

# Annual Report of NTK PhD Students Section

Academic Year 2016/2017

## 1. Lunch Seminars

Lunch Seminars is a series of events during which we share our knowledge about tools, technologies, methods and skills, that are useful for PhD students irrespective of their field of science. Seminars are organized during the lunch time (12-13) and we try to provide free food for registered NTK members.

Editions: (5th) December 8th, (6th) March 8th

## 2. Beachvolley at IKSU

On November 24th we have organised beachvolley and lunch at IKSU for all interested NTK members.

## 3. Bränball and BBQ

On June 26th, we have organised an introduction to Bränball and we had a BBQ with PhDs afterwards.

## 4. English bylaws

Since the by-laws were old and only existed in Swedish we started to work on an English version

## 5. Participation in Doktorandråd

After some years without activity the Doktorandråd, with representatives from all Phd Student Unions, started again with meetings a couple of times per semester to discuss Phd issues related to all unions.

## 6. We had PhD student representatives in:

Faculty Board

Scientific committee

Employment committee

Committee for PhD Studies

Jakub Krzywda  
Chairman, 2016/2017

Gerard Rocher Ros  
Vice chairman, 2016/2017

Ludvig Bohlin  
Board member, 2016/2017

Mahmoud Eljammaly  
Board member, 2016/2017

Roland Bergdahl  
Treasurer, 2016/2017

Abel Souza  
Auditor, 2016/2017

## Minutes from the grand meeting of the PhD Student section autumn 2016

Date: 27-09-2016

Location: Sammanträdesrum C, MIT Building 2nd floor, B212

### Item FORMALITIES

- 1 Opening of the meeting  
*Vice chairman of the branch Gerard Rocher Ros declares the meeting opened at 11.40*
- 2 Turn off cell phones  
*The vice chairman kindly asks all present at the meeting to turn off their cell phones or put them on mute profile*
- 3 Approval of voting roster (Electoral register)  
*Appendix 1, Attendance list*  
*The electoral register is determined according to appendix 1. The vice chairman declares the meeting quorate with 12 attending members and serving alternate members.*
- 4 Election of meeting chairman  
*The meeting elects Gerard Rocher Ros to be the meeting chairman*
- 5 Election of meeting secretary  
*Ludvig Bohlin is elected meeting secretary*
- 6 Approval of summon of meeting  
*The meeting approves the summoning of the meeting*
- 7 Approval of the agenda  
*The meeting approves the agenda*
- 8 Election of attesters and date of adjustment.  
*The meeting elects Mattias Lindh and Marcus Klaus as attesters. Date for adjusting the minutes is determined to 30-09-2016*
- 9 Approval of non-members to attend  
*The meeting decides to approve the attending non-member*

## Item DECISIONS

### 10 Annual report from the PhD Student section board

*The annual report includes information about the lunch seminars, beachvolley at IKSU, Welcome Day for new PhD students, the annual Meeting, and the co-organizing of the Career Day*

The meeting decides

**to approve** the annual report

### 11 Economical report from the treasurer

*The treasurer Roland Bergdahl presents the economical report. The PhD section has excess finances and the overall economy is good*

The meeting decides

**to approve** the economical report

### 12 Report from the auditor

*The auditor Magnus Lindh has sent a report with comments on the work of the PhD section. Information and communication to members could be improved, for example by providing more documents on the webpage and through social media. The report is positive towards the organization of the Career Day and the collaboration with other PhD sections, but also criticizes the lack of cooperation with other sections in NTK and the communication with Sveriges Förenade Studentkårer (SFS). The report also states that the economy of the section is good*

The meeting decides

**to approve** the report from the auditor

### 13 Discharge of liability

The meeting decides

**to grant** the board discharge of liability

### 14 Updated English version of by-laws

*The board has started working on a version of English by-laws, since the old by-laws were outdated and only has existed in Swedish*

