

Till: Kårfullmäktiges ledamöter

För kännedom:

THS Medlemmar	THS Valnämnd
THS Kårstyrelse	THS Personal
THS Sakrevisorer	THS Inspektor
THS Valberedning	Osqledaren

Stockholm, den 23 januari 2019



KALLELSE 1819-KF-03

Måndagen den 18 februari

Mat serveras 17:00-18:00 i Kröken, Nymble

Mötet hålls 18:00-23:00 i Kröken, Nymble

Härmed kallas till THS kårfullmäktigesammanträde. Tid och plats enligt ovan.

Alla ledamöter, inklusive suppleanter, förväntas närvara på mötet om inget annat särskilt meddelas talmanspresidiet.

Ledamöter som inte kan närvara på mötet samt medlemmar som vill närvara anmäler detta till talmanspresidiet senast **tre dagar** före mötet via talman@ths.kth.se.

Motioner, interpellationer samt missförtroendeförklaring ska vara talmanspresidiet till handa senast den 28 januari för att kunna behandlas på mötet.

Följdmotioner samt enkla frågor ska vara talmanspresidiet tillhanda senast den 11 februari för att kunna behandlas på mötet.

Välkommen!

To: Delegates of Kårfullmäktige

For information:

THS Members	THS Nomination committee
THS Board	THS Election committee
THS Accountants	THS Staff
THS Inspektor	Osqledaren

Stockholm, the 23 of januari 2019



SUMMONS 1819-KF-03

Monday the 18th of February

Dinner is served 17:00-18:00 in Kröken, Nymble

The meeting is held 18:00-23:00 in Kröken, Nymble

You are now summoned to a meeting of THS Kårfullmäktige at the time and place above.

All delegates, including deputies, are expected to attend the meeting unless absence is notified to the speakers.

Delegates who are not to attend and members who would like to attend the meeting is to notify the speakers at least **three days** in advance through mail to talman@ths.kth.se.

Motions, interpellations and distrust statements should be provided to the speakers no later than the 28th of January to be possible to process at the meeting.

Consequence motions and simple questions should be provided to the speakers no later than the 11th of February to be possible to process at the meeting.

Welcome!

FÖREDRAGNINGSLISTA 1819-KF-03

1 Introduktion

2 Formalia

* = bilaga i handlingarna

- 2.1 Mötets öppnande
- 2.2 Justering av röstlängd
- 2.3 Mötets behöriga utlysande *
- 2.4 Fastställande av föredragningslista *
- 2.5 Adjungeringar
- 2.6 Val av justerare tillika rösträknare
- 2.7 Föregående protokoll Kårfullmäktige
- 2.8 Inkomna entlediganden*
- 2.9 Anmälningsärenden

3 Rapporter

- | | |
|---|--------------|
| 3.1 Kårstyrelsens verksamhetsrapport* | Kårstyrelsen |
| 3.2 Halvårsprognos för verksamhetsplanen* | Kårstyrelsen |
| 3.3 Ekonomisk rapport och prognos* | Kårstyrelsen |
| 3.4 Union board report regarding the change of the working language of THS* | Kårstyrelsen |

4 Beslutsuppföljning

- | | |
|---|------------------|
| 4.1 Talmanspresidiets beslutsuppföljning* | Talmanspresidiet |
|---|------------------|

5 Valfrågor

- | | |
|--|------------------|
| 5.1 Fyllnadsval av THS valberedning 18/19 | Talmanspresidiet |
| 5.2 Fyllnadsval av THS Kårfullmäktiges sekreterare 18/19 | Valberedningen |
| 5.3 Fyllnadsval av THS valgeneral 18/19 | Valberedningen |

- 5.4 Fyllnadsval av THS valnämnd 18/19 Valberedningen
- 5.5 Fyllnadsval av THS sakrevisor 18/19 Valberedningen

6 Dechargefrågor

- 6.1 Prövning av ansvarsfrihet för Kårstyrelsen 17/18 Sakrevisorena

7 Diskussionsfrågor

- 7.1 Motion discussion – Delegation order for the appointment of commission-of-trust posts of doctoral students*
- 7.2 Motion Discussion- More opportunities for student influence*
- 7.3 Motion Discussion- Pedagogical and general skills for PhD education*
- 7.4 Motion Discussion- Stockholm's Doctoral Association*
- 7.5 Motion Discussion- The responsibility and procedure of allocation and requisition of time compensation budget for Central PhD students representatives*
- 7.6 Motion Discussion- Time Compensation for Local PhD students representatives*

8 Övriga frågor

- 8.1 Övriga frågor
 - 8.1.1 Brev till KF
- 8.2 Nästa möte

9 Mötets avslutande

2.8 Inkomna entlediganden

THS Kårfullmäktige

1819-KF-03

2019-02-18

Sid 1(1)



2.8 INKOMNA ENTLEDIGANDEN

Följande entlediganden har inkommit Talmanspresidiet:

- Monika Mizgalewicz (Ledamot valberedningen)

Henrik Johansson och Alfred Kedhammar

Talmanspresidiet 18/19

Work Report Student Union Board KF02 1819

REPORT ON ONGOING WORK

The first part of the report is dedicated to everyday work, which is what the board and management team are doing besides the more strategic goals set by the operational plan.

Student Union Board

Since the last KF the boards has been working with the internationalization goal, to try find the best possible way forward. The new members of the THS Management Team have joined and the new term is starting off with new energy. Thoughts on the new operational plan and budget are forming, as well as the work with the THS opinions.

Fundament

Communication

Membership system is up and running, next step is to write agreements with the chapters to enable them to access the membership system in an easier way. At the same time we will update our policy on how we handle data. The Instagram account is used as a marketing tool, at the same way as last semester.

Osqledaren

The third paper is soon released and the team is still working hard on the website and its' development. The new layout is working good and the team have shown that they can work independently with the templates.

Properties

New furniture have moved in to Nya Matsalen and Gröten. The radiators at Osqvik have been changed. New routines for garbage at Osqvik, where house hold waste is to be thrown in the new garbage cans placed out by the municipality, but as usual new routines take time to be followed. The plan is to have Gamble ready for use by the New Year.

THS Restaurants

A small renovation of the THS Café was done during holidays. Hopefully this will contribute to a nicer feeling in the café. During the spring the opening hours of the restaurant will vary in favor so that they can be optimized for students needs. This will mean closing later during peak-hours (such as AW, nice weather etc) and closing at 15 during weekdays.

THS Corporates

Nothing particular to report since last meeting.

Educational affairs

Around the winter Holidays open Canvas became a hot topic at the office. Open Canvas means you are able to access courses even if you are not registered, enabling student to engage with more topic or to keep up to date after reading a course.

While writing this, KTH is recruiting a new Vice President for Education. This is position existed 10 years ago, but is reintroduced. It will become an important relation for the student union in the future.

Study social and student welfare

JML

A new round of Train-the-Trainer is starting, as a way of spreading thoughts and ideas on equality to all corners of campus.

International

The international council has discussed potential collaborators, where sports and international could be a good match. A collaborations with the chapters could be seen during the TENTacle pub in Nymble in the end of January.

Reception

International reception is underway, with many events happening every day during two weeks of January. Work on improving management and organization seems to pay off.

Reception council has started for the fall reception

Events

During one day in the middle of January all of the THS associations showed off their work, as well as some parts of KTH, during the Student Union Day.

Theme pubs will start soon and it will hopefully be successful during the spring.

Associations

A first association's council has been held, in preparation for the workshop that will be held in spring. Access to Nymble has been a bit dysfunctional during big events in the house, where association-access has been remove without information. Routines have to be made in order to make these collaborations better functioning.

Future

Armada

The new Project Manager has recruited most parts of the team, and analysis of the past year has started.

THS Business Relations

We will soon start to see the fruit of THS Future, as all of the projects happen during the spring. The chapter fairs will also house in Nymble during the spring, and a lot of preparation has been put into it.

External

SSCO

The board is working on revising the regulations of the housing queue, in order to make it less up to interpretation.

SFS

The delegation to the annual meeting of SFS have been elected. The meeting is held in Östersund in the beginning of May, and the preparations have just started.

REPORT ON OPERATIONAL PLAN

This year, we are going to evaluate the operational plan by using progress indicators. Since the operational plan is undergoing a revision, the indicators will change to the next report. They will include both financial goals and goals that concern change in the organization.

1. FUNDAMENT

THS operations rest upon a strong organization.

1.1 All Student at KTH know what THS is and does and what a membership means

1.1.1 Raise the value of the product and increase advertisement profit for Oskledaren. Evaluate the outcome of the rebranding.

Status: **Ongoing**

Past and recent activities

An initiative for making the magazine's relationship to the student initiatives and organizations. We have made attempts to reach out to every THS organization. We are right in the production of OL#3! The production process has been relatively pain-free. We have had a fallback tough in the production of digital media. So we have tried to combine the digital production with the paper to get clear deadlines set up. The templates for the layout has finally shown to have a positive impact on the production of the paper. This is the second time people are working with it and the pictures and illustrations are really beginning become more in tune with the layout. We are also on the track with the sales of ad space we have reached the half year goal of 200000sek and a little bit over. We are also on track with the third issue and is now on 300000sek. So the value is going up in that remark. But in other notes, the work continues in the pace described in the last report.

Next step

Make the next paper OL#4 and keep everything running as good as possible and help to hunt down more advertisers.

Indicators

- More articles with links to the web page to follow the track of readers.
- Hold more parties and see how the brand evolves.
- Number of sold ads
- A large survey will be send out by the end of the year to measure satisfaction of readers.

1.1.2 Compose a course of action to develop a mobile app.

Status: **Ongoing**

Past and recent activities

Due to recent events, the project took a break. The idea was to collect data from THS Members to get an idea of what exactly the app needs. To be able to meet the goal, some priorities should be taken.

Next step

Focus on making it more of a project plan for next year. Make a prototype that is based on suggestions from within the union, not based on wishes from our members.

Indicators

- Describe the target audience
- Make a qualitative interviews to describe the typical user
- At least two versions of the prototypes are made and evaluated
- A suggestion for the budget can be presented to KF.

1.2 All parts of THS, both Local and Central, feel common ownership of THS

1.2.1 Establish a code of conduct for students in a position of trust and personnel at THS.

Status: **Ongoing**

Past and recent activities

KTH included this goal in their "Förutsättningar för verksamhetsstöd". Completing this goal is a prerequisite for getting part of our budget. I have looked around at a lot of documents from different organisations, mainly other universities and governmental authorities. I am not going to re-invent the wheel, the policies I have been studying are firstly almost identical to each other and secondly identical to what the vision was when this goal was formulated.

