

Protocol for PhD Board Meeting 2022.05.25

Attendees: Irene, Kanwal, Simon, Thomas, Franziska

- Report on the Sport and BBQ event. Discussion for future events.

The spring event went well but only one person showed up for sports due to rain. We should ask during the council meeting if there were other reasons for not joining the sports sessions so we can take it into account next time. BBQ was also great and food and drinks were sufficient.

A lot of stuff needed to be done though, which resulted in very few people having to take care of these responsibilities. Next time, we should plan for an event committee and the board should have a more facilitating role.

Kanwal and Franzie suggest that we should plan an event for next spring and not before that since it will take substantially more time to arrange a scientific event. Also, we cannot be sure of commitments for Fall semester since teaching duties and conference participations will come up.

Funding from SUS for early autumn will be considered for interdepartmental pubs.

- Communication inside of the board.

Irene emphasizes the importance of communication within the board. We will transfer the official information through emails and slack channels. We will also keep the hybrid option for board meetings but try to attend on site as much as possible.

- Discussion about distribution of responsibilities among the board members.

We should also work on some short and long term goals for the council to achieve and distribute these responsibilities to board members who can follow-up.

- Next Council Meeting: June 10th, 12.00 onwards

- **Discussion of the goals for the PhD Board in 2022:**

- PhD Board internal documentation
 - Board budget and book-keeping

Tickets, budgets and invoices, all should be stored in Box PhD council folder for the year. Franzie will update for year 2021 and Simon has already put up invoices for the spring BBQ event.

- Record of currently active PhD students with info (year and group)

Jessika should have the list available with final dates and she can update us on changes. Simon will ask Jessika and update the board.

- Courses taught and teaching hours

Stefan has forwarded the list and differences can be discussed.

- Community building – to increase student involvement and attendance to council meetings
 - Social events and initiatives (e.g. film club suggested by Sergey)
 - Raising issues of interest
- Establish connections with other Science Faculty/Biology section departments
 - Interdepartmental Pubs – MBW will arrange the first pub but DEEP will host it. Future pub communications will be held via independent meetings with the pub team. Irene and Tanvi can be the contact persons.
 - Collaboration projects. Money from SUS. DEEP and Zootis has agreed to participate and offer a biology session day like event with MBW.
 - Communication between the PhD boards for shared interests
Some communication on the site is lacking for e.g. about the harassment issues etc. This information is only in Swedish which is not accessible for a lot of students.

We were also made aware of during the last meeting that there was no sexual harassment protocol in the department. Anaswara as our equality representative has been asked to alert the work environment board and ask if there are things in process to address this issue.

What can be done if a PhD student and their supervisor have compatibility issues or there is workplace harassment involved? Students can talk to the assigned equality officers/ work environment officers and even co-supervisors, head of department or PhD study director as well.

- Improve protocols and introductory material for PhD students

We can invite Jessika, Camilla and Antonio to the next council meeting in Fall. Also, include more information about leaves in the PhD guide.

- Welcome package -
- Translation of important protocols from Swedish (e.g. Harassment protocol)
- Conflict resolution guide/ Sexual harassment protocol (Equality officer)
- Define support chain for PhD students: supervisor, co-supervisor, department heads, faculty level, representatives (PhD Council, Equality officer, SUS, etc).
- Mental health and career advice resources.
- Sickness, maternity/paternity and other situations leave of absence.
- Special guide for non-EU students: visa renovation and Migrationverket issues. – Instead have something for all students new to Sweden to help them with things needed to settle in the society.
- New Alien's act. Improve department's involvement in renewing visas.
- Expand PhD guide with these issues.
- PhD education.

- Topics course. Antonio's email. Survey. Possibility of introducing evaluation of each session for anonymous feedback (as done for undergraduate courses).
- Bioresearch school. We need more courses. Organize meeting with proposals. Franzi can help us set a meeting or push for courses. Vaishnovi has before informed that she would be interested in offering a bioinfo course too. We will also contact other PhD council chairs to see if there is interest in these courses and pick something with the most interest.
- Credits reporting system. What is happening with the digitalization? Ask Antonio.
- Teaching
 - Teaching certificate. Consult validity with other international organizations.
 - Stefan's email allocating duties. Fair distribution?
 - TA's field of expertise compared to course topic.
 - Establishing new protocol for duty allocation. Open dialog with Stefan.
 - Possibility of advertising vacant TA positions for PhD students to choose.
 - Teaching in the last year.