

Minutes DS Board Meeting :#HT15-3, 2015-12-01

Date: 2015-12-01, 14:00 - 17:00

Location: Direktorn D209, MC2 Bulding CTH

Attachments : List of Participants

#1 Opening of the meeting

The meeting was declared open.

#2 Election of meeting officials

Elected members are

- Chairman –Oskar Thulin
- Secretary –Ceena Joseph
- Adopt the minutes –Alberto Alamia

#3 Approval of agenda

The agenda was approved.

#4 Meeting notice in due order

The meeting notice and agenda were sent out in due order

#5 Minutes from previous meeting

There are no comments to the minutes from the previous meeting

#6 DOMB recruitment

Oskar and Ragnar updated the board on the matter of DOMB recruitment. The prioritized candidate has verbally accepted the position but is yet to sign the contract. The candidate is likely to take over by mid December 2015. Once the contract is signed, official information will be communicated to the prefects and the representatives in the research education council. Furthermore, the information will also be made available on Chalmers Insidan, in a future newsletter and on DS' homepage.

#7 Financial and economic update

Information from Maria on economic situation remains same as discussed in the previous meeting.

#8 Upcoming General Assembly

The yearly report is drafted and will be finalized and sent to everyone by Thursday 10th December 2015.

An auditor is needed for the activity year 2015/2016. It was suggested to ask the old auditor to continue the next term since he is now familiar with the tasks.

The Applied and Fundamental Physics departments will merge in the end of December. Ronja announced that she will step down as a representative in connection with the merge. Virginia will then continue as a representative, she will be representing the new Physics department.

Representation from applied information technology department is still lacking. Actions have been taken to assess this but it is likely that no representative will be available.

#9 Doctoral student portal

Oskar informed about the development campaign for the IT systems at Chalmers. The board was positive towards the idea of a doctoral student portal. A proposal will be discussed further via the board's communication channels before sent to Chalmers centrally.

#10 Key Topics from the committees

1. AJK – Onur

Next AJK meeting will be taking place the 4th of December, hence nothing to report on.

It was decided to review possible questions to include in the next employee survey that could answer better on the situation of the doctoral students at Chalmers. This will be focused on the doctoral student specific questions since it would require an extensive effort to change the generic questions. SCB sent out a survey on behalf of UKÄ that will be reviewed in this work to find appropriate questions. Maria also had questions that should be considered in the work of deciding on the final set of questions. The activity will be led by Onur that will put forward a suggestion on the set of questions to the board.

Industrial PhD students are currently not able to participate in the employee survey. It was discussed that these doctoral students' views should be known by the Chalmers management

It was also concluded that there exist no requirement for PhD students on the number of publications from Chalmers. It might however exist requirements at individual research schools. This information was decided to be made available under the FAQ tab on the DS homepage.

2. Chalmers AB Board - Oskar

No Updates. Next meeting coming up later this month.

3. CHARM - Ceena

Everything is in due order for CHARM on 2nd and 3rd Feb. Yet to know more on the “Science corner” from the CHARM representatives. It was decided that fruit is going to be offered instead of candy at the Chalmers booth during the CHARM event.

4. CKI - Alberto

The committee is currently working towards the undergraduate education. Next meeting will be taking place in the middle of December. The committee has planned to cover the postgraduate education going forward.

5. DS Homepage - Fatemeh

The DS logo needs to be exchanged in a few more places. Suggestions for the FAQ sections should be posted on slack and discussed within 2 weeks time.

6. FUN - Oskar

A new document has been made public on guidelines for successful supervision.

The procedure for submitting the kappa of the PhD dissertation has been improved. The approval for

publication in CPL can now be submitted online.

The working group looking into an IT system for ISP has continued to assess the alternatives. The working group will soon present their view on the matter.

The DS representatives expressed to the meeting participants that DS thinks that all members of the department PhD student councils should get department duty hours for their involvement in making the PhD education better at the departments.

7. Introduction day - Elke

The introduction day was good and highly appreciated. However, the whole programme including both the introduction day event and the lunch seminar on Working in Sweden was long. The amount of the information could be a lot to take in. Nevertheless, it was argued that the pros, including the chance to get the introduction day participants to stay for the seminar, outweighs the cons. Next is due in April next year.

8. Investigation of departmental duty - Naghmeh

Nothing to report.

9. Library council and Repub - Ragnar

CPL – The digital approval of the kappa was also mentioned in this council

10. Newsletter - Sankar

Next newsletter is planned in Feb 2016. The date will be finalized by mid Jan 2016.

11. PhD satisfaction

No update.

12. Research foundation – Matteo/Naga

No update.

13. Research misconduct - Matteo

No update.