Next step

Next step is to find external help to educate staff, students in a position of trust and chapter representatives in equality and diversity.

Indicators

- Number of workshops conducted.
- Number of participants in workshops.

1.3 More members are engaged at THS

1.3.1 Evaluate the possibility to, for the coming operational year, hire a communicator instead of electing a student as Head of Communication in Management Team.

Status: **Not started**

Past and recent activities

A rough plan has been made of what we need to do in order to investigate the matter. One of the main things that we need to do is to list all the tasks that are currently done by the Head of Communication. We've set up a system for continuous documentation of that, which is working quite well.

Next step

Identify stakeholders at THS Central (mainly KL and staff but other parts as well) that we need to talk to. Analyse their needs regarding communication.

Future steps: Discuss with the board, talk to other unions in Reftec, analyse the input from all parts, prepare a report, make a cost estimate, sketch the job specification, suggest priorities of the tasks that need to be divided between the employee and KL, prepare and make a decision, make a time plan for the transition, possibly assign the task of recruiting a communicator.

Indicators

- Presenting a report
- Having a complete job specification
- Having made a decision (changes in the bylaws, budget)

2. EDUCATION

All students should feel that their education is relevant during and after their time of study.

2.1 KTH's courses are developed with pedagogy and the student's learning in focus

2.1.1 Promote the establishment of a team at KTH who focuses on the development and amelioration of program cohesive courses.

Status: **Delayed**

Past and recent activities

As reported earlier, this question is very dependent on the work being currently done at KTH, and something that we as CFU don't have the resources to take on by ourselves. We have tried to raise the need for an overview and thorough work with this type of courses in both formal and informal forum but nothing has set us closer to a focused work group as of now. A difficulty (as well a sign of the need for such a group) is that program cohesive courses are treated in very different ways at the programs of KTH..

Next step

With the above being said, there are places where subjects closely related to this has been raised and where we can expect further development during the spring. Firstly there has been a discussion at KTH regarding the need for a work-group regarding *MATNAT* (Matematik och Naturvetenskap) courses, which is the law-mandated inclusion of mathematics and natural science in Swedish engineering degrees. There is a need for homogeneity how these are handled over KTH, and a work group covering these subjects will likely be set during the spring.

Secondly, the EECS School has recently released a document called *EECS Education Portfolio 2025* which comes in the wake of the school reform and a need for coordination of the education efforts in the new school. A discussion about the part regarding the "EECS fundamentals" has been starting among the students of the EECS School that are worried about how this will affect their education. This might include parts of the programme cohesive courses and is something we will follow closely.

Indicators

- Number of study boards providing information about their cohesive courses
- Number of times it is brought up on UU
- A group is put in place

2.2 KTH's examination have a legal certainty, is fair and clearly linked to the intended learning outcomes

2.2.1 Strive for that the legal certainty is taken into account when the quality of examination is being reviewed, with a special focus on anonymous exams.

Status: **Ongoing**

Past and recent activities

A work group, with CFU-representation, to help ensure the quality of examination that is not written exams is in place! The group had its first meeting the other day, and will start off with making a list of common and unusual ways that students at KTH are being examined to be able to figure out systematic guidelines for how the teachers and examiners of courses can be assisted and make these forms of examination better and easier. A special focus will (especially from THS) be placed on the need for a clarification on the relations of responsibility, and support for teaching assistants in e.g. lab settings.

Regarding anonymous exams, we have gotten in contact with the right people at KTH and have been told that all infrastructure for the implementation is in place and we hope to receive a detailed time-plan of the implementation anonymous exams shortly as well as establishing a discussion on how we as a union can take part in it.

Next step

Take part in the work of the examination work group and ensure that the efforts are put into the right areas, and lift the student perspective within the scope of the task.

Put pressure on the people working with anonymous exams to deliver a time-plan to us and to establish a forum in which we can take part in, and stay informed about, the work being done in the implementation.

Indicators

- A work group for ensuring the quality of non-exam examination is up and running
- At least one anonymous exam has been held.

2.3 Students at KTH have good opportunities to influence their program and courses

2.3.1 Communicate the important issues of THS Education, and how any student can affect their education by the THS impact structure, to the common member.

Status: **Delayed**

Past and recent activities

Since the last report no major efforts has been done in improving the communication structures of THS Education, but we still hold hope in our plans in using the study-boards in a higher extent as our main channel to reach more student. To improve the influence of the study boards (with their extensive knowledge of what their students wants) on the focus of the CFU we held a session at the last UR of the fall semester. There we asked the representatives to rank the issues that CFUs work with in order of importance, to guide the future work of THS Education.

Next step

As many chapters have elected new study-boards, we will put a lot of focus on building a close relation to them during the beginning of the spring, at and outside of our EduCouncils, to ensure a well-functioning THS Education collaboration that will lay the grounds for a better flow of communication. One session at

an EduCouncil during the spring will be dedicated to discussion effective ways of communicating education related information.

Indicators

- A dialogue has been initiated with the study boards.

2.3.2 Develop and market the digital course for student representatives.

Status: **Ongoing**

Past and recent activities

The KfSR (Kurs för StudentRepresentanter) is in place and is extensive in its form and is in a state where we can be happy with it.

Next step

Making sure that the course is presented to the new people in THS Education and that they know about what it contains and how they can find it. This will be done on both Educouncils and through emails.

Indicators

- Number of students that enroll in the course
- The amount of information available on the course side
- Number of mentions of the digital course in EduCouncil and KIL

2.4 The student's perspective has a great impact on the employment and promotion of teachers at KTH.

2.4.1 Develop a long-term structure to recruit and maintain an infallible group of student representatives for employment and promotion of teachers at KTH.

Status: **Ongoing**

Past and recent activities

There has been a substantial amount of effort put by the CFU and vice president into striking a deal with KTH on creating a system for how the elected members should be compensated financially for their participation in future faculty processes. This has resulted in a new payment scheme and a transfer of the administrative responsibility of issuing the payments to THS, to clarify that THS is the organisation to which they answer to. A few, but not all of the school councils have elected people for the THS FF-pool.

Next step

It is now crucial to pick up the work and finish what remains of the project after Sebastian finished his years as CFU, as there are some things left that he did not manage to finalize. A dialogue must be held with the school councils (and primary the SRO) on how to make sure that all schools are represented in THS FF. We must also solve the administrative parts of THS FF, with both its internal communication and how the people responsible for putting together committees at KTH should be in contact with it. The introductory education of the THS FF students must also be held, and here we need the help of our former colleague Sebastian to arrange that and its contents..

Indicators

- We have a group of students from several chapters, programs and cycles for THS FF

- All newly recruited THS FF members will be able to learn everything they need to do their tasks and have structures to support them in their work
- All THS FF members are paid fairly by KTH for their work

3. FUTURE

All students get their dream employment.

3.1 KTH students are offered a varied range of contact with working life

3.1.1 Design a competence focused lecture in collaboration with KTH Business Liaison and strive for it to be included in at least one course.

Status: **Ongoing** / Won't be finished

Past and recent activities

KTH is launching a new initiative to see how 'life long learning' should look at the university and the Management team has followed the process carefully.

Next step

Step 1 is to set up a meeting with Head of Educational Affairs to get a clear picture of how this can happen practically. Step 2, from this meeting, is to set up a strategy and time plan for how this can be implemented. Step 3 is to meet with KTH Business Liaison to present a plan and discuss resources as well as get feedback on the plan. What actions is required and who is responsible for them. One thought to have in mind is for how long it is reasonable to work with this.

Indicators

- A concrete action plan together with KTH Business Liaison to make this happen.
- A year/date/deadline to integrate this concept in the education.
- When the concept is scheduled and/or included in a course plan for certain students.

3.1.2 Implement and increase traffic to the advertisement-platform TechRec.

Status: **Ongoing**

Past and recent activities

All major bugs in the platform have been solved. Companies have been contacted and we have started to get some users. I have just mass mailed all my contacts and I am waiting for answers from them and hopefully make them register on the site. The marketing plan for the students is delayed because of several problems in the internal communication of KL.

Next step

There is a new marketing plan for Techrec, which has already started. TechRec is going to have a stand on the fair RoS and we will also start the marketing through social media. All THS associations are going to receive information about TechRec as they can also have ads for their recruitments.

Indicators

- Inform THS Associations
- Marketing campaign to students

3.2 THS central business groups have a good cooperation and a good relationship between the groups

3.2.1 Develop a new business relations concept that includes both THS Armada and THS Future.

Status: Ongoing

Past and recent activities

The Future Unit has discussed about the possibilities of having some collaboration between the projects and how much value that would bring to both teams but there has not been further discussion.

Next step

Project Manager for Armada 2019 and THS Head of Business Relations have to set up a plan on how communication should look and in which ways THS Armada and THS Future could collaborate with each other.

Indicators

- Implementation before end of June 2019 / before Armada 2019.

3.3 THS's central business groups have a good cooperation and a good relationship with THS local business groups.

3.3.1 Formulate a clear purpose and structure for the Business Relations council, in consultation with THS Local.

Status: Ongoing

Past and recent activities

12th of December was the second Business Relations council for this semester. 15/24 students attended.

Next step

Set a time for the next meeting of the Business Relations Council where the feedback received from THS Local is applied, this is to be done together with the Head of Business Relations at THS Central since I have not been at a council yet. After that meeting we will gather feedback again and reiterate.

Indicators

- A clear purpose, and a long-term structure. That has not existed for a long time.
- When the feedback from THS Local turns – right now it's a lot of changing feedback that THS Central needs to do better.

4. STUDENT WELFARE, STUDY AND LEISURE TIME

All students have a study time free of trouble.

All students have the opportunity to participate in meaningful and stimulating leisure activities.

4.1 Students at KTH have means and information to improve their mental and physical health

4.1.1 Develop a long-term strategy ensuring that every chapter has a student safety representative.

Status: **Ongoing**

Past and recent activities

There is a written plan on how to carry out this issue, which is being handed over to the 2019 Reception coordinator. It includes talking to the chapters, the current safety representatives and various people at KTH and deadlines for when it should be done.

The new Reception coordinator has presented the role of student safety representatives to the study counsellors' network in January to see if there are questions and issues that should be handled by student safety representatives that currently are being addressed by the study counsellors and vice versa. The idea is also to help the safety representatives at the chapters to start up a collaboration with the study counsellors.

The meeting was successful, especially with regards to clarifying the role and the current state of affairs.

Next step

At the next Safety Representative Council, we will start trying to establish the connection to the study counsellors and with the workers' safety representatives from their school from THS's side.

Indicators

- More chapters attend the Skyddsombudsråd.
- Meetings have been held with student safety representatives and KTH safety representatives
- Reception coordinator or Head of student welfare has contact with a student safety representative from every chapter
- There are more reports on accidents and injuries from students to KTH.

