

## **Minutes of the Faculty PhD Committee meeting 20 March 2019 at 13.00 to 15.00**

Attendees: Head of the PhD School Jacob Kongsted, Associate Professor Kasper Reitzel (chairman), Associate Professor Barbara Guerra, Associate Professor Michele Della Morte, PhD student Laura Lundehøj, PhD student Claes S. Wassmann and PhD student Nina Stiesdal, PhD secretary Heidi Nielsen and Suba Shanmugarajah (minute taker).

Absent: Associate Professor Thomas Rytto and PhD student Thor Kolath Jensen.

### **1. Introduction of new members in the Faculty PhD Committee**

**Minutes:**

Head of the PhD School Jacob Kongsted gave a brief introduction to the PhD Committee's work.

### **2. Approval of agenda and minutes**

**Minutes:**

The agenda and minutes were approved.

### **3. The Faculty PhD Committee's work plan for 2019**

**Minutes:**

Head of the PhD School Jacob Kongsted presented the work plan and the focus points for the PhD School. The plan was approved without comment.

### **4. PhD Supervision course**

**Minutes:**

Suba gave a short status of the PhD supervision course. So far, 32 supervisors have participated in the course and the feedback has been positive. The presentation about rules and regulation have been of great benefit to the supervisors.

Some of the PhD Committee members have participated in the course. Associate professor Michele Della Morte commented that the recruitment module must be

adapted after the PhD recruitment to better target the target group and that the level should be increased.

Based on the results from the APV (workplace assessment) among the PhD students Suba said that the supervision course will be added a presentation from Birgitte Zethsen about stress and how you as a supervisor should handle this. The supervision course will be held for the last time in May, after which it would be evaluated for improvement.

The Faculty Management group will decide if the course should be mandatory for all supervisors and offered twice a year.

The PhD Committee voted in favor of the course becoming mandatory for all PhD supervisors.

## **5. Plagiarism scanning of PhD thesis**

### **Minutes:**

The procedure was approved by the PhD Committee without comment.

## **6. Supplementary courses**

### **Minutes:**

Associate Professor Barbara Guerra wanted the sentence "A supplementary course is a course outside the student's discipline which is not at PhD level" in the guidelines changed to "A supplementary course is a course outside the student's discipline which can be or not be at PhD level". The changes in the sentence and course application was approved by the PhD Committee.

## **7. Evaluation of the course "Academic Writing" from Global Denmark**

### **Minutes:**

PhD secretary Heidi Nielsen gave a brief introduction to the course and the feedback from the two PhD students who participated in the course. The PhD Committee approved the course as supplementary course.

## **8. APV (workplace assessment) and job satisfaction survey**

### **Minutes:**

The Head of the PhD School Jacob Kongsted gave a short introduction to the results from the APV and job satisfaction survey conducted among the PhD students last year and the plan of action.

Associate Professor Barbara Guerra commented that the talk with a stress coach should be optional. Associate Professor Kasper Reitzel mentioned that the angle of the offer should be in a positive way and more in form of how you can be more efficient and have a better work-life balance.

It was discussed whether the offer of a talk should be replaced with a survey on stress for PhD students who are six months into their PhD programme.

Heidi and Suba will prepare the survey and send it around to the PhD Committee by e-mail for approval.

Associate Professor Michele Della Morte suggested that there might be some events between the supervisors and the PhD students outside the work. Some institutes already have such events. The PhD school will try to investigate whether such an event should be made with the PhD school as the facilitator.

PhD student Laura Lundehøj commented that the high stress factor for the PhD students was the teaching. Kasper Reitzel mentioned that the supervisor should help the students plan the teaching and perhaps make sure that they can teach the same courses.

PhD student Claes Wassmann mentioned that there are often problems with getting work hours for supervision of bachelor students.

Each department has its own way of managing work hours and knowledge dissemination hours, Head of the PhD School Jacob Kongsted will get the Heads of Departments from each department to specify how working hours and knowledge dissemination are achieved.

The PhD Committee approved the plan of action with the above mentioned comments.

## **9. Cases handled by the chairman**

**Minutes:**

The PhD Committee had no comments.

## **10. News from the Head of the PhD School/PhD School**

**Minutes:**

Nothing

## **11. Any other business**

**Minutes:**

Nothing

The meeting ended at 14.45  
Associate Professor Kasper Reitzel  
chairman