

The PhD committee



## MINUTES

11 OCTOBER 2017

**Forum** The PhD committee

SCIENCE RESEARCH AND  
INNOVATION  
PHD SECTION

**Meeting held:** 28 September 2017 from 13.15 – 15.45

**Place:** Meeting room BAMS, Nordre Sti 1, Frederiksberg

BÜLOWSVEJ 17

**Secretary:** Michael Cleve Hansen

DK - 1870 FREDERIKSBERG

### Present:

Anine Laura Borger, Christian Gamborg, James Connelly, Kell Mortensen, Michael Cleve Hansen, Morten Pejrup, Pernille Louise Forsberg, Ryszard Nest, Tone Bengtsen

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### Apologies:

David B. Collinge, Dorthe Djernis, Karen Stoltenberg Nissen, Line Nicolaisen, Sidsel Kjems, Søren Wengel Mogensen

REF: MCLH

### Agenda:

- 1) Agenda
- 2) Approval of minutes from the meeting 11 May 2017
- 3) Announcements
- 4) Status on the new PhD administrative system
- 5) The Action and development plan for the PhD school 2017-2019 – Follow up on the annual meeting of the PhD school 2017
- 6) The future of three mandatory PhD courses, initial discussion
- 7) Election of PhD students for the PhD committee 2018
- 8) Any other business

**1) Agenda**

The agenda was approved.

**2) Approval of minutes from the meeting 11 May 2017**

The minutes were approved.

**3) Announcements**

**Tone:** Tone discussed the draft UCPH Strategy 2023 with her fellow members of ph.d.-KUFIR (PhD students from the other UCPH faculties). In general, they were satisfied with the content, although it appears to be a bit too fluffy, but they missed a paragraph on academically freedom.

**Morten:** Morten referred to an article in the newspaper Information about bureaucracy in university administration in Denmark. The article stressed that the bulk of administrative work continues to increase, but from Mortens point of view, it is not that bad at SCIENCE.

**4) Status on the new PhD administrative system**

The contract with the supplying company (Talentsoft) is signed and the development and adjustment of the PhD administrative system – PhD Planner - is still on track and the system is almost ready to be tested. Thus, representatives from the main stakeholders, incl. the members of the PhD committee will be invited to a presentation of the system in November.

**5) The Action and Development Plan for the PhD school, 2017-2019 – Follow up on the annual meeting of the PhD school 2017**

Before the ADP discussion started, the PhD committee evaluated the outcome of the annual meeting of the PhD school. The general opinion of the meeting were positive and the venue were almost perfect. The concept of having workshops adds on to the positive impression – the mix of senior scientific staff members, PhD students and administrative staff worked well, and almost all participants were “active” and contributed in the discussions. In addition, the plenary presentation of the outcome of the workshops also seemed ok.

The meeting would have been even better if more PhD students had attended. The PhD committee concluded that the annual meeting of the PhD school should also be held next year, but more effort should be put in the invitation in order to stress the purpose of the meeting more clearly.

The committee briefly discussed the content of the action and development plan and concluded, that the ADP for 2017 – 2019 will be based on the five topics discussed at the annual meeting:

Employment after the PhD: Responsible committee members: David Collinge & Sidsel Kjems

PhD student networks: Responsible committee members: Line Nicolaisen & James Connelly

PhD supervision: Responsible committee members: Anine Laura Borger & Morten Pejrup

Work environment for PhD students: Responsible committee members: Christian Gamborg & Dorthe Djernis

Communication and infrastructure: Responsible committee members: Ryszard Nest & Tone Bengtsen

The responsible committee members will write a first draft of the individual chapters/topics and send them to [phd@science.ku.dk](mailto:phd@science.ku.dk) no later than 23 November – subsequently Kell and Tone will compile the chapters and present a draft ADP at the committee meeting in December 2017.

The ADP will be presented in a table similar to the format of the previous ADP, and will, if possible, be added a column with a time-table for the individual sub-goals and measurable milestones.