4.2 KTH and THS are permeated by equality, diversity and equal treatment (JML) as well as encourages an equal technology industry

4.2.1 Develop and market a digital platform for submitting complaints, including reporting harassment and discrimination.

Status: **Not started**

Past and recent activities

The project has stagnated, but the link between KTH and the webpage is said to be in place. Same as during the last report. During the spring KTH will be evaluated by UKÄ and during this time this issue is one of the more important. The university has a responsibility to handle complaints.

Next step

Identify a new project leader, since all people involved in this project are ending their term. Allocate resources for the last part of programming and interface.

Indicators

- Number of submitted complaints
- Number of students aware of platform

4.3 International students are included at both local and central level

4.3.1 Investigate the needed support or resources that would enable THS Local to include international students to a higher extent.

Status: Ongoing

Past and recent activities

Since the previous work report, only minor updates have happened. While no document has been put in place, the International Council has provided valuable information about the state of internationalization at certain chapters. Additionally, I've prepared a more specific list of *standardized steps* that we could further use to identify the status of internationalization and possible next steps at those states.

Indicators

Prepare a document with the already established ideas, with additional feedback from OR (Presidents' Council) to be able to use as a guide in internationalization.

Indicators

- Results from a membership poll to see how we proceed.
- Investigate how every actor see it (international students, international council, presidents council)

4.4 KTH has a living student life with varied activities

4.4.1 Design a competence enhancing workshop together with and aimed at the union associations.

Status: Ongoing

Past and recent activities

The associations have answered questions on what type of competence they would want to enhance, and it has been decided that it should concern economy, budget and accounting. The workshop is booked with a company focused on helping non-profit organizations and will take place in the end of January and start of February.

Next step

Hold the workshop, arrange the practicalities on food, hall booking, registrations and so on. There will also be an evaluation afterwards to see what people thought and if this is something that should be repeated, maybe with another topic.

Indicators

- Booked the event
- Hold the event

4.4.2 Investigate the possibility for a shared serving permit.

Status: Ongoing

Past and recent activities

Matter was discussed at the Union pub council and the opinions from the chapters were gathered. Also further discussing the matter with KTH representatives.

Next step

Deepen the contact with 'Tillståndsenheten' to oversee the possibilities. A way to include a '+1' is still necessary.

Indicators

-Number of times it has been discussed in pubrådet

4.4.3 Compose a course of action to particularize steps for the THS events to generate a financial profit.

Status: **Ongoing**

Past and recent activities

A price increase has been introduced during the fall. Thoughts on how pubs can become more attractive is discussed with representatives from NKM.

Next step

Get thoughts and notes into a document that can be used/developed further by successor/successors to develop the organization to be more profitable.

Indicators

-The information that can be extracted from the survey and the usability of this

4.5 KTH informs and offers support to students to ensure completion of their studies

4.5.1 Clarify how the collaboration with the Student Health can expand.

Status: **Ongoing**

Past and recent activities

Nothing new of significance has happened in this area. I am still waiting for the Upphandling of the new Student Health Service.

Next step

A new procurement for the Student Health will soon begin, and it is important that THS representatives are representing the students interests in this matter, since it will determine how the Student Health will work during the coming years. The upcoming student survey (Mellanärsenkäten) is also important to get statistics on how the students are perceiving their situation and how they feel.

Indicators

-Quantify declined queue time for Student Health, without decreasing the number of people who go there for help.

- Enabling more allocated resources for Student Health.

- Implementing some kind of ranking system for Student Health, such as introducing a question in Mellanärsenkäten on whether or not they have been in contact with it, and how they perceive

Tekniska Högskolans Studentkår, Drottning Kristinas Väg 15-19, 100 44 Stockholm, www.ths.kth.se

2.1 PROGNOSIS ON OPERATIONAL PLAN 2018/19

As a half year has passed, time has come to look into the crystal ball to try to foresee the future. To make this possible we will summarize the goals in the operational plan to see how far we have come. This is a summary of the original report with a few comments attached to the goals.

Finished

Student Welfare:

Reception coordinator Johanna wrote a long-term strategy and secured a continuous dialog with KTH. Now, Jonathan, the new reception coordinator can execute it during the spring (4.1.1)

The reception coordinator and the union associations talked about what they wanted to learn, and it was arranged. During the spring we will see more of this. (4.4.1)

Ongoing

Fundament:

The new layout of Osqledaren has been launched and the forth magazine will be released mid-spring, making sure the Editor in Chief has time to analyse the year and handover a good strategy. (1.1.1)

A code of conduct can be written any day, as soon as the needs have been concretized by the board (and with input from KF, if you want). The initial thought was to first educate staff and students working in the Management Team, but these will be done simultaneously during spring. (1.2.1)

With the unfortunate sick-leave of the Head of Communication, the process of hiring a communicator is more hurried. Will most likely be finished by the end of the operational year. (1.3.1)

Education:

As always, anonymous exams is a current issue (and it has been for the last 10 years). The Management Team has done everything to make this happen, let's hope KTH can fulfill its' promises this year. (2.2.1)

Communication THS Education is one of the most frequently recurring goals in the THS Operational plan. This goal will never be "done", since you can always communicate more or reach out to more people, still work is going on and the relation to the chapters and prioritized by the Heads of Educational Affairs. (2.3.1)

The course is live, and it can be used in the future. A next step is to engage more student representatives, linked to the goal above. (2.3.2)

A new agreement has been formed with KTH about the payment of students in future faculty groups (employment and promotion of teachers). More student representatives are needed. (2.4.1)

Future:

The project of Techrec has been going for two years, but it seems like we are seeing the end of the tunnel (or maybe the beginning of the tunnel, since it has been launched and we hope that it will continue for a long time). Not marked as finished yet, since there are a couple of things left. (3.1.2)

The Future unit in the Management team has started to discuss how to collaborate better. I hope that it will clarify during the spring. (3.2.1)

As the year has passed, Nadia and Lovisa have held several Business Relations. The planning has been improved each time, and now the new Project Manager of Armada is included and a new set of eyes can look at the council. By the end of the year I'm sure we will see a sustainable structure. (3.3.1)

Student Welfare:

As a part of the task to the board to see how to internationalize of the student union council, discussions have also been about how to engage international student in the chapters. The discussion have been with both the chapter boards and with the international coordinators of the chapters. This will end up being a concretized document that can be used in the future, but the more "fluffy" goal of including more international student is a classic "will never be finished"-goal. (4.3.1)

The shared serving permit is also one of the most frequently recurring goals in the THS Operational Plan. This can be further investigated, during the spring. This goal will not be finished during this year, but an investigation can be finished. (4.4.2)

The Events held in Nymble will have to generate a bigger profit, in order to follow the economic guidelines. An adjustment of prizes has been done and further improvements will be tried during spring. (4.4.3)

The agreement between KTH and the Student Health will be updated in 2020, and THS is included in the process. This to ensure how the collaboration with the Student Health can be improved. (4.5.1)

Delayed / will not be finished

Fundament:

Due to an unfortunate sick-leave the course of action for the mobile application has not been done so far, and is at the moment not a prioritized task. At the moment there is no room in next years budget for the development of an mobile app, and if the student union council wants to prioritize this matter you will have to down-prioritize something else. A suggestion is to wait until a communicator is hired to develop the app, as this person could do a needs analysis as well. (1.1.2)

Education:

As the educational issues, follow the KTH working method, the goal with the course cohesive course will not be finished this year, not meaning it will never happen, more that the process is longer than one operational year. (2.1.1)

Future:

This is also one goal that is very depended on the work of KTH. As the university continues to work with 'life long learning' it will probably be easier to include the industry in the education. (3.1.1)



Student Welfare:

The digital platform for submitting complaints is also a project that is not done and will not be finished this year. When the communicator is in place, this person could develop this too. Simultaneously, the Management team is working actively to make KTH improve their system. (4.2.1)

Conclusion

The work with the operational plan is very difficult, since all members of the Management team and THS Board have a lot of “every day”-tasks, at the same time as the goals are written in a strategic way. In the coming months, we will talk more about the structure of the operational plan, trying to make it more comprehensible and also ensuring that the changes we need in the organization also can be put in to action.

Stockholm 2nd of February 2019

Emma Ingo
THS President 18/19



HALF-YEAR ECONOMY REPORT AND PROGNOSIS

Bakgrund

This report summarizes the current state of THS economy along with an estimated outcome of the economic result of the whole year. By the end of the calendar year, we are halfway through our fiscal year and we can see some indications of how the rest of it will proceed.

The report itself is presented on the following two pages. The first page lists the status of incomes and costs of each result unit for the first half-year. The most important column is the comment section, which explains a bit of what is happening in each result unit. On the next page, I present the prognosis along with the previously set budget and any expected deviations. There are coloured indicators with the following meaning:



In line with budget



Positive deviation from budget



Negative deviation from budget

Overall, THS economy is going according to plan with a few deviations on different result units. The unexpected costs so far will be covered by increased incomes. We are looking forward to a slightly better result than budgeted, a bit closer to the zero.

