

## MC2 PhD council minutes - 2024/10/13

**Time:** 12h00

**Place:** C511

**Present:** Nuria, Achintya, Zeidan, Isak, Ragnar, Hanna, Joey, Shahrzad, Lucian, Lakshminarayan

### Election of meeting officials

- Chair: Nuria
- Secretary: Achintya
- Adopt the minutes: Isak

2. **Approval of the agenda:** Yes

3. **Meeting notice in due order:** Yes

### 4. Task handover and new members introduction

- Lakshminarayan is considering representing Photonics at the Council
- Lucian is representing the MEL division and is also a member of the DS Work Environment Committee

### 5. Updates from boards and committees

- The executive board (Ledningsgruppen, LG) – Zeidan
  - Board consists of all heads of division, dept head, HR, finance head, and PhD rep that meet monthly to discuss department-level issues
  - Someone in LG asked when the new department duty reporting sheet would be available. It is now ready, and Isak has made it available on the Chalmers Intranet.
  - Some PhD students/postdocs have felt that they are forced to take out vacation towards the end of their contract. The board was not happy to hear this, and the HR rep informed that the PI has no financial benefit from forcing their employees to take out their vacation days.
  - Statutory holiday is 20 days, and the employee needs to take it over the course of a year. You are allowed to save other vacation days, but not more than 30. These saved days can be taken out as vacation pay on your final salary. It is important to point out that this does not mean any cost to the project or the department, whatever the employee chooses to do with their vacation days. If you want to know more about how this works, contact the admin/finance representative at the division level. Also, if you take a vacation day and you are at work, you are not insured. If a PhD student is sick, absence should be reported as sick leave and not vacation since it can be used to extend the contract.
  - This vacation information needs to be posted on the Council website.

- We also need to inquire with HR regarding where the money for an employee's vacation period comes from.
- If you are sick on the weekend, you should also be reported, which can be used to extend the contract (Joey can confirm this).
- The department's advisory board (Institutionsrådet) –Isak Lyngfelt
  - The advisory board reports to the head of the department and consists of people from the industry, cleanroom, PhD representative, etc.
  - The first meeting with Maria Messing was quite positive. She is 95% at Chalmers and 5% still in Lund. Of Chalmers, she spends 80% of her time as the department head and 20% as a researcher.
  - She sees the office spacing problem as a major issue. She will investigate how much money we have for this, and if more money is required, then Maria will talk to the President.
  - Four of the seven divisions are changing their division head (line manager). AQP, QDP, and two others.
  - Maria wants to see a decentralization of this role to reduce the burden on the line manager, but the divisions should also be more proactive with their leadership.
  - Prospects of teaching:
    - \* MC2 does not engage actively in Chalmers education but more in research
    - \* There is no centralized system for courses at MC2. The Physics department is a good source of inspiration for such a structure.
    - \* The PhD students and professors need to teach courses across departments outside MC2.
- Chalmers PhD student Guild (Doktorandsektionen, DS) – Sherry Damercheli
  - Lucian is with the work environment committee. It involves problems with work pertaining to all Chalmers students, such as delinking licentiate and salary raises.
  - Sherry is a member of the research education committee and currently working on the Supervisor of the Year award. The announcement for this shall be made public soon.
- The association of graduate students in Physics (Föreningen för Forskarstuderande i Fysik, FFF) – Malte Dornieden
  - No updates
- Equality group (Jämställdhetsgruppen, Jägr) – Sherry Damercheli
  - No major updates from Equality
  - Meeting on 18<sup>th</sup> Nov regarding the plan for 2025.
  - Talks of having Bystander Intervention workshops with Tatum
- Dr Genie – Achintya Paradkar
  - New working groups to be formed for more representation and events
  - Planning a flagship event with a keynote speaker, panel, and workshop
  - Achintya is in talks with Redlocker to arrange for installing tampon dispensers at MC2
  - Achintya has shared the Voice It Out survey results with HR, but she hasn't had the chance to share them with Maria Messing.
  - Achintya will coordinate with Lovisa for a GENIE newsletter coverage.

## 6. Other issues

- Department Day – Everyone
  - The DEI Officer presented the Equality initiative at Chalmers, its legal provisions, and its importance. She highlighted its significance in terms of scientific progress and human dignity.
  - In the future, it would be beneficial to state the motivation for such DEI activities at the start to emphasize its significance and impact.
- TRC – Joey, Achintya, Ariadna
  - The TRC is a three-person committee formed every two years.
  - The TRC has held vastly different criteria for different students.
  - The information on the TRC procedure is available on the Intranet: <https://intranet.chalmers.se/en/tools-support/doctoral-studies-support/doctoral-thesis-defence/mc2-thesis-review-committee-trc/>
  - However, the evaluation criteria are still not clear. Joey will reach out to the department head to gather more information.
  - In the future, these TRC guidelines can be considered during the first ISP meetings.
  - TRC Feedback from outgoing students:
    - \* Joey has reached out to most of the outgoing students of QTL.
    - \* Ariadna has done this for outgoing students of AQP.
    - \* Martin still needs to be contacted (industrial PhD).
    - \* Outgoing students of other divisions still need to be contacted by other members of the Council.
    - \* Joey has created an Excel sheet in OneDrive to collate all feedback.
    - \* Ragnar, Hanna, and Nuria will do the same in their divisions
- Department Duties Report – Isak
  - Maria agreed to have a standard template for all students.
  - The Excel will be made available on the Council website
  - The official template is now available on the intranet.
  - Zeidan will inform LG that it is now available on the intranet.
- Social Media Updates
  - No updates
- Internal communication – Everyone
  - People preferred Teams for its integration with Outlook and OneDrive.
  - Nuria/Achintya will create a new Teams workspace and send invites.

## 7. Actions to take until the next meeting.

- **Achintya/Nuria:** set up a new Teams workspace and invite Council members.
- **Achintya:** contact Lovisa for newsletter coverage of GENIE and Sara for a follow-up on the Voice It Out survey.
- **Nuria:** gather TRC feedback from QDP outgoing students.
- **Hanna:** add the vacation policy and the department duties reporting Excel on the PhD Council website. Gather TRC feedback from EMSL outgoing students.
- **Zeidan:** ask HR about the funding source for employees' vacation periods. Inform LG that the Department duties reporting doc is on the intranet.

- **Joey:** confirm the procedure for reporting sickness on weekends. Obtain detailed TRC evaluation criteria from the department head.
- **Sherry:** propose a Bystander Intervention workshop for 2025 in the next Equality group meeting.
- **Ragnar:** gather TRC feedback from MEL outgoing students.

8. **Next meeting:** 10<sup>th</sup> December 2024 12:00-13:00

9. **Closing of the meeting**