

Minutes of the board meeting

Date: Thursday, 16th of March 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

Board: Manouk Verhoeven; Fredrika Hellgren; Niels Krämer, Sviatlana Sukhanava, Ioanna Tsea; Luca Love, Osheen Sharma, Linnea Påvénius, Jelena Mistic, Axel Winroth

Present: Manouk Verhoeven; Fredrika Hellgren; Niels Krämer, Sviatlana Sukhanava, Ioanna Tsea; Luca Love, Osheen Sharma, Linnea Påvénius, Jelena Mistic, Axel Winroth

Others in person: Madeleine Lehander, Daniel Söderberg (later)

Others via Zoom: Marlene Ek, Leonie Seidel, Vilma Alanko, Jing Xu

Formalia

- F1 Opening of meeting: **18:00**
- F2 Proper proclamation of the meeting: **Yes**
- F3 Appointment of person to preside the meeting: **Manouk Verhoeven**
and if necessary **Fredrika Hellgren**
- F4 Appointment of person to write the minutes: **Niels Krämer**
- F5 Appointment of person to sign the minutes: **Ioanna Tsea**
- F6 Reported absences: **None**
- F7 Previous protocols: **Minutes for DSA board meetings on the 16th of February**
- F8 Approval of the current agenda: **Approved.**
- F9 Verbalization of the decisions per capsulam: **None**

Reports from Student Representatives

R1 Ombudsperson

Manouk mentions that the ombudspersoner are currently at a conference they are hosting. Their work is progressing well. They won't often be at the DSA board meetings, but Manouk speaks to them regularly.

R2 KI careers

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R3 DSA Chairperson

Manouk has been interviewed regarding language choices at KI, specifically whether to use Swedish and/or English, and what needs to be translated. In the future, there will be a guideline regarding language usage. A workgroup will work on this guideline and there should be a student representative in there. If someone is interested, they can contact URO. It's currently unclear whether this student representative must be able to speak Swedish, if anyone is interested, they can contact URO regarding this.

R4 DSA Workgroups

a. Doctoral Education (Luca)

The workgroup has organized one more 'Work more effectively' seminar. Nine people turned up. They enjoyed the seminar. The next seminar will be held on the 16th of April, in Flemingsberg.

Dedication, Diversity, Development

The development of the new teaching platform is progressing well. The developers currently have lots of contact with teachers for their input. They will contact the workgroup again whenever they need more/new input from students.

With regards to the mentoring platform, individual PhD students cannot be contacted as this would breach the GDPR. This will hopefully be solved in one way or another.

Luca, Fredrika and Manouk are working on a presentation to give to the different research schools during their mandatory introductions. This presentation will hopefully help in reaching more clinical PhD students.

b. Student Representation (Osheen)

Osheen will join URO to give them updates from the DSA. The central representatives got an email saying they also needed to go to the URO meetings. This seems a little strange as the compensation for the central positions is paid by KI and not MF. Manouk will check whether this is actually true. As it stands, Osheen will go to URO alone.

Manouk, Osheen and Fredrika have discussed who takes care of the list with the different student representative positions. Manouk has done so up until now, and Osheen will take over tomorrow.

c. Social Events (Linnéa)

Linnéa is organizing a board After Work. The Winter Hike has been held last weekend and the next one is planned on Saturday the 1st of April. KIPA also has a hike that day, so they could potentially be combined.

A summer party might be organized with KIPA, hopefully at the end of the May. Since there is no budget proposal or plan yet, this is unsure. Organizing will be quite a lot of work and more people will be needed. Moreover, the PhD conference is also scheduled close to the tentative date for the party.

The Social Activities Workgroup has met and drafted a plan of activities up until the summer. This plan can be found as an appendix to these minutes. The workgroup has also made a plan for the promotion of activities using two different WhatsApp groups.

The SciLife Pub and Biomedicum Pubs can be used on Thursdays. These will be promoted in one of the WhatsApp groups.

d. PR (Ioanna)

Last Wednesday Ioanna gave a presentation during the startup seminar for new PhD students. This was fun.

The first meeting with the bloggers and KI Career Service has also happened this week (on Tuesday). There were 5 PhD students, new people can still join. The current setup is that Natalie von Derlehr, Vladimir Pabon Martinez and Ioanna will join all meetings where the bloggers discuss their plans and work. These sessions are open for the board of the DSA as well. There is a meeting every two weeks,

with the first being online and the second being hybrid. Links to these meetings will be shared.