Diana Diez

THS Vice President 18/19

THS halvårsrapport 2018/2019



Utfall per 2018-12-31				Kommentarer
Resultatställe (RS)	Intäkter	Kostnader	Resultat	
1 Administration	100 kr	- 1 246 945 kr	- 1 246 845 kr	Nothing specific to report.
10 Organisation och medlem	3 323 720 kr	- 882 953 kr	2 440 767 kr	We have fewer members at this time compared to the previous year, this has been taken into account in the prognosis.
2 Kårfullmäktige	- kr	- 20 749 kr	- 20 749 kr	Nothing specific to report.
20 Kårpresidiet	510 050 kr	- 370 583 kr	139 467 kr	The management team needed new computers which is a cost that haven't been accounted for yet. This cost will either be depreciated or taken in whole at the end of the year depending on the outcome.
3 Kårstyrelsen	- kr	- 41 574 kr	- 41 574 kr	Nothing specific to report.
4 Nymble Drift	22 800 kr	- 3 970 717 kr	- 3 947 917 kr	Nothing unexpected has occurred, everything goes on as planned.
41 Nymble Korttidsuthyrning	133 540 kr	- 55 264 kr	78 276 kr	There are usually more bookings in the spring than in the autumn. The budgeted result is a reasonable goal.
42 Nymble Långtidsuthyrning	653 954 kr	- kr	653 954 kr	Nothing specific to report.
43 Nymble Föreningsrum	250 000 kr	- kr	250 000 kr	Nothing specific to report.
44 Nymble Studieplatser	750 000 kr	- kr	750 000 kr	Nothing specific to report.
5 Restaurang-verksamhet	6 415 859 kr	- 6 289 176 kr	126 683 kr	The head of THS restaurants has been on parental leave and we've had fewer events. Necessary cost reductions are made and there are better conditions for selling external events during the spring.
6 Osqvik	104 904 kr	- 266 886 kr	- 161 982 kr	The stairs to the sauna were broken during the storm at the beginning of the year. We don't have an exact cost for the reparation yet.
7 Kommunikation	- kr	- 255 971 kr	- 255 971 kr	We are working further with the goal about hiring a communicator. This might be done earlier than the next year but it's not settled cost estimate yet.
8 Eventverksamhet	1 628 945 kr	- 1 477 001 kr	151 943 kr	We see a small delay in accounting of incomes from events, but the turnover is steady and slightly higher than for the same events the year before.
81 RN Eventteknik	546 001 kr	- 480 097 kr	65 904 kr	Nothing specific to report.
11 THS Armada	8 239 122 kr	- 2 919 676 kr	5 319 447 kr	Armada has arranged more side events and will have a somewhat higher turnover that covers any unexpected costs.
13 Osqledaren	207 807 kr	- 347 564 kr	- 139 757 kr	The increased selling of ads is going according to plan.
17 Studiesocial & internat. verksamhet	940 147 kr	- 689 457 kr	250 690 kr	THS International and its undergroups are making more events which increases the turnover. The undergroups have developed good economical structures and routines.
18 Studentmedverkan	415 080 kr	- 289 273 kr	125 807 kr	The teacher of the year award hasn't had a sponsor for the last couple of years, which leads to an equal decrease in income and cost.
19 Mottagning	275 716 kr	- 331 758 kr	- 56 042 kr	Nothing specific to report.
50 THS Näringsliv	571 256 kr	- 477 108 kr	94 148 kr	THS Future have performed very well in both selling events and marketing and in long-term collaborations. We expect a good result from the projects as well.
51 Students' Nobel NightCap	Inte aktuellt 18/19			
Totalt	24 989 001 kr	- 20 412 752 kr	4 576 249 kr	Overall, the economic status is reasonable and we have and a solid way forward.

THS ekonomiprognos 2018/2019



Budget 18/19				Prognos 18/19			Avvikelse resultat	
Resultatställe (RS)				Intäkter	Kostnader	Resultat		
1 Administration	57 760 kr	-	2 372 771 kr	-	2 315 011 kr		-	kr
10 Organisation och medlem	4 202 000 kr	-	2 058 367 kr		2 143 633 kr		-	20 000 kr
2 Kårfullmäktige	-	kr	-	209 077 kr	-	209 077 kr	-	kr
20 Kårpresidiet	1 050 000 kr	-	1 072 976 kr	-	22 976 kr		-	kr
3 Kårstyrelsen	-	kr	-	295 000 kr	-	295 000 kr	-	kr
4 Nymble Drift	-	kr	-	8 610 760 kr	-	8 610 760 kr		0
41 Nymble Korttidsuthyrning	410 000 kr	-	136 822 kr		273 178 kr		-	kr
42 Nymble Långtidsuthyrning	1 080 000 kr		-	kr	1 080 000 kr		-	kr
43 Nymble Föreningsrum	500 000 kr		-	kr	500 000 kr		-	kr
44 Nymble Studieplatser	1 500 000 kr		-	kr	1 500 000 kr		-	kr
5 Restaurang-verksamhet	14 816 000 kr	-	13 934 937 kr		881 063 kr		-	200 000 kr
6 Osqvik	190 000 kr	-	338 880 kr	-	148 880 kr		-	50 000 kr
7 Kommunikation	-	kr	-	482 351 kr	-	482 351 kr	-	kr
8 Eventverksamhet	3 070 000 kr	-	2 550 061 kr		519 939 kr		-	kr
81 RN Eventteknik	920 000 kr	-	876 353 kr		43 647 kr		-	kr
11 THS Armada	8 320 795 kr	-	3 905 593 kr		4 415 202 kr		180 000	kr
13 Osqledaren	400 000 kr	-	865 465 kr	-	465 465 kr		-	kr
17 Studiesocial & internat. verksamhet	1 473 000 kr	-	1 365 099 kr		107 901 kr		-	kr
18 Studentmedverkan	858 000 kr	-	681 329 kr		176 671 kr		-	kr
19 Mottagning	541 000 kr	-	586 433 kr	-	45 433 kr		-	kr
50 THS Näringsliv	1 740 000 kr	-	971 765 kr		768 235 kr		250 000	kr
51 Students' Nobel NightCap	Inte aktuellt 18/19			Inte aktuellt 18/19			-	kr
Totalt	41 128 555 kr	-	41 314 039 kr	-	185 484 kr		160 000	kr

Changing the working language of THS

At the first KF of 18/19, a motion was raised regarding the working language. The decision was to have the THS Board investigate what steps need to be done in order to change the working language of THS from Swedish to English and present this at KF03. A subgroup of the THS Board (Emma Ingo, Klara Modin, Elisabet Lökvist) has worked on the issue. We quickly decided to treat this as a qualitative issue and made it about more than just what changes would be needed in the governing documents. We want to emphasize that the core goal here is to include international students in THS to a greater extent than is being done today, and changing the working language is a possible, but not the only, way to do that.

Through discussions with leaders of the chapters, the THS Board and KF (at KF02, see Appendix) we have tried to get a perspective on different aspects of inclusion of international students, and what effects a change in working language could have. In this report we focus on the change in the working language.

Current situation

- It is possible to hold the Union Council in English, but there is no requirement to do so (as has been done in the current operational year)
- Most of the more important governing documents are available in English
- Many of the documents available in English are poorly translated
- There is some extra work required to maintain the translations
- There is some ambiguity as to what the equivalent terms in English are
- The new translations of the statutes and bylaws have changed the names of some groups, which contributes to ambiguity in the short term

Ways forward

We see several possible ways forward. We have presented what they mean and what we think their consequences are below.

Complete transition to English (THS Central)

This would mean that

1. All documents and decisions are written in English only
2. All of THS' activities aimed at members are conducted in English
3. Governing bodies' (Union Council, Union Board) main language is English
4. English would be encouraged as the social language in all Student Union activities

Consequences we see from a change like this are:

- (1) would mean that the extra work of maintaining documents in two languages is eliminated.
- (1) would probably make the documents be of lower quality or take more time to work with, as English would be a second language for most of the people handling the documents
- (1) would mean that the English documents are kept current in English (as they are would be the originals)
- (2) would have unclear consequences for commitment in Swedish students
 - Some parts of THS already operate in English internally (e.g. THS Armada, THS Future), these could be studied to see what the consequences have been
- (2) would make it easier for international students to participate in Student Union activities
- (3) could lower the quality of the discussions in the Union Council/Board, as English would be a second language for most people

Partial transition to English

Another way is to do less extensive changes in an effort to increase inclusion of international students. These would be:

1. Keep all governing documents available in English (Council and Board level)
2. Investigate which parts of THS' operations (both internal and aimed at members/students) should be in English and which should be kept in Swedish, and act accordingly
3. Strengthen the right to get information in English (by changing the bylaws), e.g.:
 - ability to request meeting minutes/protocol, motions, propositions etc translated and/or explained (within reasonable time)
4. Keep rules for working- and decisions language similar to what they are today:
 - ability to speak in English or Swedish
 - expressions in Swedish should as need arise be translated and/or summarized in English
 - decisions in Swedish...
 - ...but should as need arise be translated and/or summarized in English

Consequences we see from these points are

- (1) means that the issues with having to keep two versions of all governing documents remain.
- (2) means that the parts of the operations that provide most benefit in English and/or have minimum negative effects can be in English and be more inclusive, and other operations can remain in Swedish
- (3) will probably take less workload than keeping everything in English or having translations of everything

Actions needed regardless

There are some things that should be done regardless of what we do. These are:

1. Produce glossary of terms and their English equivalents. This would probably solve parts of the problems that have been experienced in relation to having the Union Council in English
2. Ensure that the translations of governing documents are of good quality (started)
3. Encourage chapters to see to internationals needs and provide/produce material (in Operational Plan 18/19)

Proposal

From what we have found so far, the board considers a partial transition to English the best solution. The second and third points of the partial transition would be the bigger changes while the rest is mostly what we do today. Focusing on those changes could be seen as a first step towards a complete transition to English that we can evaluate and use as a basis for further discussions on this issue. We consider a complete transition to have too big of an impact on our operations in too short of a time, and should be carefully thought out and planned in individual, discrete steps. However, this challenge will remain for as long as Sweden has Swedish as official language and international students study at KTH. Continued investigation

The work is not finished. For example, we haven't talked to many international students regarding this issue, which we very much would like to do before any decision is made. We have plans to talk to representatives from THS MAIN before KF03, but it couldn't happen before this report was due, so it will be reported at the meeting.

Appendix - Survey from Union Council

During KF02 a discussion was held using a Menti survey. Below is a summary of the results.

What we mean by operational language

This was a written text answer, and the answers vary a bit. From what we understand most are in agreement that operational language include at least what is used in official document and the decision language.

We have chosen to disregard some of the answers to this question as some of them were intended for the next question (due to problem with the use of menti) and some of them were hard to categorize or decipher.

Most answers support:

- Language used in official documents
- Decision language

Additionally:

- Language for official communication
- Social language
- Language used in everyday operation
- Members' main language

What should/would be affected by a switched language

In this question (also written text answer) there is a clearer division than the earlier. The stance that had most support was to switch decision language and the language in official documents. The other was to not switch the decision language but potentially other types of languages instead.

Most support:

- Decision language
- Discussion language
- Official documents

Less support:

- Decision language and discussion language should not be switched
- Potentially switch language in other contexts

Other answers

- Communication
- Everything
- Existing system does not prevent people speaking English
- English is hard to speak bureaucratically/formal

How a switch in language affects quality of discussions

This question had the alternatives Improve, No Change, Worsen marginally and Worsen. About 2/3 of respondents find that the level of discussions would worsened by a switch in language. Of the respondents about 1/6 each find that there would be no difference or that the level of discussions would improve.

If the Union Board and the Union Council should have the same decision language

An overwhelming majority of respondents find that the Board and Council should have the same decisions language.

In retrospect we realized that the question is leading, but a neutral question probably would not have changed the result overall. It would thus probably still show a clear majority for having the same decisions language.

Other structures that exclude or discourages international students

This question was answered by written text. There are several good viewpoints present. An important one is that we should ask this question to international students. It is the group that this investigation is targeted at.

