

Minutes for the board meeting

- Date: Wednesday, 18th of January 2023
- Time: 18:00 – 21:00
- Location: **Biomedicum, B0313** and **Zoom**
- Acronyms: DSA: The Doctoral Students' Association, MF: Medicinska Föreningen, DO: Doctoral ombudsperson, FuM: MF Council (Fullmäktige), KI: Karolinska Institutet, KF: Committee for Research, KFU: Committee for Doctoral Education, KPK: Course and Programme Committee, CSTP: Clinical Scientist Training Program, SFS: Sweden's United Student Unions, SFS-DK: SFS doctoral committee, SSCO: Stockholm Student Union's Central Organization, AGM: Annual General Meeting
- Present: Manouk Verhoeven; Fredrika Hellgren; Niels Krämer; Sviatlana Sukhanava; Ioanna Tsea; Luca Love; Osheen Sharma (via Zoom); Sara Abu Ajamieh; Linnea Påvénius; Jelena Misic
- Board: Manouk Verhoeven; Fredrika Hellgren; Niels Krämer; Sviatlana Sukhanava; Ioanna Tsea; Luca Love; Osheen Sharma; Sara Abu Ajamieh; Linnea Påvénius; Jelena Misic
- Others: Yaroslav Kaminskiy, Axel Winroth, Madeleine Lehander, Vilma Alanko, Petar Mitev, Laurène Adam, Daniel Söderberg, Julia Kinsolving, Laura Covill (via Zoom) and Lara Sweetapple (via Zoom)

Formalia

- F1 Opening of meeting: **18:07**
- F2 Proper proclamation of the meeting: **Yes**
- F3 Appointment of person to preside the meeting: **Manouk Verhoeven**
- F4 Appointment of person to write the minutes: **Niels Krämer**
- F5 Appointment of person to sign the minutes: Sara Abu Ajamieh. She unfortunately resigned after the meeting, therefore Fredrika Hellgren (Vice Chairperson) has signed these minutes.
- F6 Reported absences: **No reported absences**
- F7 Previous protocols: **No previous protocols**
- F8 Approval of the current agenda: **Yes**
- F9 Verbalization of the decisions per capsulam: **None**

Explanation about board meetings (max 15 min)

- E1 Board meeting structure, voting procedures in DSA, other formalia. (15 minutes)
Presenter: Manouk Verhoeven

Manouk explains the structure of the board meetings and the way the DSA operates. All information can be found in the [regulations of MF and the DSA](#).

Reports from Student Representatives (max 45 minutes)

- R1 Ombudsperson

No reports from the ombudsperson. From previous conversations with the student and doctoral ombudspersons (SDOs) it's clear that people are reaching out and that the number of people reaching out is increasing. The SDOs are working on a report for 2022 and that will clarify where the increase in people (visibility of the SDOs, etc.) comes from.

- R2 DSA Chairperson

Manouk has started up the regular meetings with KI leadership again. Manouk and Fredrika meet with Robert Harris, Ingeborg van der Ploeg and Lena Atterwal, and with MF's president (Lovisa Hagenfeldt) and vice president (Elin Tornqvist) during these meetings. We briefly discussed the Chinese scholarships and KI pausing taking in new students through this program. All students and other

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parties involved have been informed regarding the currently running program. Recurring topics are KI's work culture and the mental health of the student population. If there are issues that participants of DSA board meetings wish to be discussed in these meetings, they can voice this and we will take it under consideration.

R3 DSA Workgroups

The workgroups have not started up for 2022 yet. As such, there are no reports.

R4 PhD Conference

Yaroslav reports that the financing will go through one department. The financial application is approved. 300,000 SEK can be used for the conference and the speaker fees. The conference will be held at Grand Hotel Saltsjöbaden, from 29th-30th of May. The organizing committee is currently negotiating with potential sponsors. A flyer with sponsorship packages is being made. The organizers are in the process of contacting speakers, but this also depends on potential extra funds via the sponsorships. Yaroslav mentioned that he did not get a reply from the business committee at MF. Manouk will take this up.

R5 The Senate (Konsistoriet)

Nothing to report.

R6 Faculty Board (Fakultetsnämnden)

Nothing to report.

R7 Committee for Doctoral Education (KFU)

The next meeting of KFU is early February. In December, KFU ran through the ISP system. There won't be any big changes. There is a biannual evaluation of the ISP system and people can give input to KFU in either August or January. This will then be brought up during the meeting. KFU has also decided that every PhD student should do a reflection on their learning outcomes prior to defending. The precise way in which this will be done, will be decided upon later.

R8 Committee for Research (KF)

Nothing to report. There is also no representative at KF.

R9 Medicinska Föreningen (MF) and Fullmäktige (FuM)

Generally, the DSA has a good relationship with MF at the moment. FuM has had its first meeting, which was the audit of operations of 2021 and the election for the central representatives. The meeting consisted almost solely on the audit, as there was a lot of critique on the way MF was run last year. As such, the election was rushed through at the end. All of the positions the DSA nominated, got elected. All of the positions were elected as they were nominated. DSA got all of their candidates. Lots of people from the medical student's section (LASK) applied, but as this is MF's biggest section that's logical. The central budget and the DSA budget for 2023 was also passed.

