We will vote them in so we need to know who they are. They need to attend one of the board meetings for that. Any chapter member can take part in the council. Can only vote when nominated. The meetings will be 7 hours long and happen 5 times a year. There will be food. There will be a translator in case the participant cannot speak Swedish. It is not time

compensated yet but can be worked on. Calculate if these positions can be part of the 200%. There is an open bar and a sauna open after the event.

8. Chairperson: Slack and Canva.

Slack is renewed in August the 23rd

Slack is being paid per member. So if we expand, we will still have to pay per member, if they are active. Some months are expensive while others are not.

The current negotiation is the 200 member limit, pay for it. The subscription price will increase so the pricing will be affected. The budget allocation will be increased due to the increase in price.

Contact slack to see if the subscription can be done for committee members, representatives or leaders while everyone else is given the free access. Negotiate with Slack about the pricing of memberships.

Check alternative options. Discord (not professional but can be used for community building activities)

If the group gets big or open, consider admin for message checking. Both slack and alternative messaging systems.

Canva (design website)

We have 1 account as the board. The event manager, communication manager and business liaison uses it.

We continue with 1 for now.

Affinity is free for students

9. Chairperson: Frequency of board meetings and dates for the next board and chapter meetings. Calendar for the year.

Board Meeting

Board meetings were done once a month, rarely twice a month.

Board meetings will continue once a month. Board meetings can be called once needed. The monthly meeting will be on the last Thursday of the month at 15:30 with changes depending on occasions.

Chapter Meeting

First PhD Chapter Meeting will be on the 15th October at 6pm.

PhD Pub

A couple of pubs are already planned. Invitations will be sent out soon.

10. Chairperson: Group/individual Photos

A doodle will be sent out.

11. Chairperson: Jackets and shirts new members

Order new ones. Check the old communication manager's email.
Drink needs to make new orders too.

12. Dita: Sports event at KTH Hallen

Zoe is in charge and is asking to see if anyone from the board wants to take charge. This is less on the council coordination. Football and badminton are the most popular so we should try to continue that. The discussion is to see if another time could be suitable. Check with KTH Hallen if there are evening options. Trial out a few more times to gauge the participants.

13. Jubelium Gasque

45th year of the founding of the PhD Chapter. Fancy dinner event. Booked the venue at Münchenbryggeriet. Have a sequence of events and speeches. Probably give out some awards. Have a ball (waltz). Everyone should be charged. We have 600,000 SEK for the event. The infrastructure will be around 700,000 SEK. Other expenses will be decoration, tickets, and other added expenses. Check Budget in the 45 år folder.

14. Chairperson: Time compensation guidelines and procedure [probably next meeting]

The compensation work will be done during the next meeting.

Meeting ended at 18:15

Decisions: [10 min]

Approved per capsulam decisions:

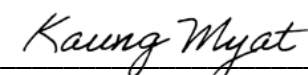
2025-07-09: Hey everyone, Kaung had to update the funding request, due to last minute cancellations from his division members.

He is requesting 2464 SEK (205.33 SEK/person) instead of 2280 SEK.

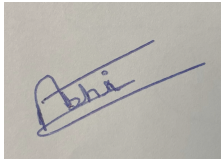
Signed by:



- Meeting Chairperson



- Meeting Secretary



- Minutes Checker