Several people answered:

- Information/knowledge about what student engagement/commitment is and works
- Related to language barrier
- Bad integration between international reception and regular student life
- Bad integration between Swedish and international students' student life

Some people answered:

- This question should be asked to as many international students as possible
- All chapters need an international committee
- Lack of time
- Lack of belonging
- Unwillingness from Swedish students
- Cultural expectations

Effect on commitment from a language switch

On a scale from 1 to 5 where 1 is worsen and 5 is improve the results where:

Effect on commitment for

- Swedish students: 2 (worsen)
- International students: 4 (improve)
- Union Council: 2.5 (no effect or worsen)

<i>Statusstyr:</i>	Genomfört	Påbörjat	Ej Påbörjat		<i>Aktiva ärenden:</i>	11	
Beslutsnummer	Titel	Beskrivning	Besluts-datum	Senast uppdaterad	Ansvarig	Status	Kommentar
1718-KF-05003	Val av Kärfullmäktiges sekreterare 18/19	Hitta kandidat.	2018-05-15	2018-12-06	Valberedningen	Påbörjat	Ska läggas till handlingarna till 1819-KF-03.
1718-KF-05004	Val av THS Valberedning 18/19	Hitta en kandidat.	2018-05-15	2018-12-06	Talmanspresidiet	Påbörjat	Två ledamöter valda 1819-KF-02. Ska läggas till handlingarna till 1819-KF-03.
1718-KF-05006	Val av THS Valgeneral 18/19	Hitta en kandidat.	2018-05-15	2018-12-06	Valberedningen	Påbörjat	Ska läggas till handlingarna till 1819-KF-03.
1718-KF-05007	Val av THS Sakrevisorer 18/19	Hitta två kandidater.	2018-05-15	2018-12-06	Valberedningen	Påbörjat	Ska läggas till handlingarna till 1819-KF-03.
1819-KF-01001	Val av THS Valnämnd 18/19	Hitta kandidater för följande sektioner: A,B, Dr,Fria,Open,S,TT.	2018-10-10	2018-12-06	Talmanspresidiet	Påbörjat	Ska läggas till handlingarna till 1819-KF-03.
1819-KF-02001	Fastställande av resultat i fyllnadsvalet till KF	Notifiera kandidater.	2018-12-06	2018-12-06	Talmanspresidiet	Genomfört	
1819-KF-02003	Fastställande av tid för ordinarie val till Kärfullmäktige 19/20	Notifiera valnämnden. Sätt relevanta datum.	2018-12-06	2018-12-06	Talmanspresidiet	Genomfört	
1819-KF-02004	Motion angående prövning av pc- och presidiebeslut	Lägg till handlingarna för 1920-KF-01.	2018-12-06	2018-12-06	Talmanspresidiet	Påbörjat	
1819-KF-02005	Proposition om valförfarande för Inspektor (Andra läsnigen)	Implementera i styrdokument.	2018-12-06	2018-12-06	Talmanspresidiet	Genomfört	Uppdaterat styrdokument, publicerat på hemsidan och arkiverat på filaren.
1819-KF-02006	Proposition om valhandlingar och jäv (Andra läsnigen)	Implementera i styrdokument.	2018-12-06	2018-12-06	Talmanspresidiet	Genomfört	Uppdaterat styrdokument, publicerat på hemsidan och arkiverat på filaren.
1819-KF-02007	Prövning av ansvarsfrihet för Kärstyrelsen 17/18	Lägg till handlingarna för 1819-KF-03.	2018-12-06	2018-12-06	Talmanspresidiet	Genomfört	



Discussion of Motion - THS Council 3 2018

Delegation order for the appointment of commission-of-trust posts of doctoral students

Background

PhD students at KTH can be representatives at THS, KTH, and other posts on the country level such as trade unions and the Sweden's student unions. Such representations are also referred to as commission of trust posts or in short PhD representatives exercising laws "Studenters rätt att utöva inflytande över utbildningen vid högskolorna" (kap 1, 4a§, Högskolelag (1992:1434)) och "finns det en bestämmelse om studenternas rätt till representation när beslut fattas eller beredning sker" (kap 2, 7§, Högskoleförordning (1993:100)). As per KTH guideline on student influence such a right to appoint representatives is bestowed to the student union (THS) also grounded in "7 § En studentkår vid en högskola får utse sådana ledamöter i styrelsen som studenterna enligt 2 kap. 4 § högskolelagen (1992:1434) har rätt att utse. En studentkår vid en högskola får också utse och entlediga sådana representanter som avses i 2 kap. 7 § högskolelagen." Studentkårsförordning (2009:769). Conventionally, appointment of PhD student representatives at the chapter-level and KTH central level are delegated to the PhD chapter and then the PhD chapter delegates school-level representatives to the PhD school councils. However, due to various observations, such convention is not being clear to some KTH schools whereby respective school authorities appoint representatives at will; and the PhD chapter finds it difficult to point to any THS statutes and by-laws that clarifies such delegation beyond what is specified in PM för delegation §2.3 "Rätten till att fatta beslut i frågor gällande studeranderepresentation i KTH:s skolor delegeras till Cheferna för Utbildningsinflytande i förening".

The representational post in questions are:

I. THS REPRESENTATION LEVEL

KF (Kårfullmäktige / The THS Student Parliament)

THS Future Faculty

Nomination committee (Valberedning)

Chapter auditors (Revisorer)

Standard bearers (Fanbärare)

Master of Ceremonies group (Doktoranders Integrerade Klubbmästeri, DrInK)

II. KTH CENTRAL REPRESENTATION

AU (Anställningsutskottet / The Employment Committee)

BN (Befordringsnämnden / The Promotion Committee)

RN (Rekryteringsnämnden / Recruiting Committees)

FA (Forskningsansvariga-gruppen / The directors of doctoral studies group)

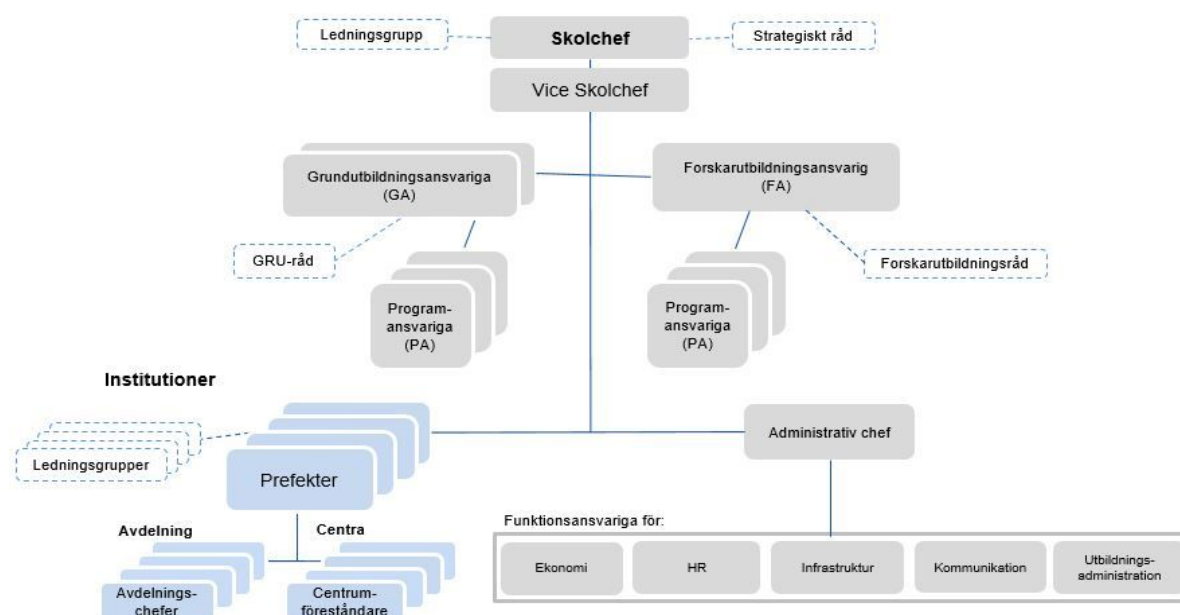
FR (Fakultetsrådet / The Faculty Council)



JML-grupp (Jämställdhetskommittén / The Equality Committee)
KTH-S (The KTH-Sustainability Council)
RU (Resursfördelningsutskottet / The Resource Allocation Committee)
Språkkommittén / The Language Committee
Stipendierådet / The Central Grants Committee
US (Universitetsstyrelsen / The University Board)
UU (Utbildningsutskottet / The Education Committee)
Strategiska Rådet/ Strategical Council *
Head of Schools Group/Skolchef råd*

III. KTH LOCAL REPRESENTATION

- [School of Architecture and the Built Environment](#) (ABE)



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

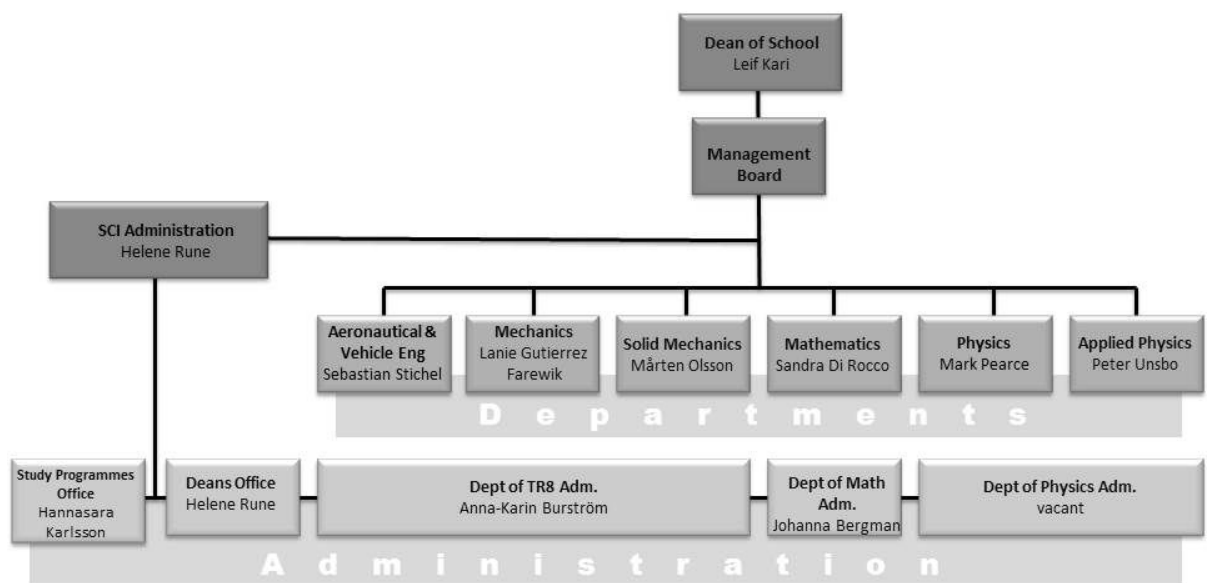
Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)



- School of Engineering Sciences (SCI)

The SCI school organisation is a line organisation in which administration and faculty are organised in two separate sections.



