Minutes from the PhD committee meeting

Monday, 16 December 2013 at 9.00-14.00
at Richard Mortensen stuen, Konferencecenteret, building 1422,
Fredrik Nielsens Vej 2, 8000 Aarhus C.

Present: Ernst-Martin Füchtbauer, Kurt Thomas Jensen, Lis Wollesen de Jonge, Susanne Frydendal Nielsen, Anders Møller, Henrik Stapelfeldt, Jan Tind Sørensen, Heidi Gytz Olesen, Inge Revsbech, Peter Nørby, Marie Grønbæk, Andreas Stejner Sand Pedersen, Elise Norberg and Jes Madsen – in connection with item 13 concerning GSST Rules and regulations also Jan Piotrowski, Bent Ørsted, Jørgen Kjems, Ole Hertel, Lars Bojer Madsen, Lotte Bach Larsen, Peter Gorm Larsen and Ida Marie Gerdes

GSST secretariat: Bente Lynge Hansen, Rikke J. Ljungmann (for the minutes)

Agenda for the meeting:

1. Approval of minutes from the last meeting – 1 May 2013
2. Approval of agenda
3. Announcements – Overview of assessment committees, exemptions, etc. – for the period 17 January 2013 to 22 April 2013 and the period 23 April 2013 to 9 December 2013
4. Revised Rules of procedure for the PhD committee at Science and Technology
5. Statistical data from the PhD Planneren concerning study time extensions – divided into programmes
6. Staff development dialogue (MUS) for PhD students
7. ECTS for Journal clubs, etc.
8. PhD courses in transferable skills
9. Status on PhD courses in statistics
10. Update from AU Committee on transferable skills PhD courses across main academic areas
11. PhD Planner (possibility of adding data to plan while half year evaluation is still being approved)
12. Misc.
13. Debate concerning revised GSST Rules and regulations – with all heads of programme

Minutes:

Re. 1 – Approval of minutes from the last meeting – 1 May 2013
The minutes were circulated in an earlier e-mail. They were approved.
Follow-up on items from last time:
Jes Madsen has reported the PhD committee’s comments back to Talentbåndet with regard to the revised Ministerial Order. Aarhus University has sent a hearing statement, and Jes Madsen said that the Ministry has responded well to AU’s comments.

Jes Madsen has met with Tom Vindbæk Madsen to discuss a possible reintroduction of the evaluation procedure of Master’s courses teaching assistants. It should now be up and running again.

Jes Madsen commented that topics from the psychological workplace assessment (APV) will be debated further when the Questionnaire survey has been made public, i.e. possibly at the next PhD committee meeting in January 2014.

Jes Madsen has met with Jørgen Jespersen concerning follow-up on the psychological workplace assessment (APV). Action plans have been made at the Departments both with regard to the general items for all employees and for those specifically concerning PhD students. One item was mentioned in particular, i.e. the importance of courses in PhD supervision.

**Future item:** Topics from the APV to be debated further when the Questionnaire Survey has been made public.

Jes Madsen has met with Tom Vindbæk Madsen to discuss the general courses in statistics at bachelor level. Tom Vindbæk Madsen has set up a working group to take action on this.

**Re. 2 – Approval of agenda**
Agenda was approved.

**Re. 3 – Announcements – Overview of assessment committees, exemptions, etc. – for the period 17 January 2013 to 22 April 2013 and the period 23 April 2013 to 9 December 2013**
There were no comments to the two overviews. GSST continues cooperating with the IT department on getting better overview on data from the PhD Planner.

**Re. 4 – Revised Rules of procedure for the PhD committee at Science and Technology**
There was one comment to the Danish version: Could the phrase ‘1 gang hvert kvarter’ be changed to ‘mødes normalt 3-4 gange årligt’? Otherwise the revised Rules of procedure were approved.

**Action:** GSST will check standard Rules of procedure regarding the specific phrase.

**Re. 5 – Statistical data from the PhD Planner concerning study time extensions – divided into programmes**
Kurt Thomas Jensen presented various data from the PhD Planner concerning study time extensions. It was noted that maternity/paternity leave, illness and other kinds of leave do not enter into the data extracted as they do not form part of the total study time.
Various patterns and differences were debated, and it was agreed that it should be a regular item on the agenda to be discussed each year. However, it was also commented that it was important to take action if specific matters could be identified from the data.

Furthermore, it was commented that the PhD students might not be aware of possible options in connection with long-term illness.

Re. 6 – Staff development dialogue (MUS) for PhD students
A question concerning MUS was raised, i.e. whether all departments ensure that the PhD students are invited to a staff development dialogue (MUS), and if the departments observe the deadlines for MUS.

