

The PhD committee



## MINUTES

21 FEBRUARY 2017

**Forum** The PhD committee

SCIENCE RESEARCH AND  
INNOVATION  
PHD SECTION

**Meeting held:** 7 February 2017 from 13.00 – 15.00

**Place:** Meeting room A131, Bülowsvej 17, Frederiksberg

BÜLOWSVEJ 17  
DK - 1870 FREDERIKSBERG

**Minutes-taker:** Michael Cleve Hansen

### Present:

Anine Laura Borger, Anne Hjort Bendsøe, David B. Collinge, Dorthe Djernis James Connerly, Kell Mortensen, Michael Cleve Hansen, Morten Pejrup, Sidsel Kjems, Søren Wengel Mogensen

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### Apologies:

Christian Gamborg, Line Nicolaisen, Ryszard Nest, Jens Friis Lund

REF: MCLH

### Agenda:

- 1) Agenda
- 2) Welcome and presentation
- 3) Appointing the chair of the PhD committee
- 4) Appointing the vice-chair of the PhD committee (a PhD student elected by and among the PhD students of the PhD committee)
- 5) Appointing a PhD student member for ph.d.-KUFIR
- 6) Minutes from the meeting 8 December 2016
- 7) Announcements
- 8) Status on new PhD administration system by Morten Pejrup
- 9) The Development and action plan for the PhD school, 2017-2019
- 10) Meetings in 2017 - The PhD committee and the annual workshop of the PhD school
- 11) Any other business

**1) Agenda**

The agenda was approved.

**2) Welcome and presentation**

Head of the PhD school Morten Pejrup welcomed the new PhD committee and everybody briefly presented themselves. The PhD committee consists of the following members elected within the five representation areas as shown below:

<b>Area</b>	<b>Scientific staff</b>	<b>PhD student</b>
MATH, IND, DIKU	Professor Ryszard Nest, MATH	Line Nicolaisen, IND
CHEM, NBI	Professor Kell Mortensen, NBI	Anine Laura Borger, NBI
IGN, SNM	Professor James Connerly, SNM	Dorthe Djernis, IGN
NEXS, FOOD, IFRO	Ass. Professor Christian Gamborg, IFRO	Sidsel Kjems, NEXS
BIO, PLEN	Professor David Collinge, PLEN	Tone Bengtsen, BIO

The following scientific staff was elected as substitutes:

<b>Area</b>	<b>Scientific staff</b>	<b>PhD student</b>
MATH, IND, DIKU	Assistant Professor Sofie Kobayashi, IND Ass. Professor Jan Sølborg, IND	Søren Wengel Mogensén, MATH
CHEM, NBI	None	None
IGN, SNM	None	None
NEXS, FOOD, IFRO	None	None
BIO, PLEN	Professor Ole Pedersen, BIO Associate professor Jes Søe Pedersen, BIO Professor Barbara Ann Halkier, PLEN	Anne Hjort Bendsøe, BIO

### **3) Appointing the chair of the PhD committee**

Kell Mortensen was elected by the staff members as chair for the PhD committee. Kell were also member of the PhD committee from 2013 to 2016, and he briefly explained the fellow members of the committee that the handling of the individual PhD student cases is delegated to him as head of the committee. Thus, the PhD committee will spend the meetings to discuss matters and issues of strategic and political importance related to the PhD programme - including rules and regulations. The goals ambition of the PhD school are normally reflected in a development and action plan, which is written and defined by the head of the PhD school and the PhD committee, cf. point 9 on the agenda.

### **4) Appointing the vice-chair of the PhD board**

Tone Bengtsen was elected by the PhD student members of the PhD committee as vice-chair.

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

Tone Bengtsen was elected by the PhD student members of the PhD committee as member for ph.d.-KUFIR. Her substitute Anne Hjort Bendsøe, will attend the meetings in ph.d.-KUFIR, if Tone is not able to participate herself.

### **6) Minutes from the meeting 8 December 2016**

The minutes were taken into account. David B. Collinge, who also were member of the PhD committee in 2016, proposed to write a one-page résumé of the minutes to be distributed among everybody interested.

### **7) Announcements**

SCIENCE will apply the European Commission (Horizon 2020) for Marie Sklodowska-Curie COFUND scholarships. SCIENCE will apply for 10 mio. Euro, which will co-fund 150 scholarships over a period of 5 years (500.000 DKK per scholarship). The departments have to provide the remaining funding, hopefully in collaboration with companies and/or foundations. The ambition is to brand and promote SCIENCE and the PhD school and the scientific environments as “top class”. Thus, the faculty will probably announce the scholarships as “free scholarships” to secure the highest level of competition in order to attract the most talented applicants. Before the students will be enrolled, they have to be evaluated by a panel of international “top researchers”. The exact application procedure has not yet been decided.

### **8) Status on new PhD administration system**

Morten Pejrup presented a project that aims to implement a new administrative system to support the PhD programmes and its stakeholders within the PhD school of SCIENCE. The ambition is to implement a database system

that contains on-line application facilities and work-flows. The purpose is to make it easier for students, supervisors, PhD coordinators and the PhD committee to hand in and approve applications. Another administrative benefit is expected to be an improved data quality and easier access to statistics and information as such.

If all goes well, the system will be up and running in the beginning of 2018.

### **9) The Development and action plan for the PhD school, 2017-2019**

The PhD committee decided to formulate a new development and action plan for 2017 – 2019. The plan will be based on the prior plan for 2014 – 2016, that was partly based on the recommendations provided by an international panel of experts.

The plan for 2017-19 will also include a focus area addressing Responsible Conduct of Research as suggested by the late PhD committee, and the new PhD committee will further investigate how to improve the PhD environment by adding a focus area called Networks and Communication, that, probably among other things, will address the following issues:

- Means to distribute information to PhD students about rules and other relevant topics
- PhD student networks – department level, faculty level, university level and perhaps also national level
- Welcome meetings for all new PhD students
- Participation in the Introductory Course

Thus, the development and action plan for 2017-19 will focus on the following areas:

- **Enrolment**
- **Employment**
- **Courses**
- **Supervision**
- **Study programme**
- **Responsible Conduct of Research**
- **Networks and Communication**

The PhD committee will continue to work on the development and action plan during 2017, and a draft plan will be presented at the annual workshop of the PhD school. If possible, exact measure points must be defined for the individual parts of the plan.

### **10) Meetings in 2017 - The PhD committee and the annual workshop of the PhD school**

The PhD committee will schedule five meetings for 2017. Four regular meetings in March/April, May, late in September and in the beginning of December, and the annual workshop of the PhD school in June. The PhD section will “Doodle” for the exact dates.

The specific content of the annual workshop will be decided by the PhD committee and the head of the PhD school, and will be further discussed at the meetings in March and May. However, three points are already known to find its way to the agenda:

Status on frontPlanner – the IT-system used for PhD course administration  
Status on the new PhD administration system, cf. point 8  
The Action and Development Plan for 2017-19.

### **7) Any other business**

Next meeting, the committee will have an initial discussion about the content of the three PhD courses funded by the PhD school (Introduction course for New PhD Students, Responsible Conduct of Research and Introduction to University Pedagogy). The discussion will partly be based on the course evaluations provided by PhD students who have attended the courses.