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

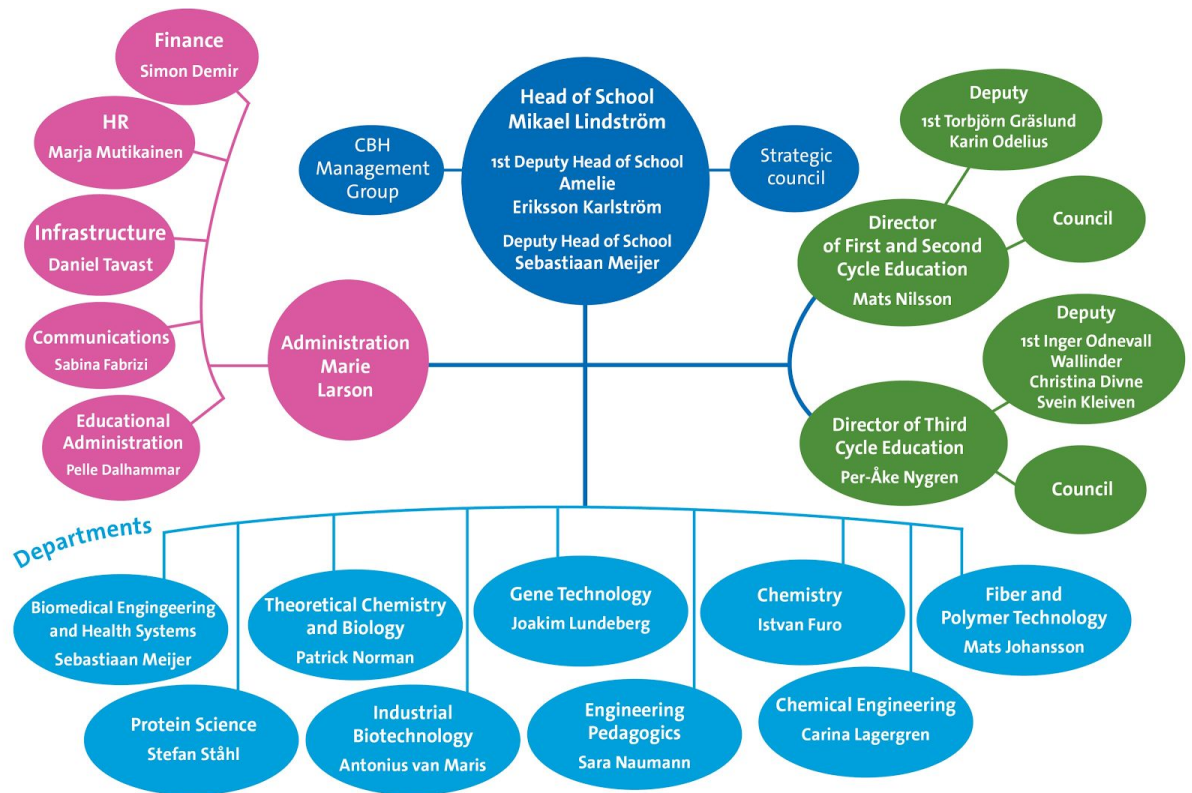
Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)



- School of Engineering Sciences in Chemistry, Biotechnology and Health (CBH)

The school's work is described through the established scheme of delegation. CBH is lead by the Head of School, and the work is delegated as seen in the organisational chart.



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)

Ärende: Delegation order for PhD students representation appointment

THS Sektion: Dr

Namn: Tage Mohammadat

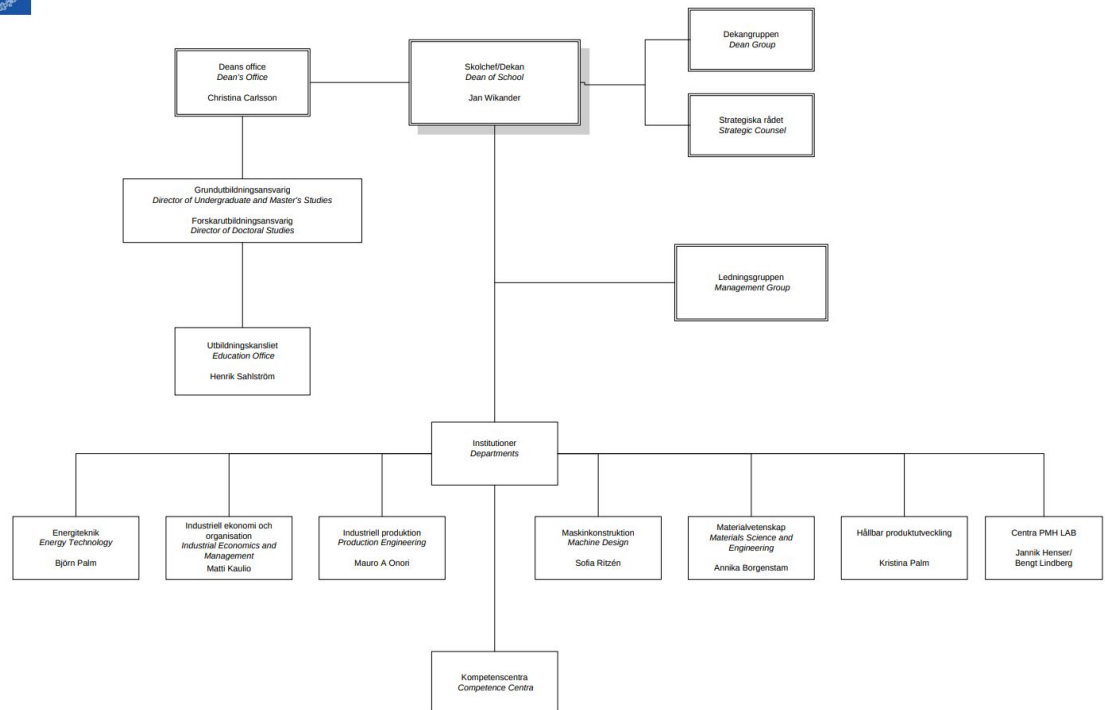
Datum: 2019-02-11



- School of Industrial Engineering and Management (ITM)



Industriell teknik och management
Industrial Engineering and Management



Council chair and representative at the school executive council and representatives at the THS School council

Council vice-chair and representative at the school strategic council and representatives at the THS School council

Council Board (presidium and other board members)

School representatives of doctoral programmes

Representatives in School's future faculty groups (appointment, docent)

Representatives at School's departments/division

Representatives at other committees, e.g. sustainability, safety, working environment, equality.

Functionary positions for the Council (Social, Events, Communication, Auditor, Nomination, etc.)



Suggestions

To₁ To upgrade PM för delegation to be part of THS By-laws.

To₂ To install a delegation order that states a descending delegation order concerning the appointment of KTH-level and THS-level representation as follows:

- THS Council
- THS Board
- THS Chair
- THS Head of Educational Affairs
- PhD Chapter Meeting
- PhD Chapter Board
- PhD Chapter Chair

The delegation order shall be such that the decisions made by any higher level supersede any of the decisions made by the lower concerning KTH Central Positions.

The delegation order shall concern the appointment of positions beneath it.

To₃ To install a delegation order that states a descending delegation order concerning the appointment of School-level KTH representation as follows:

- THS Council
- THS Board
- THS Chair
- THS Head of educational affairs
- PhD Chapter meeting
- PhD Chapter Board
- PhD Chapter Chair
- PhD Chapter Board Member Responsible for PhD School Councils
- PhD School Council Meeting
- PhD School Council Board
- PhD School Council chair

The delegation order shall be such that the decisions made by any higher level supersede any of the decisions made by the lower concerning KTH Central Positions.

The delegation order shall concern the appointment of positions beneath it.

On behalf of the PhD chapter,

Tage Mohammadat

Stockholm, 11 February 2019



Discussion of Motion - THS Council 3 2018

More opportunities for students and doctoral student influence

Background

Student influence is grounded in the law "Studenters rätt att utöva inflytande över utbildningen vid högskolorna" (kap 1, 4a§, Högskolelag (1992:1434)) och "finns det en bestämmelse om studenternas rätt till representation när beslut fattas eller beredning sker" (kap 2, 7§, Högskoleförordning (1993:100)). However, as per KTH guidelines on student influence¹, the overwhelming majority of decision making bodies and committees allow 1 to 2 and sometimes 3 representatives² where the third representative is not allowed to vote. As such if the students want to influence decisions in a democratic way, it is impossible to do it by what the majority of math. Needless to say, doctoral students may not have any opportunity to influence in some cases (e.g. executive group).

Suggestions

To₁ To formulate as an opinion of THS that students and necessarily including PhD students should have right to representational mandates up to that of faculty in all decision making processes affecting education.

To₂ To task THS representatives in KTH to seek to implement the opinions within the representational capacities they have.

On behalf of the PhD chapter,

Tage Mohammadat

Stockholm, 11 February 2019

¹ See KTH inranet for "[Riktlinjer för studentinflytande](#)"

² See KTH inranet for "faculty council delegation order"



Discussion of Motion - THS Council 3 2018

Pedagogical and general skills for PhD education

Background

PhD education name among its goals to namely "B6. Demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity"¹. However, doctoral students have more than 50% of international population² and as of 2017, 40% of them were not satisfied with the pedagogical training they have³. THS educational affairs and PhD chapter board representatives worked to influence this by stressing a mandatory term that PhD students must get pedagogical training before being involved in teaching. However, all that KTH provides is a 3.0 ECTS that does not help in developing the necessary requirements for actual teaching activities PhD students do like, supervision of degree projects, developing course modules, assessment and grading, etc. Additionally, PhD students do not get sufficient general skills that are heavily used in their potential industries such as Swedish language, leadership and management, research impact, sustainable development, as typically these courses are provided as second-cycle courses and PhD students must not take such courses ; unless it is taken as extra work.

Suggestions

To₁ To formulate as an opinion of THS that PhD education in KTH should provide PhD students, opportunities, within their study period and curricular offerings in all programmes, to develop sufficient pedagogical skills similar to these required from teachers.

To₂ To formulate as an opinion of THS that PhD education in KTH should provide PhD students, opportunities, within their study period and curricular offerings in all programmes, to develop sufficient general skills in leadership and management, research impact and sustainable development,

To₃ To formulate as an opinion of THS that PhD education in KTH should provide PhD students, opportunities, within their study period and curricular offerings in all programmes, to develop sufficient skills in Swedish language, equivalent to that of C level (passing B2).

