



BESLUT

Datum för beslut:  
2023-11-19

Diarienummer:  
S-2023-1872 2.4.4

## Beslut om kompensation till doktorandrepresentanter 2024

Detta beslut har undertecknats elektroniskt.

### Beslutet

Skolchef beslutar om kompensation för doktorandrepresentation motsvarande 91,5% av en doktorandtjänst under 2024 enligt bilaga 1.

### Ärendet

Skolchef har kommit överens med doktorandrådet vid SCI om kompensation för doktorandernas förtroendeuppdrag och representation under 2024, se bilaga 1. Doktoranderna har valt att använda hela stödbeloppet för forskarutbildning från skolan till ersättning för förtroendeuppdrag och representation. Det innebär att skolan inte kommer att finansiera andra aktiviteter för doktorsprogrammen under 2024.

Revidering av beloppet kommer att ske inför 2025 och dialog om detta hålls under 2024. Vice FA har fått i uppdrag att tillsammans med en arbetsgrupp, inklusive doktorander, utvärdera kommunikationen och utbudet av doktorandkurser på skolans program för att komma med förslag till förbättring. Eventuella förslag till åtgärder som kräver finansiering belastar samma pott som doktoranders kompensation för förtroendeuppdrag/representation vilket kan innebära att utrymmet för kompensation minskar under 2025.

**Detta beslut** har fattats av skolchef Sandra Di Rocco efter föredragning av ledningsstöd Annette Grahn. Närvarande vid beslutet var administrativ chef Helene Rune.

Kungl. Tekniska högskolan

Sandra Di Rocco, skolchef vid Skolan för Teknikvetenskap

Annette Grahn, ledningsstöd vid Skolan för Teknikvetenskap

Bilaga 1: Time compensation for PhD student representation at SCI 2024

## **Sändlista**

### För åtgärd:

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### Kopia till:

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### Expeditionsdatum:

2023-11-20

## MINIMUM REPRESENTATION at SCI

As of 25th of August 2021, the schools at KTH have been tasked to develop routines for administering time compensation for doctoral students engaged in representational tasks (diarienummer V-2021-0557 2.2). Among the tasks listed is the following:

*“THS ska tillsammans med respektive skola ta fram **uppdragens omfattning**. En förutsättning för uppdragen är att varje skola har ett doktorandråd med ett antal ledamöter där fördelningen och representationen täcker in institutioner och doktorsprogram på skolan. **Uppdragens omfattning anges i procent** och ska publiceras på KTH:s intranät.”*

Time compensation has been granted in 2022 (“Diarienummer S-2021-1579, 3.6.2”). No update to the agreement was made for 2023 and the same compensation scheme as in 2022 was adopted.

It was decided that the SCI PhD council would provide insight on how to adjust the time compensation agreement for 2024. This is already in accordance with the agreement from 2021. According to the latter, however, discussions for updates were to take place already in 2022 but never did. The corrections we propose should help clear doubts about the update procedure and avoid miscommunication in the future.

Referring to document “Diarienummer S-2021-1579, 3.6.2”, we propose the following changes to Bilaga 1:

- Add a point specific to “student representation at a school level” (with comments on forums to attend and hours spent at these). See point 1.1 in “diarienummer A-2022-1496”.
- Under point 1.2.2 we propose to add details about who and when to contact for including student opinion when the head of the school is supposed to make a decision that will have an impact on PhD students of SCI.
- Add section specific to time compensation details (see point 1.5 in “diarienummer A-2022-1496”, specifically the last two paragraphs on stipendium and industry PhD students).
- Development of point 1.3.2 following the details added in “diarienummer A-2022-1496” under 1.7. Specifically, “skolan initierar processen” and “om behov av revidering av procentsatser krävs inkommer doktorandrådet med ett förslag” (as of now, it is not clear what should be done in case the PhD student council does not see a need for an update).
- Under point 1.3.3 *Forskarutbildning* more detail could be added about the revision meeting procedure (specifically about the calling to the meeting and when this should take place). See point 1.8 in “diarienummer A-2022-1496”.
- Add a new point specifying the allowed amount of extra work that a council member can perform and get compensated for on top of the agreed time compensation, and documentation needed to get the extra compensation.