The meeting decides

**to approve** the continuation of the work on new English by-laws

## Item ELECTIONS

- 15 Faculty board (1 ord + 1 dep, 10 days prolongation)  
The meeting decides  
**to elect** Anders Rebbling as ordinary member of the Faculty board
- 16 Committee for PhD studies (2 ord + 2 dep, 5 days prolongation)  
The meeting decides  
**to elect** Ludvig Bohlin as ordinary member of the Committee for PhD studies  
The meeting decides  
**to elect** Roland Bergdahl as deputy member of the Committee for PhD studies
- 17 Research Strategic Council (1 ord, 5 days prolongation)  
The meeting decides  
**to elect** Erik Steinvall as ordinary member of the Research Strategic Council
- 18 Research Committee (2 ord + 2 dep, 5 days prolongation)  
No candidates. The meeting decides to provide the board to appoint open positions
- 19 Employment committee (1 ord, 5 days prolongation)  
No candidates. The meeting decides to provide the board to appoint open positions
- 20 Union Council (FUM) (10 days prolongation)  
No candidates. The meeting decides to provide the board to appoint open positions
- 21 Other positions (Election committee, PhD student representative for the evaluation of doctoral education UKÄ, Various committees at the departments)  
No candidates. The meeting decides to provide the board to appoint open positions

## Item INFORMATION

- 22 Web ISP  
*The meeting chairman informs that the individual study plans will now be done through an online system. The PhD administrators also stress the importance of the individual study plans since they work as a legal document connected to the PhD studies*



23 Updated rules for PhD studies

*The meeting chairman informs that the rules for PhD studies at the faculty has been updated 2016-06-28 (only exists in Swedish yet though). Among other things, the rules for taking pedagogical courses for teaching activities are updated so that the credits should be taken from the department work. Also information and rules for prolongation due to representation in boards and committees have been added*

24 PhD Lunch seminars

*The meeting chairman informs that the lunch seminars will continue. If you know anyone interested in participating, or have any suggestions of topics and speakers, please contact the board*

25 PhD section activities

*The meeting discuss different PhD section activities like bowling and curling. The meeting also discuss the communication among members of the PhD section, the PhD section representatives, the PhD administrators, and the PhD section board. Overall it would be very beneficial if more information from meetings were transferred to members, and vice versa*

**tem ENDING FORMALITIES**

25 Other questions

*No other questions*

26 End of meeting

*The meeting chairman gives his appreciation to all participants for their involvement and declares the meeting ended at 12.57*

By the Minutes,

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Ludvig Bohlin  
Secretary of the meeting

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Gerard Rocher Ros  
Vice chairman of the branch

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Mattias Lindh  
Attester

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Marcus Klaus  
Attester



## Appendix 1: Attendance list

Event: Grand meeting of the PhD Student branch autumn 2016  
Date: 27-09-2016  
Location: Sammanträdesrum C, MIT Building 2nd floor, B212

NAME	
1	Roland Bergdahl
2	Mattias Lindh
3	Mahmoud Eljammaly
4	Ludvig Bohlin
5	Gerard Rocher Ros
6	Jakub Krzywda
7	Marcus Klaus
8	Erik Steinvall
9	Abel Souza
10	Yang Zhou
11	Christian Brembilla
12	Olumuyiwa Ibidunmoye

*Non-members:*

Johannes Henriksson

# NTK PhD Student Branch Board Meeting

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*Meeting number: 10*

*Date: October 20, 2016*

*Time: 10.00*

*Location: Sammanträdesrum C (room B212), MIT building, 2nd floor*

## Participants

Board members:

- Jakub Krzywda
- Ludvig Bohlin
- Roland Bergdahl
- Mahmoud Eljammaly

Non-board members

- Johannes Henriksson
- Yang Zhou

## Agenda

1. PhD students representative for research council
2. Discussion regarding the number of PhD Students Branch Board
3. Planning of a sport event
4. Planning for next editions of Lunch Seminars
5. Changes to the PhD Section ByLaws