To₃ To task THS representatives in KTH to seek to implement the opinions within the representational capacities they have.

On behalf of the PhD chapter,

Tage Mohammadat

Stockholm, 11 February 2019

¹ See High Education Ordinance, Sweden, Högskoleförordning (1993:100), Utbildningsdepartementet.

² See 2017 Annual report, KTH

³ See 2017 Doctoral education survey, KTH



Discussion of Motion - SSCO Council 2019

Stockholm's Doctoral Association

Background

Doctoral organisations in Stockholm lack an official forum to network at the county-level .

Suggestions

To₁ introduce a Doctoral Association as a sub-organ to SSCO with the following by-laws:

1. SSCO's doctoral association, or Stockholm's doctoral association, SDA, is an SSCO agency for research and research education issues. The has the following missions:
 - a. act with an advisory role to the SSCO board and SSCO representatives for matters concerning SSCO operations, views and opinions.
 - b. act with an active role to initiate and implement arrangements for policy advocacy with the national-level, SFS-DK, related to doctoral education and research issues.
 - c. represent doctoral organisation within SSCO's member unions externally in national and international context in matters concerning doctoral candidates and research issues.
 - d. actively work to articulate the collective voice for doctoral students in Sweden.
2. The association shall, in particular regarding the research questions, actively consult with SSCO presidium to ensure that the SSCO opinion formation and advocacy is done in a coherent way. In the event of conflict between SSCO board and doctoral association regarding to which of these agencies a question belongs, or regarding an interpretation of the general assembly's decision, the board determines.
3. In addition to the matters specified in SSCO working plan, the association has the right to initiate and carry out the work and priorities of other issues relating to research and research education. The association decides itself on its decision-making and division of labor; unless it has no active chairperson in which case SSCO presidium shall have the right to summon SDA and oversees an election and a smooth handover. SDA shall, after the fiscal year end, write a report of activity to the council. The report will be the basis to grant members of the association a discharge.
4. The activities are audited by SSCO auditors.
5. Members and Allocation of responsibilities
 - a. The association shall have a council consisting of member organisations of all Stockholm's doctoral organisations within SSCO member unions.
 - b. The association shall have a board of maximum 8 members and one chairperson, elected on a yearly basis by SSCO-FUM. The association may elect a vice chairperson. In addition the association will have a contact person in SSCO presidium.
 - c. The chairperson of SDA is responsible for:



- i. Summoning the meetings of SDA
 - ii. Representing SDA to other parties internally in SSCO as well as to other actors outside of the organization
 - iii. Informing the board of SSCO of the associations activities through SDA reports as well as contacts with the presidium of SSCO
 - iv. Maintaining contacts with local doctoral groups as well as national doctoral student representatives
- d. The association may elect within itself one vice chairperson.
- e. The responsibilities of the vice chairperson will primarily be to fill in when the chairperson is absent and perform some of the chairperson's responsibilities.
- f. The contact person in SSCO presidium is responsible for:
 - i. The contact between SDA and the office (kansli) of SSCO in practical as well as political matters
 - ii. The contact between SDA through its chairperson and the board of SSCO.
 - iii. Coordination between SDA and SSCO
- g. Information Routines
 - i. English is the primary working language of SDA. But since the working language of SSCO as well as the Swedish state is Swedish, some terms and documents might be written in Swedish. It should however be possible to participate in the meetings of SDA without extensive knowledge of Swedish.
 - ii. The association chiefly communicates through the SDA-email list, in which the member of SDA, as well as SSCO presidiums contact person is a member.
 - iii. Communication:
 - 1. Communication with local doctoral associations as well as relevant national student representatives is done by updates through the email list of at least once per semester. These updates consist of:
 - a. An overview of vacant positions on the Stockholm and national level.
 - b. Upcoming seminars that might be of general interest.
 - c. Information of the current work of SDA and SSCO in general of particular relevance for doctoral students.
 - 2. All forms of documents can be found in SDA:s folder in Teamengine, which can be accessed by members of SDA.
 - 3. Every member of the doctoral association should also have access to the documents of the board of SSCO.
 - iv. Meetings:
 - 1. SDA shall have at least 1 meeting per year.
 - 2. The meeting will be summoned two weeks in advance.
 - 3. Documents for the meetings will be sent out one week in advance, with the exception of documents for the SSCO board meetings that might be made available on shorter notice.
 - 4. A quorum is met if at least half of the members are present.



5. The association aims at taking decision by consensus whenever possible.
6. The protocol from each meeting will be uploaded to teamengine as soon as possible after the meeting.
7. Each meeting should include:
 - a. Election of Chairperson for the meeting
 - b. Election of a secretary for the meeting
 - c. Sharing of information on recent events
 - d. Input to the board of SSCO
 - e. New referrals to SSCO
 - f. Report from SFS
 - g. Report from the Board
- v. Economy
 1. SDA should have a budget approved from SSCO-FUM
 2. Travel Expenses SDA will pay for the travel expenses to and from the meetings in accordance with SSCO travel policy, as well as lunch and dinner in connection with the meeting. If the need arises, SDA might also pay for accommodations in connection with the meeting.
- vi. Hand-over and Start-up meeting
 1. At the end of the term, the outgoing association will have a hand-over meeting with the new association, informing them about SDA, its role within SSCO as well as its previous work.
 2. The new association are advised to have a start-up meeting in connection to the hand-over meeting.
 3. During this start-up meeting the new association are advised to:
 - a. Elect a vice chairperson and establish the division of responsibilities between the chairperson and the vice chairperson
 - b. Decide on Rules of Procedure for the coming year

To₂ To update the corresponding SSCO regulatory documents to reflect the adopted changes.



Discussion of Motion - THS Council 3 2018

The responsibility and procedure of allocation and requisition of time compensation budget for Central PhD student representatives

Background

Time compensation for how commission of trusts within the PhD chapter (Doktorandsektionen) at the school level was subject to KTH decision [Dnr. V-930-2005-0345](#) where representatives are entitled to automatic time compensation of 10 days per academic year. Time compensation for how commission of trusts within the PhD chapter at the central and national level has been subject to policies, the most recent of which is in effect since the 1st of July 2017 (Dnr. V-2016-0451, see annex I). As per the minutes of [PhD chapter board meeting n.1 of 2017/18 fiscal year](#) on September 19, 2017, a [work-group](#), has been created to discuss and propose how time-compensation can be managed with the aim to provide guidelines for the board members. On the [28th of February 2018](#), the board decided to adopt an alpha version on the procedure on how to work with time compensation as per the [minutes of board meeting n.5 of 2017/18 fiscal year](#). The budget is THS budget and amount to what is in effect a 24 million SEK per calendar year. It is believed that THS should adopt and install a process to manage such a not insignificant resource.

The PhD chapter uses the following procedure.

GUIDING PRINCIPLES

- 1- Transparency: representational work to be done or already done need to be communicated with the board. This is practice means that individual work (to be done, or already done) needs to be communicated with the board.
- 2- Objectivity: representational work to be done or already done need to be objectively seen with the board. This is in practice means when applying for time compensation, some sort of supporting documents may be used.
- 3- Sustainable representation: representational work to be done or already done need to be documented at an accessible media. This is in practice means, for example means, to be written in the social group or the website or facebook group. Principles 1-3 are all essentially helpful for the current board to be effective in its representational operations. Additionally, 1-3 helps the next board to know the status of work and past efforts.
- 4- Creating opportunities for innovation: time should be allocated for trying out ideas and explore possibilities without being judged. This is in practice means the allocation of 5 days per academic semester as a fixed days.
- 5- Inclusiveness: representational work to be done or already done needs to consider members who serve national wide representation such as the union of students union (SFS), union of professional unions (SACO) and state trade union (ST), in addition to support functions such as communication. This also includes chairperson at the school-level.
- 6- Experience-based time factor for prognosis: this implies that the source for time prognosis is to be taken from experienced members who are not current board members. This is to reduce bias when coming up with prognosis numbers. Having that said, to make the process within manageable complexity, there is a limit for how objective the application can be.

BASE-LINE IDEAS

1. Members of the boards should be allocated a minimum of 5 days per their involvement for one year term. Reasoning: in order to allow initiatives and brainstorming, one has to have a space for discussions, networking and creativity to flourish. This is, in addition, because: all board members are expected to attend board meetings and all



are accountable and responsible for decisions made during the meetings which implies that they need to prepare for it too. Regardless of the member extent of involvement, this fix rate unaccounted time can be granted in light of allowing some freedom within which board members can do things on their own as long as it is within the interest of the PhD chapter or self development that could help in initiatives within the interest of the PhD chapter. Example of such could be: familiarising with rules, guidelines, traditions and policies, work on creating networks, trying out creative and innovative endeavours.

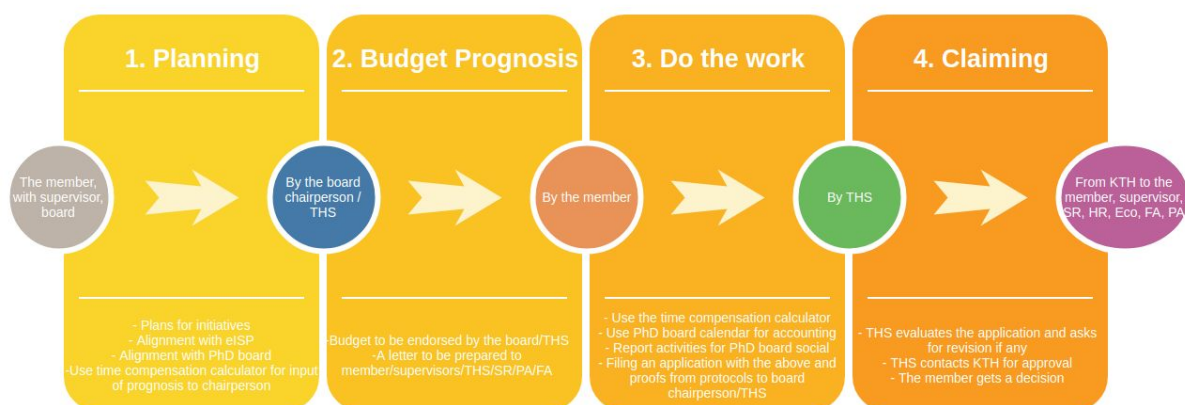
2. Representation work should be compensated as incurred.

3. To assist scheduling and planning for board members, an initial estimated workload duties can be obtained as follows:

Estimated duties within PhD board (in %) = $5 \times \text{number of semesters} / 212 + \text{Sum}(\text{Magical Factor} \times \text{meetings in hours}) / 175$. The numbers to be actually claimed by each board member and the magical factors shall be experience-based and provided by the working-group.

