Minutes from the PhD committee opening meeting
and the subsequent ordinary PhD committee meeting

Wednesday, 23 January 2013, at 13.15 in building 1532, room 222 (Kol. G4)

Present:
Lis Wollesen de Jonge, Mariann Fagernæs Hansen, Anders Møller, Lars Ransborg, Ernst-Martin Füchtbauer, Lena Grinsted, Jan Tind Sørensen, Heidi Gytz Olesen, Inge Revsbech, Peter Nørby, Kurt Thomas Jensen, Elise Norberg, Jes Madsen

Apologies for absence:
Marie Grønbæk, Andreas Stejner Sand Pedersen, Martin Thorsøe, Henrik Stapelfeldt

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

Agenda for the opening meeting:

Re 1. Rules of Procedure for the PhD committee
Kurt Thomas Jensen briefly explained about the Rules of procedure for the PhD committee. The following was emphasised:
- Members for the scientific staff are elected for a period of three years, and members for the PhD students are elected for a period of one year.
- Meetings are held approx. 4 times a year.
- Decisions are made based on a simple majority of votes.
- A member can suggest items to the agenda by sending an e-mail no later than one week before an ordinary meeting, but members are encouraged to send suggestions sooner for practical reasons. If a member is unable to attend a meeting, he or she may send a substitute.

Re 2. Information concerning the PhD committee’s tasks
Kurt Thomas Jensen informed the Committee of its tasks, incl. the following: The PhD committee advises the head of PhD school in matters relating to the PhD study, discusses and approves GSST’s portfolio of transferable skills courses, provides hearing statements, approves of assessment committees, exemptions, etc. The committee has also discussed various matters such as GSST’s Introduction days for new PhD students, the PhD Planner, Rules of procedure, planning career paths for PhD students, etc.
Chairman and vice-chairman prepare the agenda together with the GSST secretariat. They can also provide approval between meetings, if there are urgent matters that need attending to.

Re 3. Election of chairman
The present chairman Kurt Thomas Jensen from Department of Bioscience was re-elected.

Re 4. Election of vice-chairman
New vice-chairman: Peter Nørby from Department of Chemistry

Action: GSST sends an e-mail to the Dean of Science and Technology for approval of both chairman and vice-chairman.

Re 5. Committee meeting dates in 2013
It was agreed that the next committee meeting awaits the date of the next meeting between heads of programme and the launching of a new Ministerial Order on the PhD Programme at the Universities.

It was also agreed that procedure for setting up meeting dates is as follows: GSST checks staff members’ Outlook calendars regarding possible dates and then sends a doodle to PhD student members.

Nothing.

Agenda for the ordinary PhD committee meeting:

Re. 7 – Approval of minutes from the last meeting
The minutes were circulated in an earlier e-mail. They were approved.

Re. 8 – Approval of agenda
Agenda was approved.

Re. 9 – Announcements – Overview of assessment committees, exemptions, etc. for the period 1 December 2012-16 January 2013
These were approved.
Re 10. Statistics from the Planner on the number of PhD students who submit their PhD dissertation on time, divided into Programmes
GSST had provided statistical material from the Planner on this subject. However, the Committee decided that they needed more information from the Planner in order to discuss the subject properly. Further information needed was enrolment start, enrolment end, extent time and the exemption given, for instance leave.

**Action:** GSST will examine whether the Planner system can provide this information, and the topic will be put on the agenda for the next PhD committee meeting.

Re 11. Suggestion for new PhD course. **Working title:** “Where to publish? Aspects regarding scientific publication, making visible, and research evaluation”

The suggestion for a new PhD course was discussed. The discussion ended with the following suggestion:
- Either that the course could be offered by the State and University Library (as Course provider),
- or that it could become part of the GSST course Scientific Writing and Communication.

**Action:** GSST contacts course provider to discuss the two options.

Re 12. Appointment of 1 member of staff and 1 PhD student to a new AU committee which is to discuss transferable skills courses
Jes Madsen informed the PhD committee of one of the items discussed at the last meeting in Talentbåndet held on 16 January 2013. At the meeting, a possible need for coordinating PhD courses in transferable skills across the main academic areas was discussed. Talentbåndet decided to appoint a committee to discuss the subject further. Each main academic area should appoint 1 member of staff and 1 PhD student to participate in the committee.

The following is to represent Science and Technology:

Member of staff: Nikolaj T. Zinner, Department of Physics and Astronomy
PhD student: Inge G. Revsbech, Department of Bioscience

**Action:** Jes Madsen informs Jeppe Dørup Olesen of the two Science and Technology representatives.

The following information was provided:

- The topic of MUS for PhD students was briefly touched upon to make sure that it will be discussed at the next meeting for heads of programme. Rikke J. Ljungmann said that the topic has been put on the agenda for the next meeting for heads of programme and likewise on the agenda for the next PhD committee meeting.
- The committee on Statistics courses at GSST – which was set up at the last PhD Committee meeting – has its first meeting on Friday, 25 January 2013

- Next Introduction day for new PhD students: 15 March 2013

- Elise Norberg mentioned the importance of using the template for course descriptions provided by GSST in connection with scientific courses in order to ensure top quality course descriptions and courses.

Finally, Kurt Thomas Jensen thanked those PhD student members who will not be part of the new PhD committee for their good work and valuable comments and insights during the past year.

The meeting ended at 14.30

**Action**

| GSST sends an e-mail to the Dean of Science and Technology for approval of both chairman and vice-chairman | Who |
| GSST (the Dean has given his approval) |

| GSST will examine whether the Planner system can provide extra information on extensions, and the topic will be put on the agenda for the next PhD committee meeting | Who |
| GSST |

| GSST contacts course provider (course working title Where to Publish) participated in the AU committee on courses | Who |
| GSST |

| Jes Madsen informs Jeppe Dørup Olesen of the two ST representatives participating in the AU committee on courses | Who |
| Jes Madsen (has been done) |