In a few cases, MUS has been put on hold, but otherwise all staff, including employed PhD students, must have a MUS. It seems, however, that this is not the case everywhere.

It should be mentioned that the new MUS concept only came out a few months ago, and the whole setup concerning MUS is therefore relatively new.

Action: Jes Madsen will mention the MUS concept at the next meeting for department heads.

Action: GSST will follow up on MUS with the departments in March 2014.

Re. 7 – ECTS for Journal clubs, etc.
Jan Tind Sørensen introduced a journal club concept drawn up by Animal Science. He also mentioned that they have held one journal club already following the concept and have made various experiences, e.g. that it was important to get the right number of PhD students to make the concept work. An evaluation was made following the journal club, and the PhD students received a certificate.

Action: Jan Tind Sørensen sends the journal club evaluation to GSST.

Action: GSST forwards document on the Journal club concept to all heads of programme.

It was suggested that more senior people could participate in the journal clubs on an equal footing with the PhD students, and that it could be important to delegate the roles as chair and participants. This would provide the participants with other competences as well.

It was mentioned that flexibility was important as the programmes differ a lot, both with regard to how the journal clubs are organised, and how many of these other types of ‘courses’ are needed. It was therefore agreed that there should be no general rule as to how many ECTS the PhD students are allowed to use on journal clubs. It is up to each programme to decide this.

All in all, it was agreed that it was a very good model, and that the programmes could use it as inspiration.
It was mentioned that the revised Ministerial Order defines the course concept quite broadly, only it should be at PhD level. Thus it seems even more important to grant ECTS also for journal clubs and the like. Especially since in general there are too few scientific courses at PhD level at Science and Technology.

**Future item:** To discuss the course topic again when the Questionnaire survey has been made public.

**Re. 8 – PhD courses in transferable skills**
The lecturer at the GSST transferable skills course Scientific Practice had suggested that the course be held only once a year. This was agreed.

It was discussed whether GSST should offer courses in LaTex or Python, and it was agreed not to.

A procedure for smaller changes to the transferable skills courses portfolio was also discussed. It was agreed that GSST should discuss these with chairman and vice-chairman, and then the PhD committee would be informed hereof at the next PhD committee meeting.

**Re. 9 – Status on PhD courses in statistics**
Department of Mathematics will not be able to organise any statistics courses at present.

Rodrigo Labouriau has held two courses in Introduction to R and Basic Statistical Analysis in 2013 and will do the same in 2014.

It is up to each programme whether they will organise brush-up statistical courses or the like.

**Re. 10 – Update from AU Committee on transferable skills PhD courses across main academic areas**
The committee has held two meetings and various topics relating to PhD courses, and more specifically transferable skills PhD courses, were discussed. It turned out that practice relating hereto differs widely at the four main academic areas both with regard to ECTS, when ECTS are granted and for which courses, obligatory courses and distribution between scientific courses and transferable skills courses.

It was decided to organise two transferable skills courses and then evaluate these afterwards. The courses are Forskningsformidling and Project Management.

**Re. 11 – PhD Planner (possibility of adding data to plan while half year evaluation is still being approved)**
The possibility of adding data to the plan while a half year evaluation is still ongoing was suggested. This would make it easier to use the Planner system as an actual planning tool, something which is not really possible at the moment.

It was commented that the suggestion is a very good one, but it is not possible yet technically speaking.

Jes Madsen commented that it is important that the Planner already now can and should be used to ensure that everything is going according to plan and schedule.
It was debated whether it would be possible to set up a standard procedure seeking out half year evaluations that exceed deadlines with a certain time span. GSST can extract data hereon and notify heads of programme.

Re. 12 – Misc.
None

Re. 13 – Debate concerning revised GSST Rules and regulations – with all heads of programme
The revised GSST Rules and regulations were debated in a joint meeting with all heads of programme. They will be finally approved at the next PhD committee meeting and the next meeting with the heads of programme.

The meeting ended at 14.00

**Action**

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<tr>
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<tr>
<td>Check standard Rules of procedure regarding specific phrase</td>
<td>GSST</td>
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<tr>
<td>Follow up on MUS at next Department Head meeting</td>
<td>Jes Madsen</td>
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<tr>
<td>Follow up on MUS with the departments in March 2014</td>
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<td>Send journal club evaluation to GSST</td>
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<td>Send document on the journal club concept to heads of programme</td>
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**Future items:**
- Topics from the psychological workplace assessment (APV) will be debated further when the Questionnaire survey has been made public, i.e. possibly at the next PhD committee meeting in January 2014.
- To discuss the course topic again when the Questionnaire survey has been made public.