PROCESS

Process of working with time compensation:



It is kind of 4 steps process:

1.a. Planning: starting with the board member planning whereby the member, within the capacity of her/his involvement would self-describe what activities he/she would like to take part. At this stage, the member can make use of time compensation calculator spreadsheet in the 'summary tab' ([Time compensation log, calculator -Individuals, Doktorandsektionen.xlsx](#)). The stage ends by submitting application for 'Prognosis of workload within commission of trust to the chapter board chairperson or to THS educational affair representative in case the member is the board chairperson or whomever is delegated with this task.

1.b. Budget prognosis: the board chairperson/THS, or whomever is delegated with this task, takes responsibility of endorsing the application and sending a letter to the member's respective supervisor SR/FA/PA and CC: member/THS. Application template concerning [Prognosis of workload within commission of trust -Individuals.dotx](#). At this point, if not done yet, the board member can already report the prognosis in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions", with reason being "commission of trust".

1.c. Doing the work: here the member is responsible to use PhD chapter board group to register for activities in its calendar and sub-pages. Reporting is part of compensated time and would enable quality improvement, transparency and accountability. During this period, the activities can be recorded in the time compensation calculator in the corresponding tabs. This stage ends by filing application for time compensation to the chapter board chairperson/THS for approval. The document Application for time compensation is attached: [Application for time compensation -Individuals.dotx](#).

1.d. Claiming: This is done by THS where it takes responsibility of approving the claims and making sure it is within the total possible claimable budget. Then, the member would file the application to KTH HR where successful



compensation claims will result in issuance of letters to the member and respective supervisors, SR, FA,PA, economy, HR, THS. At this point, once applicable, the board member can commit the actual "commission of trust" in the eISP, under section 3.4. "Past and planned leaves/appointments eligible for extensions". The member takes responsibility for applying for extension at the respective department citing, KTH policies and agreed time. The local HR can always get in contact with central HR for any further information/details necessary.

2. For budgeting, time compensation factor used for prognosis are to be used from experience of older representatives or THS. This is to avoid making the factors purely subjective, speculative and biased. As a result, sending surveys to selective previous representatives is considered, such as: Maria Nordström, Johan Gärdebo, Omar Shafqat, Didem Gürdür, Marianne Dalarsson, Liyun Yang, Mariana Dalarsson, Monika Topel, Tobias Bohlin and Vide Richer.

3. Actual time to be compensated for activities, beyond the fixed proportion, is to be based on 'as incurred'. Proofs by means such as certificates, minutes, emails, calendar events, etc. would be needed. As long as it is not 100% beyond the experience of previous representatives it might not be subject for revision.

Other documents (mainly can be used by THS, PhD chapter chairperson, or whomever is delegated with this task):

[Application for time compensation -Doktorandsektionen.docx](#)

[Budget prognosis -Doktorandsektionen.docx](#)

ANNEX I: TEMPLATES

1. [Time compensation log,calculator -Individuals,Doktorandsektionen](#): A Microsoft Excel file that may be used, by all members, for

I. prognosis: produce prognosis in days for workload, tab 1: "Prognosis-Summary"

II. claiming hours: the tabs other than "Prognosis-Summary" acts as a log. "Prognosis-Summary" acts as a summary. As per experience (see acknowledgements), the following multipliers, i.e. 'magical factors', apply as rule of thumb for time to be compensated:

Meeting Type	Magical factor multiplier (xNumber of hours)
US	3-5*
FR	2.5-4*
BN/RN	2.5
AU	2
UU/FA	2-4*
RU/Språk/Stipen/*	2-4*
Board/Chapter meetings	2-3*

*: depending on whether the participant made some extra efforts such as raising issues or making organisation. These multipliers are embedded in the excel sheet provided for activity log.

2. [Prognosis of workload within commission of trust -Individuals](#): A Microsoft Word Template file used, by all members, to write/produce a PDF file for claiming hours.

3. [Application for time compensation -Individuals](#): A Microsoft Word Template file used to write/produce a PDF file for claiming hours. It is expected that this document is appended with other supporting materials such as meeting protocols to substantiate the application.

4. [Budget prognosis -Doktorandsektionen](#): A Microsoft word document used, by the chapter chairperson/THS central, or whomever is delegated with this task, to document the aggregate of all members prognosis workload. This is expected to be used to tell KTH in advance how much time is expected to be incurred.

5. [Application for time compensation -Doktorandsektionen](#): A Microsoft word document used, by the chapter chairperson/THS central, or whomever is delegated with this task, to document the aggregate of all members



approved incurred workload. This is expected to be used to tell KTH at the end of each semester to tell how much time has been incurred. This is to be substantiated by the individual applications.

Reference webpage: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/3-example/>

ANNEX II: EXAMPLES

Chapter:

Overall prognosis (HT17): N/A

Overall application (HT17): [Application for time compensation -Doktorandsektionen-HT17.docx](#)

Overall prognosis (VT18): [Budget prognosis -Doktorandsektionen-VT18.docx](#)

[Application for time compensation -Doktorandsektionen-ht17.pdf](#)

[Application for time compensation -Doktorandsektionen-ht17.docx](#)

	Namn	Skolan	Arb. dd.	%
1	Abdullah Khan	ABE	-	
2	Andrea de Giorgio	ITM	32	18
3	Antonio Adaldo	EECS	-	
4	Bahram Saadatfar	ITM	6	3
5	Cong Wang	ABE	7	4
6	Elena Malakhatka	ITM	7	4
7	Fareed Khan	ITM	6	3
8	Milan Jacevski	ITM	8	5
9	Muhammad Afzal	ITM	13	8
10	Tage Mohammadat	EECS	25	14
	Total	Tt (Dd-%)	102/350	58/200

Example for individual time log:

Tage: Summary:

Item	Hours
Fixed rate	5x8
Board meetings	3x5
Chapter meetings	-
FR meetings	2x6x2.5
Seminars/events	11
Workgroup (school reorganisation+time compensation)	15+17
Promotion meetings	15x3x1.5
Total (days)	25



Prognosis (HT17): N/A

Application (HT17): [Application for time compensation, TageMohammadat-HT17.pdf](#)

Prognosis (VT18): [Prognosis for workload within commission of trust, TageMohammadat-VT18.pdf](#)

Log (HT17): [web log, Bilaga A. Activity log-TageMohammadat,HT17.xlsx](#), [Bilaga B.](#)

[Protokoll,TageMohammadat-HT17.zip](#)

FR:

See issues: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/current-issues/> and minutes:

[FR 2017-11-08 protokoll webb.pdf](#)

[FR 2017-12-20 protokoll webb.pdf](#)

BN:

[VL-2017-12-14 protokoll och sakkunnigutlåtanden 171214 \(Qi Zhou\).pdf](#)

[VL-2017-0111 protokoll och sakkunnigutlåtanden 171204 \(Elena Gutierrez Farewik\).pdf](#)

[VL-2017-0074 protokoll och sakkunnigutlåtanden 171201 \(Björn Laumert\).pdf](#)

[VL-2017-0076 protokoll och sakkunnigutlåtanden 171120 \(Lukas Käll\).pdf](#)

[VL-2017-0037 protokoll och sakkunnigutlåtanden 171109 \(Malin Åkermo\).pdf](#)

[VL-2017-0078 protokoll nr 24 och sakkunnigutlåtanden \(Johan Jansson\).pdf](#)

[VL-2016-0136 protokoll och sakkunnigutlåtanden \(Niklas Arvidsson\).pdf](#)

[VL-2017-0038 protokoll nr 23 och sakkunnigutlåtanden \(Joakim Jaldén\).pdf](#)

[VL-2016-0145 protokoll nr 22 och sakkunnigutlåtanden \(Fredrik Lundell\).pdf](#)

[VL-2017-0043 protokoll nr 21 och sakkunnigutlåtanden \(Arvind Kumar\).pdf](#)

[VL-2017-0044 protokoll nr 16 och sakkunnigutlåtanden \(Stefano Markidis\).pdf](#)

[VL-2017-0042 protokoll nr 18 och sakkunnigutlåtanden \(Petter Brändén\).pdf](#)

[VL-2016-0138 protokoll nr 17 och sakkunnigutlåtanden \(Vania Ceccato\).pdf](#)

[VL-2017-0042 protokoll nr 15 och sakkunnigutlåtanden \(Christian Smith\).pdf](#)

Seminar:

How to succeed as researcher: see

page: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/how-to-succeed-as-a-researcher/>

Workgroups:

1. Time compensation: responsible for work in page and subpages

of: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/time-compensatio/>

2. School reorganisation: responsible for work in page and subpages

of: <https://www.kth.se/social/group/ths-phd-chapter-boar/page/workgroups/>

eISP example:

3.4 Past and planned leaves/appointments eligible for extensions

Year	Semester	% / Day(s)	Reason	Description
2016	Autumn	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2016	Spring	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2017	Spring	5 Day(s)	Commission of trust	Board member at THS PhD student chapter
2017	Autumn	24 Day(s)	Commission of trust	Board member at THS PhD student chapter
2018	Spring	24 Day(s)	Commission of trust	Board member at THS PhD student chapter



Suggestions

To₁ To investigate and evaluate the proposed policy by THS.

To₂ delegate the responsibility of investigation and evaluation to THS Vice chair, THS head of educational influence.

To₃ To come up with an improved proposal, after investigation and evaluation for time compensation as a PM document detailing such a procedure or as within the economy policy document.

On behalf of the PhD chapter,

Tage Mohammadat

Stockholm, 11 February 2019



Discussion of Motion - THS Council 3 2018

Time Compensation for Local PhD students representatives

Background

Time compensation for how commission of trusts within the PhD chapter (Doktorandsektionen) at the school level was subject to KTH decision [Dnr. V-930-2005-0345](#) where representatives are entitled to automatic time compensation of 10 days per academic year. The introduction of [Dnr. V-2016-0451](#), which came in effect in July 2017, had a formulation with implied the abolishment of [Dnr. V-930-2005-0345](#). As such PhD student representatives at the school-level, hereby referred to as local representatives, became with no clear policy that applies to them; except for the general rule that the university should assist student influence. The situation is fragile and some representatives had got difficulties with that.

Suggestions

To₁ To task THS board, THS head of educational affairs and PhD chapter board to install a new time compensation policy that at least provide local PhD representatives with entitlement of [Dnr. V-930-2005-0345](#).

To₂ If the new policy to be installed has a budget allocation connected to it, to give the PhD chapter the right to allocate it.

On behalf of the PhD chapter,

Tage Mohammadat

Stockholm, 11 February 2019