R10 Other boards, and committees

Nothing to report here.

Information and discussion points (max 60 min)

I1 OneDrive and MF IT changes. (5 minutes)

Presenter: Niels Krämer

MF has moved to two-factor authentication, though this is not working properly yet. Until this has been remedied, all board members will be added to the DSA OneDrive using their KI-email addresses. In this way we will use KI's two-factor authentication, and it should be secure.

I2 Workgroup budget account. (5 minutes)

Presenter: Sviatlana Sukhanava

Each DSA workgroup has separate meetings, independently of the board meetings. There is budget for fika bread during these meetings; 4.000 SEK/year from budget account 6790. This means that every workgroup has 800 SEK/year to spend on the meetings.

I3 Gothenburg University external audit. (10 minutes)

Presenter: Manouk Verhoeven

Gothenburg university's doctoral student association reached out saying they are looking for students from other universities interested in acting as external auditors for their operations. This entails an in-person trip to Gothenburg, with all expenses paid. The DSA will do PR and recruit one or more people to do this. The audit will take three full days in total. This includes preparatory work, on site days with interviews and inspections, and compiling a written report and giving verbal comments. Compensation will be 6,000 SEK. The DSA will work together with the doctoral student association of Lund University (MED - Medicinska Doktorandrådet), meaning that there will be 3 doctoral students per university partaking. The on-site days will be held sometime in May, but are different for the different institutes. We will advertise this once it's fully clear. There was some interest in the room and the information will thus be shared during the board meetings too.

I4 Availability of DSA minutes on the website. (10 minutes)

Presenter: Manouk Verhoeven

To increase transparency toward the student body, we propose to post the agenda for the meetings and the finalized meeting minutes to the DSA website after meetings. This will be the responsibility of the secretary, in collaboration with the PR workgroup for posting to the website.

There was a discussion about whether this was desirable. In the context of transparency towards members how the DSA works, it is desirable. Generally, the

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minutes don't contain sensitive information. However, sometimes input for future meetings (of KFU for example) are discussed and this should be confidential. The option of having a public version of the minutes that is slightly modified has been discussed, but as this would defeat the purpose of transparency, this will not be done. Ultimately, we agreed that the minutes will be made public and that during meetings, people can notify the secretary that information is potentially sensitive. This person will then be included in the emails before the minutes are signed, ensuring the correct wording of their points.

I5 Immigration law and PhD students. (5 minutes)

Presenter: Fredrika Hellgren

Fredrika gives a recap of what the DSA did with regards to the new immigration law in 2022. There is no new information. An exception for academia has not been legislated for yet. Manouk will plan a talk with the chairperson of KTH's doctoral student association as he worked a lot on this topic last year. Moreover, this topic is also on the agenda of the national student association, so we will be in contact with them too. We want to have a responsible board member that keeps track about how this situation develops. SULF has also recently appointed someone that works on these matters, and they could be a great resource for potential seminars about the immigration law and doing a PhD in Sweden. **The board appoints Jelena to keep track of the immigration law (no against-vote registered)**, and Manouk will put her into contact with the chairperson of the doctoral student association of KTH.

I6 Teaching platform. (15 minutes)

Presenter: Luca Love

Students want to teach, but it is sometimes difficult to get involved. Currently, all departments are responsible for their own teaching and some departments do more than others. As such, there will be a central system that will put PhD students in contact with teachers that need help during their courses. The doctoral education workgroup has had a meeting about the teaching platform that might enable PhD students to be more involved in undergraduate teaching. The teaching platform will probably be incorporated into RIMS, a system that will be implemented KI-wide to link different databases together. The system is not designed for coupling teachers and PhD students and thus needs to be adapted for this.

The doctoral education workgroup will attend meetings about the implementation of the teaching platform inside of RIMS. Jonas Molander (the responsible person) will go past teachers to see how best to do this. The next meeting is not yet planned but will happen within a month. Once the platform is running, all teaching at KI will go through this platform. All PIs must use RIMS anyway and they're requesting its implementation as well, so this will probably not lead to problems with teaching. Teaching will remain a credit-bearing activity. The implementation of the teaching platform should be advertised well in advance. A test version will be rolled out in April, actual KI-wide roll-out is scheduled for September.

I7 Credit for online conferences. (10 minutes)
Presenter: Luca Love

During the pandemic, PhD students were able to (also) claim credits for participation and presentation of their research at online international conferences. With the pandemic having entered a less-acute phase, the continuation of this policy will be discussed at the next KFU meeting (3rd of February). During the previous KFU meeting, there has not been a decision, as there was a long, inconclusive discussion after student the student representatives had argued the policy should be continued. As such, the KFU members now ask for input. One of the main reasons of mandating in person conferences, is the fact that supervisors might not let their (clinical) PhD students attend in person conferences as these could clash with other work. Environmental reasons could be a reason to continue the policy of receiving credit for participation in online international conferences. Moreover, it might also be better suited for some people's life situation. Currently there is the option of having two international conferences as credit-bearing activities in the ISP. There is the option of mandating that the first needs to be in person and that the second one could also be online. There is a clear majority in favor (no against "votes") of the option of doing the second conference online. The majority is smaller (some against "votes") for mandating that the first conference is in person.