Please check the document and add your comments:

<https://docs.google.com/document/d/1a0Ud2MrGFWBmML580yxFU mH0oaElsmpQOza9M5hFtM/edit?usp=sharing>

## Notes

- 1) The board decides to suggest Roland as an ordinary member of research council
- 2) Consider changing the ByLaws and increasing the number of Board members (ordinary or deputy)
- 3) Roland will organize the beach volleyball at IKSU
- 4) Lunch Seminar: Ludvig will contact UMINOVA, Mahmoud can talk about Latex
- 5) Everyone reads through the ByLaws and comment / suggest changes
- 6) Inform appointed representatives about the next Board Meetings



## **Meeting NTK board**

February 14 (Tuesday), 10:00 - 11:00. Room Turing (D425), MIT huset, 4th floor.

Meeting notes:

Roland found a potential candidate for a treasurer position: Sharmin Ahmed

Ludvig found potential candidates for PhD students administrators: Frithjof Theens

Research Strategic Council: Helena Dahlberg

***All board members: please continue looking for more candidates.***

**Grand meeting** - probably the last week of April (except April 25) or the second week of May (May 8 - 12).

Review the **By Laws** till the end of February, then send for comments to all PhD students (NTK members).

**The next Board meeting:** March 29-30

Mahmoud will give the next **Lunch Seminar**: tentative topic: an introduction to Matlab, potential date: the first half of March.

Agenda:

- Grand Meeting Planning (Date for grand meeting, When to send call for grand meeting?, Agenda for grand meeting, Positions and elections for next year)
- By-laws
- Activities before the end of this semester
- Information from the doctorands council
- Information from the dialogmöte with the the vicechancellors

Board members present:

1. Jakub
2. Roland
3. Ludvig
4. Gerard
5. Mahmoud

Non board members:

1. Nasibeh
2. Sharmin
3. Johannes

Grand Meeting Planning:

- Date & Time: April 27 (Thursday), 12:00-13:00
- Last day to send out information and agenda: April 13
- Registration – Roland sign up form, Gerard prepare text, Jakub website, Ludvig email
- Agenda: include by laws
- Gerard: Book a room for the grand meeting
- Jakub: Plan of activities, Roland: Budget
- Send if you are interested in any position to Gerard
- Positons:
  - Ordinary members: Jakub, Mahmoud, Yung?
  - Treasurer: Sharmin
  - Chairman / Vice-chairman: Gerard? Nasibeh?
  - Auditor: Jakub?
  - Committees: Lorenza, Laxmi, Frithjof, Helena?

By-laws

- Final check
- Send out with the agenda for the Grand meeting

Activities:

- BBQ with bränball
- Beach volleyball?

## Minutes from the grand meeting of the PhD Student branch spring 2017

Date: 27-04-2017

Location: MA378, MIT Building, Umeå University.

### Item FORMALITIES

- 1 Opening of the meeting  
*Vice chairman of the branch Gerard Rocher Ros declares the meeting opened at 12.05.*
- 2 Turn off cell phones  
*The vice chairman kindly asks all present at the meeting to turn off their cell phones or put them on mute profile.*
- 3 Approval of voting roster (Electoral register)  
*Appendix 1, Attendance list*  
*The electoral register is determined according to appendix. The vice chairman declares the meeting quorate with 12 attending members and serving alternate members.*
- 4 Election of meeting chairman  
*The meeting elects Gerard Rocher Ros to be the meeting chairman*
- 5 Election of meeting secretary  
*Ludvig Bohlin is elected meeting secretary*
- 6 Approval of summon of meeting  
*The meeting approves the summoning of the meeting*
- 7 Approval of the agenda  
*The meeting approves the agenda*
- 8 Election of attestors and date of adjustment.  
*To attestant as well as tellers for this meeting Erik Steinvall and Sharmin Ahmed are elected.*  
*Date for adjusting the minutes is determined to be no later than May 31*
- 9 Approval of non-members to attend  
*The meeting decides to approve the attending non-member*