The PhD committee briefly discussed the preliminary findings on the five topics, mainly based on the inputs from the workshops at the annual meeting:

**PhD student networks:** The PhD committee decided to narrow the topic mainly to include social networks – scientific networking is the overall responsibility of the supervisors that will be addressed in the chapter on supervision. In general, it is difficult for the PhD committee or any other boards at faculty level to outline specific guidelines – social networking must be initiated bottom up. Initiatives for concrete actions have to be anchored at the departments, and especially by the individual PhD students. Instead, the ADP can encourage the departments and/or research sections to set up frameworks and environments incl. benefits for the PhD students and post docs who set up the practical arrangements.

The PhD committee considered presenting in the ADP a catalogue of ideas on how to facilitate social networking for PhD students and post docs, and the members of the committee were encouraged to mail their bright ideas for the catalogue to James and Line.

**PhD supervision:** Morten and Anine will write a draft chapter that stress the importance of supervisors respects the rules and formalities, allocates sufficient time and show genuine interest in their PhD students, their projects, and future career.

**Work environment for PhD students:** The ADP will distinguish between the physical and the psychological work environment and the ambition with this chapter is to focus on “the good work environment”. Dorte and Christian consider presenting a catalogue of ideas that can inspire the research sections to improve the conditions for their PhD students.

**Communication and infrastructure:** The authors of this chapter will focus on the following parts in the ADP:

Introduction day at the department: New PhD students must meet their PhD coordinator, PhD secretary and other important persons. The introduction should stress the importance of the PhD plan and PAR.

Cultural aspects: In order to get adequate assistance and help with the many formalities on how to live in Denmark, foreign PhD students must be introduced to International Staff Mobility and Study in Denmark.

Branding: Potential PhD students should be informed about the PhD salary and the relatively good and decent work / life balance PhD students at SCIENCE-UCPH are offered. It is considered to highlight these points in videos with current foreign PhD students.

Ryszard and Tone will continue their work.

**Employment after the PhD:** Due to the apologies from David and Sidsel, the chapter about employment were not discussed.

#### **6) The future of three mandatory PhD courses, initial discussion**

Either PhD students enrolled at UCPH-SCIENCE have to pass the independent version of the course Responsible Conduct of Research (RCR) –or the Introduction course that also contains the RCR. PhD students who teach undergraduate students as part of their PhD programme have to pass Introduction to University Pedagogy (IUP).

The PhD school pays the course fees – 1.500 DKK per passed ECTS.

**Introduction to University Pedagogy:** Hosted by IND, awarded three ECTS and mandatory for PhD students who teach undergraduate students at SCIENCE. Approx. 200 PhD students pass the course per year (roughly 50 % of the population).

The course evaluations are fine and the PhD committee is satisfied with the content. But - it seems to be relatively difficult for PhD students to get a seat on the course, partly due to the fact that many of the attendances forget to un-register if they regret their registration. Thus, the PhD committee will

suggest the department to introduce a fee for those that does not appear, and maybe also to provide more courses.

**Responsible Conduct of Research** (stand alone version): Hosted by IFRO, awarded one ECTS and mandatory for all PhD students at UCPH. Approx. 200 PhD students pass the stand alone course per year.

The course evaluations are fine and the PhD committee is satisfied with the content.

**Introduction Course for New PhD Students:** Hosted by IND, awarded three ECTS (the RCR module is embedded in the course). Approx. 125 PhD students pass the course per year and about two thirds of the participants are foreigners. It is a residential course and the participants have to pay the expense for lodging etc. (4.200 DKK) which seems reasonable.

The participants give the course very positive evaluations, and the PhD committee find that the content of the course is suitable for an introduction course. The PhD committee also stress that it should continue as a residential course – it is an effective mean to promote networks among new PhD students.

The PhD committee concluded that the quality and relevance of the three courses are high and

#### **7) Election of PhD students for the PhD committee 2018**

The election of PhD student members for the PhD committee as of 2018 will take place during autumn 2017. The election period is one year. Rector's office will inform all PhD students by e-mail, but it is common knowledge that such mails are not always read. To make up for that, the PhD committee members will also "spread the word" at their departments.

The PhD section will upgrade the description of the tasks of the PhD committee on the website of the PhD school.

#### **8) Any other business**

None.