Minutes from the PhD committee meeting

Time: Friday, 3 June 2016 at 9.15-11.15
Place: Building 1521, room 220, Ny Munkegade 120, 8000 Aarhus C

Present: Henrik Stapelfeldt, Ernst-Martin Füchtbauer, Kurt Thomas Jensen, Anders Møller, Rasmus Kock Flygaard, Sofie Vej Uglevig (for Daniel Søndergaard Skov), Thomas Lundsgaard Schmidt, Laura-Carlota Paz (for Ditte Arp Jensen), Malene Jakobsen, Ida Sørensen and Jes Madsen

On videolink: Lis Wollesen de Jonge and Jan Tind Sørensen

Apologies for absence: Daniel Søndergaard Skov and Ditte Arp Jensen

GSST secretariat: Liselotte Kaspersen (during item 4), Karen Konradi (during item 4), Bente Lynge Hannestad and Rikke J. Ljungmann (for the minutes)

Agenda:

1. Follow-up from the PhD committee meeting – 18 January 2016
2. Approval of agenda
3. Announcements – Overview of assessment committees, exemptions, etc. for the period 9 January 2016 to 25 May 2016
4. Approval of GSST transferable skills courses in 2017 – including statistics and suggestion of new course: Mixed Models. As a number of PhD students cancel their course participation very late thus making it difficult for others to participate, it will also be discussed whether to introduce possible sanctions in that regard
5. Proposal on ECTS for schools/conferences, etc.
6. Psychological Work Place Assessment
7. Ideas concerning Advisory committees and the like
8. Use of anti-plagiarism software
9. Supervision of projects (Bachelor’s and Master’s students as dissemination and/or work obligations)
10. Workshops on stress handling
11. Misc.

Minutes:

Ad 1. Follow-up from the PhD committee meeting – 18 January 2016
Action points:
- Prepare a proposal on ECTS for courses/conferences: To be discussed at the present meeting.
- Ideas concerning Advisory committees and the like (with added comments from Heads of programme): To be discussed at the present meeting.
- Check up on available info and guidelines in connection with research stays abroad: Bente Lynge Hannestad had investigated options. At the meeting she provided the following two links with relevant info from AU International Centre’s website:
  1. Going abroad: [http://ias.au.dk/goingabroad/](http://ias.au.dk/goingabroad/)
  2. Funding: [http://ias.au.dk/goingabroad/financing/](http://ias.au.dk/goingabroad/financing/)
- The revised GSST Rules and regulations will be corrected and then sent to all PhD committee members for final written comments before being implemented: The work had been completed and the revised GSST Rules and regulations placed on GSST’s website.
- Discuss how the IT program Urkund may possibly be used in connection with the PhD studies: To be discussed at the present meeting.

**Ad 2. Approval of agenda**
Agenda was approved.

**Ad 3. Announcements – Overview of assessment committees, exemptions, etc. for the period 9 January 2016 to 25 May 2016**
Overviews were approved.

**Ad 4. Approval of GSST transferable skills courses in 2017 – including statistics and suggestion of new course: Mixed Models.** As a number of PhD students cancel their course participation very late thus making it difficult for others to participate, it will also be discussed whether to introduce possible sanctions in that regard
The GSST transferable skills course portfolio for 2017 was approved. The suggested new courses in Mixed Models and Scientific Visualization were approved. Mixed Models to be held already in Autumn 2016.

**Decision:** Possible sanctions were discussed. It was decided that from 2017 a no-show fee will be introduced for those who cancel their course registration late – unless they can provide a doctor’s note. The no-show fee will be DKK 1,250 (the price of one ECTS). This will be stated in all course descriptions along with an explanation of the consequences of the late de-registration and how it affects those who have signed up and are on the course waiting lists.

**Ad 5. Proposal on ECTS for schools/conferences, etc.**
Jes Madsen had prepared a proposal, which was discussed.

**Action and next meeting:** The committee members send any comments and descriptions of learning goals to Jes Madsen no later than 17 June 2016. Jes Madsen will then prepare an updated proposal for circulation and written commenting before a final discussion at the next meeting.

Until the next meeting, it is business as usual.

**Ad 6. Psychological Work Place Assessment**
The Psychological Work Place Assessment (Psykisk APV) at Aarhus University has finished, and the figures have been made public. The PhD committee had been given access to the figures concerning PhD students
at each programme, but only in those cases where there were more than 10 PhD students who had answered the Assessment so as to uphold anonymity.

In general, the figures look okay, however some figures still cause reason to concern, e.g. with regard to the number of PhD students having stress symptoms. Pertaining to the latter, Food has been successful in turning their figures around, in particular through talking about it continuously in all relevant fora and a number of other contexts.

In addition to the debate at the PhD committee meeting, Jes Madsen suggested that the individual programmes take a closer look at the figures, compare with the overall figures and then follow up where necessary.

**Ad 7. Ideas concerning Advisory committees and the like**
As agreed at the previous PhD committee meeting, extra information from the programmes had been added to the catalogue. The programmes are free to use the catalogue as a source for inspiration.

**Ad 8. Use of anti-plagiarism software**
The PhD committee debated whether to introduce anti-plagiarism software to check PhD theses and progress reports. Jes Madsen mentioned that the IT programme Urkund will be introduced shortly at AU in connection with written exams/projects at Bachelor’s and Master’s level, but that the Faculty of Health has been using the IT programme iThenticate for the past year to check PhD theses. iThenticate is an IT programme which AU Library has access to.

After careful consideration and discussion it was agreed among the PhD committee members that iThenticate would be more suitable than Urkund when it comes to PhD theses.

**Decision:** To introduce iThenticate for a period of one year starting approx. 1 September 2016 and to be evaluated following that one year period. Provided that AU Library agrees, the process will be as follows: AU Library checks all PhD theses within three working days. In case of issues, a committee set up through GSST will check further. Progress reports are checked by main supervisor. When agreed with AU Library, the decision will be announced at the GSST website and through GSST news e-mails, hopefully before the summer holidays.

**Ad 9. Supervision of projects (Bachelor’s and Master’s students as dissemination and/or work obligations)**
A question had been raised whether work obligations could/should be used to cover PhD students’ supervision of Bachelor’s and Master’s students’ projects.

Jes Madsen said that the collective agreement states that PhD students’ work obligations amount to 280 hours per year. Thus, if the PhD student is told specifically by the department that he/she is to be responsible for supervising large parts of a Bachelor’s/Master student’s project, then the number of hours spent should be part of the work obligations.

However, it is also a question of balance between work obligations, student teaching and apprenticeship, i.e. the PhD student learning to give supervision and to disseminate his/her knowledge to others. Introducing newcomers to experimental techniques etc. is a normal part of being a research group member.
Ad 10. Workshops on stress handling
GSST and ST Education organise stress handling workshops on a regular basis in Aarhus, Foulum and Roskilde, respectively. These are announced at the GSST website and in GSST news e-mails. It was debated whether there were other ways of announcing the workshops. PHAUST puts up posters to announce the events.

Ad 11. Misc.
No issues were discussed.

The meeting ended at 11.15.

Action
Re. proposal on ECTS, he committee members send any comments and descriptions of learning goals to Jes Madsen no later than 17 June 2016.
Jes Madsen will then prepare an updated proposal for circulation and written commenting before a final discussion at the next meeting.

Who
Committee members
Jes Madsen

To be discussed at the next meeting:
- Updated proposal on ECTS for schools/conferences, etc.