14. SACO and wage negotiations – Jonas

The wage negotiations are now settled and it has been officially announced on insidan. The wage increase was agreed to be 2.5% increase and will be effective from May 2016

15. SFS-DK – Maria

Maria expressed her interest to continue her representation in SFS-DK. This council is lacking members and has plans to advertise for more members. It is also possible for other Chalmers doctoral students to apply. However, they would in that case not be representatives on DS.

SFS-DK website will soon be in English as well.

16. Social activities

Nothing to report.

17. Supervisor of the year

17 nominations had been received by the end of extended deadline on 29th of Nov 2015. The selection process is ongoing.

It was discussed how to handle the case of nominated supervisors that are supervising doctoral students on the board of DS. It was decided that such nominations would not automatically be disqualified on the basis of challenge. However, if a supervised doctoral student also is directly involved in the selection process this have to imply that the supervisor nomination would have to be disqualified on the basis of challenge (this implies members of the Supervisor of the Year working group as well as the chair. It can be noted that no nomination if this type exists at this point. Nevertheless, the principle could be noted in the Best Practice document of the working group.). The Supervisor of the Year working group will be conducting interviews with doctoral students that are supervised by the nominated candidates. Doctoral students from the board of DS will not be among the interviewed doctoral students. Such doctoral students also have to declare a conflict of interest when the board is making the final decision on the Supervisor of the Year.

#11 Actions from last meeting

Actions are included in the next page.

12 Others

- The new DOMB met the board members at the end of the meeting.

#13 Closign of the meeting

The meeting was closed by the chair.

Chairman:

Oskar Thulin



Secretary :

Ceena Joseph



Sealer of minutes:

Alberto Alamia



TASKS from last meeting:



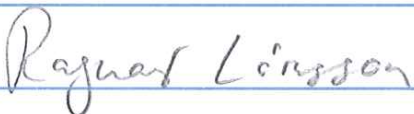


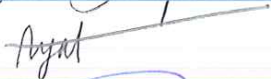


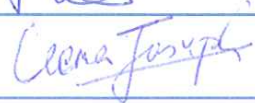


A recommendation will be written by DS on that work for local councils should be counted as departmental work.	Oskar	Done.
Fill in Time records.	All	In December.
Common plan for the activities.	PhD satisfaction	
Bring Newsletter items into FAQ.	Fatemeh	In progress.
Texts for different committees.	All	Not done.
For SFS-DK: Contact list to PhD-councils at other Universities.	Maria	Done.
Lunch seminar on working in Sweden.	Jonas, Elke	Done.
GA minutes missing.	Virginia	Found.
Keep the budgeted time.	All	
Upload PhD satisfaction application to SU on Box.	Virginia	
Apply for SU funds.	Departmental duty	
Sent in times on DOMB recruitment.	DOMB recruitment group	A preliminary report has been sent.
Adjust PoO.	Toni	Oskar took care of the adjustments.
Q&A on homepage: sent input to Fatemeh.	All	
Set deadline for newsletter.	Sankar	Done.
Sent email address of responsible for department newsletter to Ceena.	All	Done.

Tasks going forward:

Fill in Time records.	All	In December.
Common plan for the activities.	PhD satisfaction	
Bring Newsletter items into FAQ.	Fatemeh	In progress.
Texts for different committees.	All	Not done.
GA minutes missing.	Virginia	Search in progress.
Keep the budgeted time.	All	
Upload PhD satisfaction application to SU on Box.	Virginia	
Apply for SU funds.	Departmental duty	
Share proposal for Doctoral student portal that later will be sent to Chalmers.	Oskar	Done.
Announce the new DOMB.	Ragnar and Oskar	
Comment on the proposal of FAQ in two weeks.	All	
Ask Amirreza Movaghar to continue as auditor.	Oskar	Done, wants to continue.
Propose a set of doctoral student questions to be included in the next employee survey to the board.	Onur	
Add that no requirement exist on the number of publications for PhD students from Chalmers centrally to the FAQ.	Fatemeh	
Finalize the date of the newsletter in mid January.	Sankar	

Attendance list

DS Board Meeting #HT15-~~3~~^{12.2}, 2015-~~03-04~~

Name	Department	Signature
Oskar Thulin	AM	
Maria Ekström	MC2	
Ragnar Larusson	AM	
Virgina Claudio	AP	
Elke Miedema	A	
Linnea Qvirist	B	
Toni Gutknecht	K	
Jonas Sundell	CEE	
Fatemeh Ayatollahi	CSE	
Alberto Alamia	EE	
Ronja Thies	FP	
Ceena Joseph	MMT	
Matteo Molteini	MV	
Onur Kaya	PPD	
Sankar Menon Cherubala	SMT	
Naga Vishnukanth Irukulapati	S2	
Naghmeh Taghavi Nejad	TME	