This discussion brings up a problem with some decision points during meetings of other organs, namely that there is no time for gathering information on the wishes of the student population if something was not intended as a big discussion. Tabling decision points when extra information is needed is always a good option. Since this is the beginning of the year, it might be a good idea to discuss how the different KI bodies hold their meetings. The representatives can discuss this in their respective bodies.

Election points (max 30 min)

E1 Election of one new board member to fill vacant spot (30 min)
Presenter: Manouk Verhoeven

There were two candidates for the vacant board position. Axel Winroth presents himself and answers some questions about his reason for applying/availability. Virginia Kuwah Kaydor is absent and hasn't notified the board. Manouk reads out her application. **The board voted to elect Axel Winroth as board member (no against-votes).** Axel has thus joined the board and has voting rights from this point onwards.

Break from 19:07 – 19:29 Daniel Söderberg left during the break.

Decision points (max 30 min)

D1 Assignment of workgroup managers for 2023 (15 min)
Presenter: Fredrika Hellgren

Fredrika explains the positions of the different workgroup managers. Ioanna and Sara mention they want to establish a subdivision in the PR workgroup: the blogging group. As such, it might be good that there is someone who's responsible for this subdivision. There was a discussion whether it's desirable

to split the responsibility over two people as this can make it unclear who does what and who to reach out to. This feeds back into a discussion about the workgroups from last year too, when it was decided that there would only be one responsible person per workgroup. We could table a discussion about how the DSA works to a next meeting, but for now there will only be one workgroup manager for the PR workgroup.

With regards to the student representation workgroup manager, Manouk proposes that she, Fredrika and the previous workgroup manager will straighten things out before the responsibilities move on to the new workgroup manager. This includes solving the uncertainty about the nominated/elected positions that are decided upon at MF centrally. This is especially important as we're working on time compensation for the elected positions this year.

The workgroup managers are thus decided upon as follows (with no against-votes):

- a. Student Representation – Manouk will take care of this for now, and Osheen will be the official workgroup manager. They will work together in the beginning and Osheen will take over after the initial period.
- b. Welfare and Health – Jelena
- c. PR – Ioanna
- d. Doctoral Education - Luca
- e. Social Events – Linnéa

D2 Decision on a workshop for local student representatives 24th of January. (5 min)

Presenter: Manouk Verhoeven

- See *Budget proposal studentrep workshop Jan 2023* for more information.

2,000 SEK will be allocated to the local student representative workshop on the 24th of January. **This budget proposal is approved (with no against-votes).** Tomato.

A different meeting for the central student representative positions will be held at a later point in time.

D3 Decision on a DSA social gathering (separate from board meetings) in January or early February (5 minutes)

Presenter: Fredrika Hellgren

The decision for a social gathering is given to the Social Activities Workgroup.

D4 Decision on postponed yoga session from last year (5 min)

Presenter: Fredrika Hellgren

- See *Budget proposal postponed yoga sessions 2022* for more information.

Last year DSA had planned two planned yoga sessions in late December which got very low sign-ups. As such, these were rescheduled for January/February this year. Since this is a new financial year, the board has to reallocate the money.

This budget proposal is approved (with no against-votes).

D5 Decision on student representatives (5 min)

Presenter: Manouk Verhoeven

There are still unfilled local student representative positions. Moreover, during the year some changes in representatives are also necessary. The managerial team could elect people that apply, to free up time in the board meetings. Their decisions will be in the minutes in the *per capsulum* decisions. On bigger positions the MT will move the election it to the DSA board meeting. What big positions are, will be decided by the MT.

The MT can elect unfilled local student representative positions (with no against-votes).

Open discussion (max 15 min)

O1 **Meetings**

The DSA board meetings for 2023 are planned. They will be on the following dates, from 18:00-21:00:

- Thursday the 16th of February
- Thursday the 16th of March
- Thursday the 13th of April
- Thursday the 11th of May
- Tuesday the 13th of June
- Thursday the 7th of September
- (Saturday the 7th of October - GM)
- Thursday the 19th of October
- Thursday the 9th of November
- Thursday the 7th of December

O2 **KPK**

The people that were nominated for the Course and Programme committee during the general meeting in October, should have been elected instead. The suggestion is to now elect both Jelena Misic and Shayida Maimaiti for KPK. As Jelena is also

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on the DSA board now, she retracts her application. As such, **the board votes to elect only Shayida to KPK (with no against-votes)**.

O3 **Hidden word in the minutes**

A hidden word will be added to the minutes. Board members have to send this to the secretary before the next meeting. The person who has done this the most, will get a prize at the end of the year. The minutes will be written in the week after a board meeting. Then there is a week to sign them. The signed minutes will be send out with the call to the meeting.

End of meeting : 20:24

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