

**Minutes from the PhD committee opening meeting and ordinary meeting
and minutes from the joint meeting with Heads of programme**

Time: Wednesday, 22 January 2020 at 13.00-15.00
Place: Building 1520, room 737, Ny Munkegade 120, 8000 Aarhus C

- Present:** Ernst-Martin Füchtbauer, Kurt Thomas Jensen, Anders Møller, Frederik Thorning Frederiksen, Louise Marie Kragh Dalskov, Lis Wollesen de Jonge, Marianne Hammershøj and Jes Madsen
- On videolink:** Yannik Elo Roell and Peter Weber Jensen
- Apologies for absence:** Lisa Bjerregaard Jørgensen, Sundas Rani and Henrik Stapelfeldt
- GSST secretariat:** Damian Goldberg and Rikke J. Ljungmann

Agenda – opening PhD committee meeting:

1. Rules of procedure for the PhD committee
2. Information concerning the PhD committee's tasks
3. Election of chairman
4. Election of vice-chairman
5. PhD Committee meeting dates in 2020
6. Misc.

Agenda – ordinary PhD meeting:

7. Approval of minutes from the PhD committee meeting – 19 June 2019
8. Approval of agenda
9. Announcements – Overview of assessment committees, exemptions, etc. for the period 12 June 2019 to 14 January 2020
10. Discussion of extensions (no appendix, just brief discussion)
11. Misc.

Agenda – joint meeting with Heads of programme:

1. User experience for PhD students by Julie Hein Riise, AU IT
2. Split of GSST
3. Updated Rules and regulations

Minutes from the opening PhD committee meeting:

Ad 1. Rules of procedure for the PhD committee

The retiring chairman of the PhD committee Kurt Thomas Jensen informed the committee members of the Rules of procedure for the PhD committee.

There are 12 members, namely 6 members of staff and 6 PhD students. The former are elected for three years and the latter for one year at a time. The members meet regularly – usually three to four times a year – and can, if necessary, invite other people to the meetings as observers, however, these do not have the right to vote. Agenda for the meeting will be sent to the members four days before the meeting.

All members can submit items to be discussed at the meetings. When voting on a subject, it is a question of simple majority – only members can vote. At least half of the statutory members must be present to make the PhD committee quorate.

This coming year, three of the PhD student members have been elected. One other PhD student has the role of observer with no right to vote.

All members and observers are subject to confidentiality.

Ad 2. Information concerning the PhD committee's tasks

The retiring chairman of the PhD committee Kurt Thomas Jensen informed the committee members of the PhD committee's tasks. These include for instance:

- Approving GSST transferable PhD courses
- Approving applications for credits, exemptions, etc.
- Making recommendations regarding the composition of assessment committees
- Discussing various matters relating to the PhD school and making recommendations hereon to the head of PhD school.

The chairman and the vice-chairman prepare the agenda for each meeting and can also make decisions in between meetings, if necessary.

Ad 3. Election of chairman

Associate professor Kurt Thomas Jensen (Department of Bioscience) was re-elected.

Ad 4. Election of vice-chairman

PhD student Yannik Elo Roell (Department of Agroecology) was elected.

Ad 5. PhD Committee meeting dates in 2020

Kurt Thomas Jensen suggested that the PhD committee meetings would be held in connection with the heads of programme meetings.

Ad 6. Misc.

None.

Minutes from the ordinary PhD committee meeting:

Re 7. Follow-up from the PhD committee meeting – 19 June 2019:

The minutes had been approved.

Follow-up on action points:

Look into specific action points with regard to individual courses in the GSST transferable skills course portfolio for 2020: In process

Send e-mail to Mie Meulengracht Christensen in case of further comments to the course English for Academics: Done

Look into the area of available courses/seminars for PhD students on entrepreneurship: In process

Send out info on link to PHAUST's news e-mail in GSST's news e-mail to PhD students: Done

Send out link to all heads of programme so they can sign up for PHAUST's news e-mail: Done

In the future, notify heads of programme about dates for GSST Introduction days, Cake'n'Career and university elections for the PhD committee: Done, procedure has been set up

Put the Basic principles document on GSST's website and a news item placed in GSST's news e-mail both to PhD students and supervisors. It will also become part of GSST's Rules and regulations preface and included at GSST's supervisor courses: Done

To be discussed at the next heads of programme meeting – it was decided to invite the lecturer Tove Hedegaard Jørgensen at the next heads of programme meeting to discuss the use of the course Brush-up for experienced supervisors: On the agenda for today's Heads of programme meeting.

Re 8. Approval of agenda

Approved.

Re 9. Announcements – Overview of assessment committees, ex-emptions, etc. for the period 12 June 2019 to 14 January 2020

Approved.

Re 10. Discussion of extensions (no appendix, just brief discussion)

It has previously been decided to look into study time extensions every second year. Usually, data has been supporting this discussion. However, it has been difficult to recognize any patterns from the data, and it was therefore decided not to include these in the future.

GSST policy is to restrict study time extensions as much as possible.

Future meeting: Provide info on what the other PhD schools at AU and other universities do with regard to study time extensions.

Re 11. Misc.

PAND has made a national survey on teaching hours (duty work – as part of the employment as a PhD student) in which it was mentioned that the former faculty Science and Technology was the only faculty in Denmark where PhD students could not get teaching hours for supervision of bachelor and master students.

Jes Madsen mentioned that this will be discussed again in the two faculty management teams in the context of duty work.

The meeting ended at 13.30.

Future meeting: Provide info on what the other PhD schools at AU and other universities do with regard to study time extensions.

Minutes from the joint meeting with Heads of programme:

Re 1. User experience for PhD students by Julie Hein Riise, AU IT

Julie Hein Riise described the process of going through a PhD study in terms of the interactions with the planner system from the PhD student's point of view. The information will be used during the process of looking into future requirements for the IT platform system(s).

Action point: Julie Hein Riise will send the material. This will be distributed.

Re 2. Split of GSST

Practical matters relating to the split of GSST are ongoing. The date for the split is still 1 June 2020.

The positions as heads of programme and programme committee members have been extended through March 2020.

Re 3. Updated Rules and regulations

The updated Rules and regulations were debated and approved.

Action: GSST will put the updated and revised Rules and regulations on the GSST website.

Action: Rikke J. Ljungmann sends out an e-mail to heads of programme and PhD committee members when the Rules and regulations have been put on the website.

Action	Who	When
Julie Hein Riise will send material from user experience. This will be distributed.	Rikke J. Ljungmann	Asap
Put the updated and revised Rules and regulations on the GSST website.	GSST	Asap
Send out an e-mail to heads of programme and PhD	Rikke J. Ljungmann	Asap

committee members when the Rules and regulations have been put on the website.

The meeting ended at 14.45.