Minutes from the PhD committee meeting
Tuesday, 27 March 2012, at 14.00 in building 1520, room 731

Present: Elise Norberg, Mariann Fagernæs Hansen, Anders Møller, Andreas Stejner Sand Pedersen, Lars Ransborg, Claus Oxvig (instead of Ernst-Martin Füchtbauer), Lena Grinsted, Martin Thorsøe, Lis Wollesen de Jonge, Jan Tind Sørensen, Kurt Thomas Jensen

Apologies for absence: Ernst-Martin Füchtbauer, Henrik Stapelfeldt, Marie Grønbæk, Jes Madsen, Lene Kjeldsteen

GSST secretariat: Rikke J. Ljungmann (for the minutes)

Agenda for the meeting:
1. Approval of agenda
2. Approval of minutes from the last meeting
3. Rules of procedure for the PhD committee
4. GSST courses in transferable skills
5. Announcements – including news about PhD Planner and Overview of assessment committees, exemptions, etc.
6. Miscellaneous

Minutes:
Re 1. Approval of agenda
The agenda was approved.

Re 2. Approval of minutes from the last meeting
The minutes were approved. Furthermore, it was agreed that if no comments have been received one week from the day the minutes have been sent out to the members of the PhD committee the minutes are approved.
Re 3. Rules of procedure for the PhD committee
Until new, general university standard procedures are introduced, the GSST PhD committee’s Rules of procedure will lean on the old AGSoS/SAFE Rules of procedure adapted to the new number of members.

Re 4. GSST courses in transferable skills
General remarks:
- It is very important that the course descriptions clearly describe the content of each course
- If possible, the courses should be held over a few, concentrated days instead of semester-long courses
- It was discussed if some of the courses should be obligatory. However, it was decided not to recommend this. Instead, the PhD committee strongly recommends that GSST PhD students take a course in teaching/dissemination. Likewise, the PhD committee strongly recommends that PhD supervisors take a course in PhD supervision.
- Decision regarding whether or not meals should be included at the transferable skills courses lies elsewhere.
- With regard to the 30 ECTS PhD courses, the PhD committee is of the opinion that it should be possible to deviate from the present division with approx. 20 ECTS scientific courses and approx. 10 ECTS transferable skills courses if necessary to fit the individual needs of each PhD student.
- The GSTT administration will provide a suggestion regarding how often and at which location(s) the courses should be offered.

Remarks related to specific courses:
- A new course combining Academic English and Scientific Writing should be sought established.
- The courses Introduction to Science Teaching and Targeting the audience – at the moment these are two separate courses. It was suggested that one joint course should be established with one or several modules offered for instance for PhD students who are to teach college students.
- A course in Statistics should be sought established.
- The course Scientific Practice: It was suggested that an introduction to this subject should be an integral part of the introductory day/course for new PhD students. Furthermore, an extended follow-up course on the subject should be offered.
- The introductory day/course for new PhD courses: The PhD committee strongly recommends that this event will be extended to 2-3 days. It was part of the old SAFE PhD school and had very positive evaluations from those who attended it.
- The course Searching Databases of Scientific Literature should no longer be offered by GSST.
- The seminar Stress handling should not be a specific part of the Introductory course, instead the Introductory course should include info on who to contact with regard to various matters.

Remarks related to the appendices:
- Appendix 3: A course in Further English Teaching – the PhD committee was of the opinion that GSST should not offer such courses.
- Appendix 4: A course in Etisk vurdering inden for bio- og nanoteknologi og medicin – the PhD committee was of the opinion that GSST should not offer this course.

Re 5. Announcements – including news about PhD Planner and Overview of assessment committees, exemptions, etc.
- News about PhD Planner: PhD team leader Lene Kjeldsteen, Project manager Kaspar Lund and the respective PhD administrator’s visits at the GSST PhD programmes to offer users help with PhD Planner start-up procedures run as scheduled.
- Overview of assessment committees, exemptions, etc.: An overview was presented to the members of the PhD committee. It was suggested that the Overview in future should be sent to the members of the PhD committee along with meeting agendas. The suggestion was approved.

Re 6. Miscellaneous
No topics

Suggested topics for next meeting:
- Introductory course for GSST PhD students
- Journal clubs
- GSST courses in transferable skills

The meeting ended at 16.00.