## Appendix 1: Calculations of estimated workload

The estimated workload percentages for roles include two parts:

1. **Formal meetings**, including relevant multiplier (depending on the level of participation)
2. **Base percentage**, which includes workload which is difficult to quantify but expected given the role (replying to emails, reading up on issues, informal meetings with PhD students and other representatives etc.). Worktime tracking throughout 2022-2023 provides good insight into what the base percentage should look like.

## Meetings

For meeting multipliers, we used the following values depending on the level of participation:

| <b>Participation level</b>   | <b>Multiplier</b> |
|--|-------------------|
| Participating only   | 1.5               |
| Participating + presenting   | 2                 |
| Significant reading of materials<br>(e.g., recruitment/promotion meetings) | 2.5               |
| Responsible meeting organiser<br>+ presenting                              | 3                 |

The calculations behind total estimated workload for meetings only for the different roles are presented below:

| <b>Chair</b>                          |                           |                           |                                 |                                       |  |
|---------------------------------------|---------------------------|---------------------------|---------------------------------|---------------------------------------|--|
| <i>Item</i>                           | <i>Meeting length (h)</i> | <i>Meeting multiplier</i> | <i>Frequency (per semester)</i> | <i>Estimated hours (per semester)</i> | <i>Estimated workload (per semester, 866 hours) – rounded to reasonable closest half-%</i> |
| Council meetings                      | 1                         | 3                         | 5                               | 15                                    | 1.5%   |
| Board meetings                        | 1                         | 2                         | 5                               | 10                                    | 1%   |
| Skolans fakultetsnämnd (SR)           | -                         | -                         | -                               | -                                     | 3%   |
| Council progress and revision meeting | 1                         | 2                         | 1                               | 2                                     | 0.5%   |
| Council chair meetings (THS)          | 1                         | 1.5                       | 5                               | 7.5                                   | 0.5%   |
| PhD chapter meetings                  | 3                         | 2                         | 2                               | 12                                    | 1.5%   |

|              |   |   |   |   |           |
|--------------|---|---|---|---|-----------|
| <b>Total</b> | - | - | - | - | <b>8%</b> |
|--------------|---|---|---|---|-----------|

| <b>Vice-chair</b>            |                           |                           |                                 |                                       |   |
|------------------------------|---------------------------|---------------------------|---------------------------------|---------------------------------------|---|
| <i>Item</i>                  | <i>Meeting length (h)</i> | <i>Meeting multiplier</i> | <i>Frequency (per semester)</i> | <i>Estimated hours (per semester)</i> | <i>Estimated % (per semester, 866 hours) – rounded to reasonable closest half-%</i> |
| Council meetings             | 1                         | 2.5                       | 5                               | 12.5                                  | 1.5%  |
| Board meetings               | 1                         | 2                         | 5                               | 10                                    | 1%  |
| Skolans fakultetsnämnd (SR)  | -                         | -                         | -                               | -                                     | 2%  |
| Council chair meetings (THS) | 1                         | 1.5                       | 5                               | 7.5                                   | 0.5%  |
| Skolkollegium (SK)           | 2                         | 1.5                       | 2                               | 6                                     | 0.5%  |
| <b>Total</b>                 | -                         | -                         | -                               | -                                     | <b>5.5%</b>   |

| <b>PAD</b>                 |                           |                           |                                 |                                       |   |
|----------------------------|---------------------------|---------------------------|---------------------------------|---------------------------------------|---|
| <i>Item</i>                | <i>Meeting length (h)</i> | <i>Meeting multiplier</i> | <i>Frequency (per semester)</i> | <i>Estimated hours (per semester)</i> | <i>Estimated % (per semester, 866 hours) – rounded to reasonable closest half-%</i> |
| Council meetings           | 1                         | 1.5                       | 5                               | 7.5                                   | 1%  |
| Program council meetings   | 1                         | 2                         | >1                              | >2                                    | 0.5%  |
| Intro meetings for new PhD | 2                         | 2                         | 1                               | 4                                     | 0.5%  |

|                       |   |     |   |    |             |
|-----------------------|---|-----|---|----|-------------|
| students              |   |     |   |    |             |
| Institutionsrådsmöten | 2 | 1.5 | 5 | 15 | 1.5%        |
| <b>Total</b>          | - | -   | - | -  | <b>3.5%</b> |

