Minutes from the PhD committee meeting

Time: Wednesday, 20 June 2018 at 10.00-11.30
Place: Building 1521, room 220, Ny Munkegade 120, 8000 Aarhus C

Present: Kurt Thomas Jensen, Ernst-Martin Füchtbauer, Lis Wollesen de Jonge, Jan Tind Sørensen (for Marianne Hammershøj), Alice Puk Skarbye, Carmina Falcato Cabral, Lotte Victoria Winther Stagsted, Frederik Thorning Frederiksen, Lisa Bjerregaard Jorgensen, Jes Madsen and Kim Kusk Mortensen

Apologies for absence: Marianne Hammershøj, Anders Møller, Laura Agneessens and Henrik Stapelfeldt

GSST secretariat: Rikke J. Ljungmann

Agenda:

1. Approval of minutes from the opening and the ordinary PhD committee meeting – 19 January 2017
2. Approval of agenda
3. Announcements – Overview of assessment committees, exemptions, etc. for the period 12 January 2018 to 11 June 2018
4. GSST transferable skills portfolio for 2019, incl. suggestion for new courses
5. Follow-up on discussion of extensions
6. Follow-up on the PhD questionnaire on the issue of stress
7. Discuss how best to get info to the PhD students on nomination and election to the PhD committee
8. Misc.

Minutes:

Re 1. Approval of minutes from the opening and the ordinary PhD committee meeting – 19 January 2017
Approved

Follow-up on action points:
- Look at the figures for earlier years to compare with the 2016-17 period in relation to the international PhD students:
  To be discussed at the present meeting
- Changes in the text regarding thesis format will be incorporated in GSST’s Rules and Regulations: Done

- Issue a news item in the following GSST news e-mail on the Rules and regulations changes: Done

- Check up on information on the application website: GSST is launching a new website soon which will include various updates and changes to the application site.

**Re 2. Approval of agenda**
Approved

**Re 3. Announcements – Overview of assessment committees, exemptions, etc. for the period 12 January 2018 to 11 June 2018**
Approved.

**Re 4. GSST transferable skills portfolio for 2019, incl. suggestion for new courses**
The GSST transferable skills portfolio for 2019 was approved provided that lecturers are available and the evaluations look fine.

The two new suggested courses were approved and will be incorporated in the course portfolio provided that they do not overlap with the present course ‘Scientific Writing and Communication’.

Note that the new course ’Approaching science writing’ must be adjusted to 2 ECTS.

**Action:** GSST will follow-up on the course portfolio.

**Re 5. Follow-up on discussion of extensions**
Kurt Thomas Jensen had provided further data on study time extensions. These were debated, but nothing conclusive could be deducted. Some differences between programmes were noted.

The possibility of looking into specific cases was discussed to get further data regarding the reasons for applying for study time extensions.

**Action:** GSST will look further into data regarding study time extensions and specific cases.

**Re 6. Follow-up on the PhD questionnaire on the issue of stress**
Various options and suggestions were debated, incl.:
- Should participation in the PHAUST/GSST workshop ‘The balance between dedication and strain’ be mandatory
- Should GSST’s introduction day include a short presentation on work-life balance, project management, etc., and/or could some of the current presentations include more information
- Could PHAUST include information on the issue on their website
- Could GSST’s website include more information on well-being, work-life balance, job work load, and perhaps a toolkit on stress handling/stress signs, if this could be provided.
- Could the PHAUST/GSST workshop be held in Foulum and Roskilde e.g. every second year or for fewer programmes at a time.

It was decided not to make the PHAUST/GSST workshop mandatory, but instead to look into options for including more information at GSST’s introduction day, for offering the PHAUST/GSST workshop in Foulum/Roskilde and perhaps for fewer programmes at a time, and to consider options for the GSST website.

**Action:** GSST will look into the decided options.

**Re 7. Discuss how best to get info to the PhD students on nomination and election to the PhD committee**

It was debated how best to attract PhD student to the PhD committee and remind them to run for the PhD committee each year.

Various suggestions were discussed, incl.:
- Could GSST e-mail Heads of programme and programme secretaries with deadlines for running for the PhD committee so they can remind their PhD students
- Could all Heads of programme mention the elections at their next programme committee meeting in the autumn
- Could a statement for the CV after participation in the PhD committee be offered
- Could the PhD students remind their fellow PhD students
- Could it be mentioned at GSST’s Introduction day
- Would it be possible to offer teaching hours for participation

**Action:** GSST will e-mail Heads of programme and programme secretaries when election deadlines are announced.

**Action:** Jes Madsen will remind Heads of programme to mention the elections at the next Programme committee meeting.

**Action:** In the future, Jes Madsen will include information about the PhD committee and the elections at GSST’s Introduction days.

**Re 8. Misc.**

One topic was brought up: When the programmes are asked to nominate PhD students for various prices would it then be possible to get told whether they proceeded to further nomination.

Jes Madsen answered that sometimes restrictions are laid down in terms of providing that kind of feedback before the final price winners are announced, but he would look into the issue.

**Action:** Jes Madsen will look into the issue on providing feedback to the departments regarding nominated PhD students.

The meeting ended at 11.10.

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<td>Follow-up on the course portfolio</td>
<td>GSST</td>
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Look further into data regarding study time extensions and specific cases

Look into the decided options regarding follow-up on the issue of stress

E-mail Heads of programme and programme secretaries when election deadlines for the PhD committee are announced

Remind Heads of programme to mention the elections at the next Programme committee meeting

In the future, include information about the PhD committee and the elections at GSST’s Introduction days

Look into the issue on providing feedback to the departments regarding nominated PhD students

**To be discussed at the next/future meeting:**

None