- 10 Approval of English version of by-laws  
*The meeting decides to approve the English version of by-laws, see Appendix 2: English by-laws*

## Item ELECTIONS

- 11 Chairman of the branch

The meeting decides

**to** elect Gerard Rocher Ros

- 12 Vice chairman of the branch

The meeting decides

**to** elect Nasibeh Mohammadi

- 13 Treasurer of the branch

The meeting decides

**to** elect Sharmin Ahmed

- 14 Ordinary members of the branch

The meeting decides

**to** elect Lorenza Ferro, leaving one (1) position open

- 15 Auditor of the branch

The meeting decides

**to** elect Jakub Krzywda

- 16 PhD administrators

The meeting decides

**to** elect Ludvig Bohlin and Nasibeh Mohammadi

- 17 Other positions

The meeting decides

**to** elect Helena Dahlberg as a representative of the Faculty Board

**to** provide the board to appoint open positions



**Item INFORMATION**

- 18 Reports from committees  
*Gerard Rocher Ros gave information about the section finances and the committees where the section has representatives, including the Committee for PhD Studies, the Scientific Committee, the Research Strategic Council, and the Doktorandråd*
- 19 PhD Lunch Seminars  
*Gerard Rocher Ros gave information about PhD Lunch Seminars and encouraged members to register and give presentations*
- 20 PhD Section activities  
*Gerard Rocher Ros gave information about PhD Section activities*

**tem ENDING FORMALITITES**

- 21 Other questions  
*The grand meeting discusses the format for the budget to be presented at the grand meeting in September*
- 22 End of meeting  
*The chairman gives his appreciation to all participants for their involvement and declares the meeting ended at 12.47*

By the Minutes,

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Ludvig Bohlin  
Secretary of the meeting

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Gerard Rocher Ros  
Vice chairman of the branch

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Erik Steinvall  
Attestant

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Sharmin Ahmed  
Attestant

## Appendix 1: Attendance list

Event: Grand meeting of the PhD Student branch spring 2017

Date: 27-04-2017

Location: MA378, MIT Building, Umeå University.

NAME	
1	Ludvig Bohlin
2	Gerard Rocher
3	Roland Bergdahl
4	Mahmoud Eljammaly
5	Sharmian Ahmed
6	Nasibeh Mohammadi
7	Yang Zhou
8	Helena Dahlberg
9	Erik Steinvall
10	Xuan-Son Vu
11	Laxmi Mishra
12	Lorenza Ferro

*Non-members: Johannes Henriksson*

## Meeting NTK board 11/05/2017 13.00

### Room KB5A15

#### Attendants:

##### Members:

- Ludvig Bohlin
- Roland Bergdahl
- Mohammed Eljammali
- Gerard Rocher Ros

##### Non-members:

- Nasibeh Mohammadi
- Lorenza Ferro

### DISCUSSION

1. Gerard, Roland and Ludvig will have a meeting with the NTK board about the upcoming year and the functioning of the branch.
2. Grand meeting information
3. Aims for the next year, lots of things to discuss in August, now we touched two points:
  - a. How to reach new Phd students, contact the department administrators and provide them information
  - b. How to sign up to become a member of NTK is not clear.
4. Contact Jakub about Facebook and website access (Gerard)
5. Bränball activity:
  - a. Make advertisement and diffusion (paper, screens, mailing, facebook), Ludvig starts it.
  - b. We decide a date and time: **31<sup>st</sup> of May 16:00**
  - c. Equipment:
    - i. BBQ stuff and food (Roland is responsible)
    - ii. Bränball equipment (Mahmoud asks to borrow Branball equipment from NTK)
6. Next meeting: mid-end of August. Gerard sends a doodle end of July to decide a date
7. Other ordinary member empty, we announce it in the Grand Meeting September.
8. Career days 2018: Ludvig raise the topic to the upcoming doctoral council meeting next week.