Minutes from the Opening meeting and the ordinary PhD committee meeting

Time: Monday, 18 January 2016 at 9.00-10.45
Place: Building 1431, rooms 021 and 023, Nordre Ringgade 1, 8000 Aarhus C

Present: Lis Wollesen de Jonge, Jan Tind Sørensen, Ernst-Martin Füchtbauer, Kurt Thomas Jensen, Anders Møller, Anne Kjær Laustsen, Rasmus Kock Flygaard, Morten Graversgaard, Daniel Søndergaard Skov, Thomas Lundsgaard Schmidt, Ditte Arp Jensen, Malene Jakobsen, Ida Sørensen and Jes Madsen

Apologies for absence: Henrik Stapelfeldt, Sigrid Schøler Nielsen and Guilherme de Moura Maciel

GSST secretariat: Bente Lynge Hannestad and Rikke J. Ljungmann (for the minutes)

Agenda - opening meeting

1. Rules of procedure for the PhD committee
2. Information concerning the PhD committee’s tasks
3. Election of chairman
4. Election of vice-chairman
5. PhD Committee meeting dates in 2016

Agenda – ordinary meeting:

7. Approval of minutes from the last PhD committee meeting – 27 August 2015
8. Approval of agenda
9. Announcements – Overview of assessment committees, exemptions, etc. for the period 20 August 2015 to 8 January 2016
10. Revised GSST Rules and regulations
11. Discussion of extensions
12. Misc.

Minutes from the Opening meeting:

Ad 1. Rules of procedure for the PhD committee
The retiring chairman of the PhD committee Kurt Thomas Jensen informed the committee members of the Rules of procedure for the PhD committee.

There are 12 members, namely 6 members of staff and 6 PhD students. The former are elected for three years and the latter for one year at a time. The members meet regularly – usually three to four times a year
– and can invite other people to the meetings as observers if necessary, however the latter do not have the right to vote.

All members can submit items to be discussed at the meetings. When voting on a subject, it is a question of simple majority. At least half of the statutory members must be present to make the PhD committee quorate.

**Ad 2. Information concerning the PhD committee’s tasks**
The retiring chairman of the PhD committee Kurt Thomas Jensen informed the committee members of the PhD committee’s tasks. These include for instance:

- Approving PhD courses
- Approving applications for credits, exemptions, etc.
- Making recommendations regarding the composition of assessment committees
- Discussing various matters relating to the PhD school and making recommendations hereon to the head of PhD school.

The chairman and the vice-chairman prepare the agenda for each meeting and can also make decisions in between meetings, if necessary.

**Ad 3. Election of chairman**
Associate professor Kurt Thomas Jensen (Department of Bioscience) was re-elected.

**Ad 4. Election of vice-chairman**
PhD student Rasmus Kock Flygaard (Department of Molecular Biology and Genetics) was elected.

**Ad 5. PhD Committee meeting dates in 2016**
Kurt Thomas Jensen suggested that the PhD committee meetings would be held in connection with the heads of programme meetings. Two meetings will be held in the Spring, early April and late June. Rikke J. Ljungmann will send out a doodle with date suggestions.

**Ad 6. Misc.**
None

**Minutes from the ordinary PhD committee meeting:**

**Ad 7. Approval of minutes from the last PhD committee meeting – 27 August 2015**
The minutes were approved.

Follow-up on action points from last meeting:
- Discuss with Michael Caspersen, CSE, about the implementation of Science Teaching 1: Attending a course in Science Teaching 1 has been made compulsory for all new enrolled PhD students who work as teaching assistants, etc. – unless there is good reason for granting an exemption – and advisable for other PhD students.

- Contact Ebbe Sloth Andersen, iNANO, to discuss possible options concerning course/workshop in Scientific visualisation: GSST is in contact with Ebbe Sloth Andersen at iNANO
- Set the deadline for start-up of initial plan approval to 10 weeks: Has been implemented

- Send e-mail to Ida Marie Gerdes in case of suggestions for career workshops. Deadline: 10 September 2015: Not many incoming suggestions, but contact is established with AU Career PhD, and Vibeke Broe will give a presentation at the Heads of programme meeting

- Prepare a proposal on ECTS for courses/conferences
  **Action:** Postponed till next meeting

- Collect experiences and make a catalogue of ideas concerning Advisory committees and the like:
  **Action:** Will be discussed at the Heads of programme meeting, and then brought up at the next PhD committee meeting.

**Ad 8. Approval of agenda**
Agenda was approved.

**Ad 9. Announcements – Overview of assessment committees, exemptions, etc. for the period 20 August 2015 to 8 January 2016**
There were no comments to the announcements. They were approved.

**Ad 10. Revised GSST Rules and regulations**
The revised GSST Rules and regulations were discussed at the meeting. A few minor things were pointed out for correction, and matters relating to research environment change and responsible conduct of research were discussed more in-depth, including a specific section on plagiarism to be added to the Rules and regulations. In connection with the latter, Jes Madsen mentioned that in future we will have access to the IT program Urkund, which can be used for checking for plagiarism.

**Action and next meeting:** GSST will check up on available info and guidelines in connection with research stays abroad. To be discussed at the next meeting.

**Next meeting:** Discussion on how the IT program Urkund may possibly be used in connection with the PhD studies.

**Action:** The revised GSST Rules and regulations will be corrected and then sent to all PhD committee members for final written comments before being implemented.

**Ad 11. Discussion of extensions**
The chairman Kurt Thomas Jensen had prepared various data, calculations and tables on extensions at GSST, and these were discussed. It was decided to continue making these tables, but with two year intervals instead in order to be able to see possible tendencies more clearly.

Furthermore, the following should be added for the next discussion:
- data on maternity/paternity leave
- data on early withdrawal from the PhD study, and possibly when during the PhD study a possible withdrawal takes place, and
- data on the number of study time extensions given to PhD students enrolled without a Master’s degree compared to PhD students enrolled with a Master’s degree.
Ad 12. Misc.

None

The meeting ended at 10.40.

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<tr>
<td>- Prepare a proposal on ECTS for courses/conferences</td>
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To be discussed at the next meeting:

- Discuss available info and guidelines in connection with research stays abroad
- Discuss how the IT program Urkund may possibly be used in connection with the PhD studies