Ioanna will meet with Yaroslav and the PhD conference team tomorrow. The idea is to touch base and get advertising going.

e. Welfare and Health (Jelena)

Last week, the SULF seminar about emigration has been held. There were about 20 people, despite 40 people registering. Perhaps this was the result of people not being used to only in person meetings anymore. As such, it would be good if the next seminar could be hybrid. Robert Andersson (from SULF) was very happy with the meeting and was open to give other seminars as well. The board could use this during the remainder of the year whenever there is a topic we would like to have discussed. The meeting itself went well. The PowerPoint slides were sent to Ioanna who has been sending them on to people that asked about them.

The work on the mental health survey will start up again soon. Fredrika and Jelena will meet about that tomorrow.

There are currently no members in the workgroup.

R5 PhD Conference

Everything is running well with regards to the speakers, location and sponsorships. The next thing is advertising the event.

R6 The Senate (Konsistoriet)

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R7 Faculty Board (Fakultetsnämnden) – taken at the end of the meeting after Daniel Söderberg has arrived.

Daniel has nothing specific to report. He does mention that there is no junior faculty member on the faculty board and that that is a little strange. The constitution of the faculty board is regulated by konsistoriet and they have been contacted about this.

R8 Committee for Doctoral Education (KFU)

The most recent KFU meeting finished an hour ago. During the meeting Michael Fored (also a member of KFU) Mikael Forred was selected to chair the forskare AT steering group. One of the things KFU need to keep track of is the provisions KI creates to make sure that PhD students that still need to do their AT will not fall through the cracks once the AT program is discontinued. This will not happen until earliest 2027 and a workgroup is already working on preventing this.

KFU is planning to look over the doctoral programs more in detail to see if some of them should be discontinued due to very few doctoral students enrolled in some of them.

KFU is writing up guidelines for the clinical research schools that are run together with Region Stockholm. Currently, there are no official guidelines that regulates the research schools that KFU has mandate to decide about. KFU got to see a draft, and everything looked good, and very little will change in reality, but it will now be regulated by a formal document. KFU discussed how the research schools can be improved and modernized.

There was an update about the PhD exit-poll. This will be discussed in the next board meeting.

The Swedish governmental body Universitetskanslerämbetet (UKÄ) is in charge of the quality of all university-educations in Sweden. In this work, they do evaluations of selected educations from time to time, and up next is medical doctoral education. The plan is to evaluate doctoral education in three topics; physiology, surgery and dentistry. UKÄ asked all universities with these subjects to rank them, in the order that the universities feel best to perform the evaluation. KFU had a discussion about the ranking and came to the consensus that it would be most representative of KI to rank either surgery or physiology first, and dentistry last. It was also raised that maybe KFU should write that it doesn't matter for KI which topic is being evaluated. It was handed to Robert Harris and the working group to write up the ranking based on the discussion of the meeting. However, the actual decision will still be UKÄs on which topic they choose.

There was also a presentation from a lawyer on updates in the regulations on how to take away resources from firing a PhD student that does not fulfil their commitments. This is a very rare occurrence. After all, problems should have been brought up during the first-year follow-up, half-time seminar or the third-year follow-up.

KFU also discussed the idea of having a mandatory course regarding biases people might have when reviewing KID funding applications and other KI-grants. Robert Harris will push this forward and see if it can be implemented.

Finally, KFU briefly discussed the new WIS system, where all departments have a way to track each PhD student's progress in order to be able to push students to finish on time and perform their halftime at a proper timepoint. The student members of KFU raised a concern that there are still supervisors that do not allow their students to perform halftime when the students want. The overall feeling is that WIS is working very well, and the departments are using it more and more, but they also said that they will start looking at who these supervisors are to be able to make directed interventions towards these.

KFU also discussed the idea on having a mandatory course for people reviewing KID funding applications. Robert Harris will push this forward and see if it can be implemented.

R9 Committee for Research (KF)

There is currently no student representative on this committee. If anyone is interested, they can contact Manouk or Fredrika.

R10 Medicinska Föreningen (MF) and Fullmäktige (FuM)

Dedication, Diversity, Development

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R11 Other boards, and committees

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Information and discussion points

I1 **Continuous advertising for the DSA**

Presenter: Luca Love

The DSA could advertise itself a little more by using the electronic notice boards in combination with our current presence. This could be used to attract work group members or advertise activities. Information could be on these notice boards for several weeks or even longer. Would this be something that will be useful?