**Event Manager**

| <i>Item</i>       | <i>Meeting length (h)</i> | <i>Meeting multiplier</i> | <i>Frequency (per semester)</i> | <i>Estimated hours (per semester)</i> | <i>Estimated % (per semester, 866 hours) – rounded to reasonable closest half-%</i> |
|-------------------|---------------------------|---------------------------|---------------------------------|---------------------------------------|---|
| Council meetings  | 1                         | 1.5                       | 5                               | 7.5                                   | 1%  |
| Board meetings    | 1                         | 2                         | 5                               | 10                                    | 1%  |
| Election meetings | 2                         | 2                         | 1                               | 4                                     | 0.5%  |
| <b>Total</b>      | -                         | -                         | -                               | -                                     | <b>2.5%</b>   |

**Webmaster/Educational Manager**

| <i>Item</i>      | <i>Meeting length (h)</i> | <i>Meeting multiplier</i> | <i>Frequency (per semester)</i> | <i>Estimated hours (per semester)</i> | <i>Estimated % (per semester, 866 hours) – rounded to reasonable closest half-%</i> |
|------------------|---------------------------|---------------------------|---------------------------------|---------------------------------------|---|
| Council meetings | 1                         | 1.5                       | 5                               | 7.5                                   | 1%  |
| Board meetings   | 1                         | 2                         | 5                               | 10                                    | 1%  |
| FA-PA meetings   | 2                         | 2                         | 2                               | 8                                     | 1%  |
| <b>Total</b>     | -                         | -                         | -                               | -                                     | <b>3%</b>   |

All in all:

| <b>Role</b> | <b>Meeting compensation</b> |
|-------------|-----------------------------|
|-------------|-----------------------------|

|                                   |                   |
|-----------------------------------|-------------------|
| Chair                             | 8%                |
| Vice-chair                        | 5.5%              |
| Event manager                     | 2.5%              |
| Webmaster/Educational manager     | 3%                |
| PAD (“programansvarig doktorand”) | 3.5% <sup>1</sup> |
| Total                             | 43.5%             |

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<sup>1</sup> Average of granted time compensation (in percentage) for years 2021-2023 per PAD is above 10%. We suggest downscaling in accordance to reported hours. Also, we suggest a flat rate for all PADs (regardless of program) because experience suggests that there are more factors than just program size that determine PAD workload (e.g., smaller programs may be more united, and the PAD approached more often).



On top of the above, there are future faculty errands to cover:

| <b><i>Future faculty representational work</i></b> |                           |                           |   |                                       |   |
|--|---------------------------|---------------------------|---|---------------------------------------|---|
| <i>Item</i>  | <i>Meeting length (h)</i> | <i>Meeting multiplier</i> | <i>Frequency<sup>2</sup> (per semester)</i> | <i>Estimated hours (per semester)</i> | <i>Estimated % (per semester, 866 hours) – rounded to reasonable closest half-%</i> |
| Recruitment meetings                               | 2+8=10                    | 2.5                       | 3   | 80                                    | 9%  |
| Promotion meetings                                 | 2                         | 2.5                       | 6   | 18                                    | 2%  |
| <b>Total</b>                                       | -                         | -                         | -   | -                                     | <b>11%</b>  |

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<sup>2</sup> Counted during a 6 month period (Jan-Jun 2023).

### Base percentage

Student representatives should be capable of performing pertinent duties outside attending meetings and preparing for these meetings. To support this, we refer to V-2021-0557:

“Förutom de formella representationsrollerna (exempelvis skolans ledningsråd eller programråd) är valberedning, diverse administrativt arbete och arrangemang av sociala evenemang viktiga för att ha ett hållbart doktorandråd på en skola. Studentrepresentationen behöver synliggöras både för att vara meningsfull (för att på riktigt representera doktoranderna), och för att kunna ha ledamöter från ett år till ett annat. Även om procentsatsen i tidsprognosen för en ledamot kan innefatta viss marginal för liknande arbete så kan det hända att uppgifter dyker upp i detta syfte som inte hade planerats för innan (”ytterligare engagemang”).”

Examples of initiatives to follow up on:

- Supporting students that approach the council for help individually.
- Getting informed on KTH policies and happenings that have an impact on PhD students (JML).
- Assisting in course development (JML courses, Sustainable development, etc).
- Non-scheduled student representation duties (e.g., head of department committee contribution, RAE workshop, etc.).
- Developing outreach media (Newsletter, online information, posters, etc.).
- Distributing information to PhD students and student sub-groups.
- Making sure communication reaches students.
- Developing means to understand student status at KTH (survey outline and analysis).
- Encouraging student representation.
- Complete organization of events for students.
- Handover documentation development.
- Updating council structure and organization.
- Recruitment.

