

The PhD committee



## MINUTES

29 APRIL 2019

**Forum** The PhD committee

SCIENCE RESEARCH AND  
INNOVATION  
PHD SECTION

**Meeting held:** 1 April 2019 from 14.00 – 16.00

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

BÜLOWSVEJ 17

**Secretary:** Michael Cleve Hansen

DK - 1870 FREDERIKSBERG

### Present:

Christian Gamborg, David B. Collinge, James Connelly, Kell Mortensen, Laurie Walk, Lucas van Duin, Michael Cleve Hansen, Morten Pejrup, Ryszard Nest, Sarah Estela Kylborg, Sunny Mosangzi

DIR +45 35332056

MOB +45 21161366

mclh@science.ku.dk

### Apologies:

Henning Olai Milhøj, Søren Wengel Mogensen

REF: MCLH

### Agenda:

- 1) Agenda
- 2) Welcome and presentation
- 3) Appointing the vice-chair of the PhD committee (a PhD student elected by and among the PhD students of the PhD committee)
- 4) Appointing a PhD student member for ph.d.-KUFIR
- 5) Minutes from the meeting 13 December 2018
- 6) Announcements
- 7) Status on new PhD administration system by Morten Pejrup
- 8) Specific subjects to be discussed and handled by the PhD committee in 2019
  - Update of the general rules and guidelines for the PhD programme

- International evaluation of the PhD school
  - Follow-up on the ADP 2018-20
  - Other topics?
- 9) Meetings in 2019 - The PhD committee, the annual workshop of the PhD school and the international evaluation of the PhD school
- 10) Any other business

### 1) Agenda

The agenda was approved.

### 2) Welcome and presentation

Kell Mortensen, chair of the PhD Committee welcomed the newly elected PhD students to the board, and afterwards, the members presented themselves. The PhD study board consists of the following members elected within the five representation areas as shown below:

Area	Scientific staff	PhD student
MATH, IND, DIKU	Professor Ryszard Nest, MATH	Søren Wengel Mogensén, MATH Henning Olai Miljøj, MATH
CHEM, NBI	Professor Kell Mortensen, NBI	Laurie Walk, NBI
IGN, SNM	Professor James Connelly, SNM	Sarah Estela Kylborg, IGN
NEXS, FOOD, IFRO	Ass. Professor Christian Gamborg, IFRO	Sunny Mosangzi, IFRO
BIO, PLEN	Professor David Collinge, PLEN	Lucas van Duin, BIO

### 3) Appointing the vice-chair of the PhD committee

Laurie Walk was elected by the PhD student members of the PhD committee as vice-chair.

### 4) Appointing a PhD student member for ph.d.-KUFIR

Sunny Mosangzi was elected by the PhD student members of the PhD committee as member for ph.d.-KUFIR. Her substitute Lucas van Duin, will attend the meetings in ph.d.-KUFIR, if Sunny is not able to participate herself.

### 5) Minutes from the meeting 13 December 2018

The minutes were approved.

## 6) Announcements

None

PAGE 3 OF 4

## 7) Status on PhD planner

The new PhD administrative system – PhD Planner – was introduced April 2018. Most of the required functionalities are currently up and running and the rest is expected to be delivered during 2019.

There are still some details that need to be adjusted before the system is fully implemented and especially integration with the filing system Workzone is often not operating properly, which is a major problem.

The PhD school has just started to forward monthly reports/statistics on their PhD students to the departments. Hopefully the PhD school will receive feed-back if the data presented are wrong or misleading – then they will be corrected.

In general, the senior staff members of the PhD committee have learned to navigate through the interface and functionalities of PhD Planner, while the PhD students are less enthusiastic in their feed-back of the quality of the system. Especially experiences concerned difficulties in submitting application for enrollment.

It was concluded, that the user guides need a brush-up and maybe the PhD secretaries at the departments need further training in PhD Planner? The PhD section will see to the latter, and have in store to arrange PhD Planner café meetings.

In order to write adequate user guides, Morten Pejrup suggested that the PhD school hire/employ 5-6 PhD students for this job.

## 8) Specific subjects to be discussed and handled by the PhD committee in 2019

### *Update of the general rules and guidelines*

UCPH has just updated the part of the general rules and guidelines for the PhD programme that apply to all PhD schools of the university. At the next committee meeting, we will start to update the SCIENCE specific part of our current rules and guidelines.

### *International evaluation of the PhD school*

In autumn 2019 a panel of international experts will evaluate the PhD school. The aim of the evaluation is two-fold: It has to investigate whether or not the quality of the PhD education lives up to international standards, and recommend how the PhD school can enhance the quality of the PhD education.

The panel is:

Chair: Jess Madsen, professor at University of Aarhus

Member: Jacqui Shykoff, professor at Universite Paris-Sarclay

Member: Bo-Anders Jönsson, professor at University of Lund

The evaluation will partly be based on a self-assessment report. The head of the PhD school will write a draft report that will be discussed on the next committee meeting.

18-19 September 2019: The site visit will take place.

18 September 2019: The PhD committee will meet the panel (from 12-14)

19 September 2019: The panel hands in the evaluation report.

Before the end of 2019, the recommendations of the panel must be embedded in an action plan. The PhD committee will finalize the action plan at the meeting in December.

#### *Follow-up on the ADP 2018-20*

The ADP 2018-20 lists concrete actions that need to be taken in order to enhance the quality of the five focus topics. It is partly the responsibility of the PhD committee to follow up. Thus, it was agreed that the committee at the next meeting will select which focus points that should be address first and appoint which members are in charge

#### **9) Meetings in 2019**

The PhD committee will be invited to 5 meetings:

Regular meeting in the middle of June

Regular meeting late August

Meeting with the international evaluation panel 18 September

The annual workshop of the PhD school October/November

Regular meeting in the middle of December

#### **10) Any other business**

The first PhD committee meeting in 2020 should be held in February or March – April is a bit too late.