The digital campaign might be tricky as the digital poster boards switch slides quite quickly. A physical poster on the old-fashioned poster boards might be more useful, as people can take this in better. However, when going for digital poster boards it is important to not put too much information on the screen. A QR code linking to our website might be useful. The board and other attendees discussed the priorities with advertising and conclude that it currently is more important to fill the different vacant positions. As of now the DSA already sends out a lot of emails and info, and as such the focus will be on the vacant student representative positions first. However, this should be combined with explaining what the DSA is and that new workgroup members are always welcome.

Daniel Söderberg comes in at 18:37

I2 **Changes in expense reports**

Presenter: Sviatlana Sukhanava

From now on, a different system: Fortnox, will be used for reimbursements and expense reports. This will be administrated by JBG Ekodata AB. Invoices should be scanned and sent to: inbox.lev.1378169@arkivplats.se (by Sviatlana). The original receipt needs to be collected at the reception at MF before money can be paid. The MF member administrator, Louice, will collect all original receipts as a start. Receipts must include MOMS (or VAT). A new digital template to fill in for expenses will be used and not the handwritten that the DSA used to have. With a digital receipt, you still need to give a printout to Manouk (for Solna) or Sviatlana (for Flemingsberg)

I3 **Workload DSA**

Presenter: Fredrika Hellgren

Currently, a lot of the workgroups are undermanned. As such, the workload for the workgroup managers and the board is pretty high. How can the DSA better manage this workload and how can new (active) workgroup members be attracted? Have people so far been actively trying to recruit new people?

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Recruiting people at the social events is probably still the best way to do this. Workgroup managers should also reach out to people in their department/floor/group/building. However, people joining workgroups also need to have incentives to do so. Currently there is a lot of focus on work, and not on potential benefits. There should thus be a better balance. Tweaking this balance can be as easy as a group activity with the workgroup that is informal. Sponsorships could also be found to get budget for these things, but this is very time consuming. Social Activities might organize a thank you activity for active workgroup members. The local representatives should also be activated in the promotion for the workgroups. They can, for example, forward promotional material to the students of their departments. This material will be drafted by Manouk (information) and Fredrika and Niels (design). However, this entire process of getting more people actively involved with the DSA is going to take a long time.

I4 **Missing representative positions**

Presenter: Manouk Verhoeven

The DSA is currently looking for some important representative positions. There is also a vacant board position. How will these be advertised so that they will be filled as soon as possible?

The board hopes to find these positions via the emails to the local student representatives and a new advertisement campaign. Osheen will go through the vacant positions and the most important ones will be advertised as soon as possible. The information for each function will be drafted by Manouk, and the design for the materials will be made by Fredrika and Niels.

I5 **PhD handbook**

Presenter: Luca Love

The revised PhD handbook has been sent out to the board and is ready to be distributed to PhD students. How can this best be done?

The handbook now called the PhD Information Booklet and it is finished. The booklet will be updated every semester. During the semester potential edits will be collected and before the start of the new one, these will be implemented. The board discussed how best to distribute the booklet. It will be uploaded to the DSA website, the local student representatives can send it out and posters will be put up on the notice boards where people can scan a QR code that links to the website. The booklet will also be given to the students during all the introduction courses. There is also a follow-up email after this course, where a link to the booklet could also be placed. The DSA board could also use this email to invite people to a welcome fika a couple of days later. (KI is not going to have the day in person again, so this sadly cannot happen directly after the introduction courses.) During this fika the student and representatives from the DSA could go through the handbook together and recruit new people into the association.

I6 **FM fixing day (5 minutes)**

Presenter: Niels Krämer

Dedication, Diversity, Development

On Sunday the 26th of March, MF will have a fixing day from 2-8 pm. This is in preparation for the renovation of the aula and the entrance hall this summer. During this day equipment and furniture will have to be relocated. People that help will get dinner and a piece of MF merchandise in return. If the DSA puts in 16 hours of work, it gets a free night at Solvik in return. As such, it is very important that people mention that are part of the DSA when they go.

I7 Date DSA board meeting in May (5 minutes)

Presenter: Manouk Verhoeven

Currently, the board meeting in May is planned on Thursday the 11th, however Manouk will not be able to attend. The board meeting in May will be held on Thursday the 4th of May. Death Star.

End of meeting: 19:07

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