The above points are to some extent relevant for all council members. Some points are more relevant for some members (PADs vs. board).

For the base percentage, experience tells that the below has been appropriate during 2022-2023 for supporting council activity:

| <b>Role</b>         | <b>Base percentages</b> |
|---------------------|-------------------------|
| Chair               | 7%                      |
| Vice-chair          | 5%                      |
| Educational manager | 3%                      |
| Events manager      | 5%                      |
| Webmaster           | 2%                      |

|                                   |                 |
|-----------------------------------|-----------------|
| PAD (“programansvarig doktorand”) | 5% <sup>3</sup> |
| Total                             | 57%             |

We do not believe providing less than the below would be beneficial:

| <b>Role</b>                       | <b>Base percentages</b>   |
|-----------------------------------|---|
| Chair                             | 4%  |
| Vice-chair                        | 2%  |
| Event manager                     | 3.5% (considering the few events organized by the school itself, reducing this further would undermine the availability of events for SCI PhD students) |
| Webmaster/Educational manager     | 3%  |
| PAD (“programansvarig doktorand”) | 3.5% <sup>4</sup>   |
| Total                             | 36%   |

All percentages together:

Meetings (43.5%) + FF (11%) + base (37%) = 91.5%

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<sup>3</sup> Average of granted time compensation (in percentage) for years 2021-2023 per PAD is above 10%. We suggest downscaling in accordance to reported hours. Also, we suggest a flat rate for all PADs (regardless of program) because experience suggests that there are more factors than just program size that determine PAD workload (e.g., smaller programs may be more united, and the PAD approached more often).

<sup>4</sup> Average of granted time compensation (in percentage) for years 2021-2023 per PAD is above 10%. We suggest downscaling in accordance to reported hours. Also, we suggest a flat rate for all PADs (regardless of program) because experience suggests that there are more factors than just program size that determine PAD workload (e.g., smaller programs may be more united, and the PAD approached more often).

# KTH internt beslut med e-signatur: S-2023-1872










## 2.4.4 Beslut om kompensation till doktorandrepresentanter 2024

Slutgiltig revideringsrapport

2023-11-20

|                  |  |
|------------------|--|
| Skapad:          | 2023-11-17 (Centraleuropeisk tid)            |
| Av:              | Annette Grahn (annetteg@kth.se)              |
| Status:          | Signerat                                     |
| Transaktions-ID: | CBJCHBCAABAAzKK8Si7hYKkHejvTPCxukhQeBtlvYYQO |

### ”KTH internt beslut med e-signatur: S-2023-1872 2.4.4 Beslut om kompensation till doktorandrepresentanter 2024” – historik

-  Dokumentet skapades av Annette Grahn (annetteg@kth.se)  
2023-11-17 - 15:22:31 GMT+1
-  Dokumentet skickades med e-post till Annette Grahn (annetteg@kth.se) för signering  
2023-11-17 - 15:22:38 GMT+1
-  Dokumentet har e-signerats av Annette Grahn (annetteg@kth.se)  
Signaturdatum: 2023-11-17 - 15:24:02 GMT+1 – Tidskälla: server
-  Dokumentet skickades med e-post till Sandra Di Rocco (dirocco@kth.se) för signering  
2023-11-17 - 15:24:03 GMT+1
-  E-postmeddelandet har visats av Sandra Di Rocco (dirocco@kth.se)  
2023-11-18 - 02:49:57 GMT+1
-  Dokumentet har e-signerats av Sandra Di Rocco (dirocco@kth.se)  
Signaturdatum: 2023-11-19 - 19:19:00 GMT+1 – Tidskälla: server
-  Dokumentet skickades med e-post till Annette Grahn (annetteg@kth.se) för ifyllnad  
2023-11-19 - 19:19:01 GMT+1
-  E-postmeddelandet har visats av Annette Grahn (annetteg@kth.se)  
2023-11-19 - 19:46:34 GMT+1
-  Formuläret har fyllts i av Annette Grahn (annetteg@kth.se)  
Datum för ifyllnad av formulär: 2023-11-20 - 09:26:14 GMT+1 - Tidskälla: server



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