

# **DAGSORDEN Ph.d.-udvalg for Ph.d.- skolen for Mennesker og Teknologi d. 18-03-2024**

**Mødedato** Mandag d. 18. marts 2024 kl. 12:30

**Mødested** 02.1-157 - Miljødynamik-mødelokale (14)

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**Punkt 1: Approval of agenda (2 min.) - all**

**Punkt 2: Approval of the minutes from the meeting on 5 February/ follow-up on tasks (8 min) - all**

# Minutes: 1<sup>st</sup> committee meeting 5/2- 2024

## Meeting participants

**Program managers:** Sine Lehn, Charlotte Højholt, Jonas Egemose (online), Niels Warring

**PhD representatives:** Caroline Kure (IT), Lærke Lyndelse (Psyk), Jesper Bøgmose (SUND), Morten L. (LASI), Peter Søder (SST)

**Head of Doctoral School of People and Technology:** Jonas Larsen

**PhD coordinator/minute taker:** Anne Ebdrup

### 1 **Approval of agenda (2 min.) - all**

*Approved*

### 2 **Approval of the minutes from the meeting on 5 December/ follow-up on tasks (8 min) - all**

*Approved*

*Comment: Jonas will bring the discussions in relation to environmental change to RDS.*

*The new guidelines must primarily be for the new PhD students.*

*Intra is updated, everyone must follow the new descriptions.*

### 3 **Approval and discussion: PhD courses (15 min.) - all**

*The committee must approve the content of the courses, the ECTS, and the economy. We need fixed dates and criteria for the courses.*

#### **Comments:**

- *It is important to have PhD courses because it contributes to building an international network. Moreover, it profiles our PhD school. It is an important space for researcher promotion (which was requested in the research evaluation).*
- *5 subject-specific courses per term*
- *Each course must be linked to both a researcher and a PhD student.*
- *In the future, there must be cand.cur courses.*

#### **3.1 Should the Doctoral School offer more subject-specific PhD courses in autumn 2024? See the new course proposals in the course catalogue (highlighted in yellow).**

*Approved.*

#### **Follow-up:**

- *We will invite our colleagues to contribute new course ideas. Some of the courses will already be offered in autumn 2024. Others will be offered as a part of the course catalogue in 2025.*
- *In the future: All programs are responsible for offering one subject-specific course.*

#### **3.2 Should it be possible to have 4-day PhD courses? Pros and cons**

*Every course will get the same amount of hours.*

### 4 **Proposals for internal guidelines for the doctoral school (80 min.) JL/all**

#### **4.1 Approval: NEW: Use of annual grant (5 min.) See the re-writing of the intra text/policy PhD allowances based in the comments from the committee meeting in December 2023.**

*Approved*

#### **Follow-up:**

- *New expenses that are not mentioned in the PhD plan are approved in semi-annual evaluations. E.g. course activities, conferences etc. are added here.*

**4.2 Approval: NEW guidelines in relation to extension of enrollment (5 min.)** See the re-writing of the intra text/policy on PhD allowances based on the comments from the committee meeting in December 2023.

*Approved*

**Follow-up:**

- *It should be mentioned in the text that it is possible to be enrolled again.*
- *The office space rules should be added.*
- *The text will be translated into English.*

**4.3 Approval: Organising courses (20 min.)** See the new guidelines made for organising courses.

*Approved.*

**Follow-up:** *The following corrections must be made in the text:*

- *The time you get for arranging courses should be shared by all teachers; it is not per person.*
- *Clusters should also be mentioned.*
- *A number limit is set when the courses are approved.*

**4.4 Approval: Text about main field of study (20 min.)**

*Because IMT is a diverse, inter-disciplinary department, we need to be more aware of the titles awarded to PhD candidates and the field of study stated in PhD diplomas. See also the attached example of a PhD diploma, where the field of study is mentioned.*

*Approved*

**4.5. Presentation/discussion on thesis formats (20 min.)**

*Each program describes standard formats for the thesis under their programs, e.g. acceptable length for monograph, how many authors are acceptable on articles, what the requirements to the introduction (kappen) are, etc. See an example from SUS attached. We need to discuss how the school can formulate a policy that can cover these different practices and expectations. Jonas will briefly outline the rules of the other doctoral schools.*

*Sine's approved*

**Follow-up**

- *The policy is that it is the programs that make different guidelines*
- *The program managers send their descriptions to forskerskolen*

**4.6 Discussion/decision: Which evaluations should be mandatory at IMT? (10min.)**

*IMT's PhD school has three forms of evaluations: The semi-annual evaluation, the mid-point (work in progress) seminar, and the 90% evaluation. The semi-annual evaluations are mandatory according to RUC's joint regulations. However, it is currently unclear whether mid-point evaluations and 90% evaluations are mandatory. This needs to be decided.*

*Will be discussed at the next meeting.*

**5 Submission of statements to the head of the doctoral school regarding evaluation of the PhD programme and PhD supervision (0) - all**

**6 The PhD-EDR (MUS)(10 min.) - all**  
*We need to discuss this at our next meeting. We had a plan but it changed.*

**7 AOB (5 min.) - all**

## **Punkt 3: Approval and decision: PhD courses (45 min.) - all**

### **Approval:**

At our meeting in February, we agreed that we would ask our colleagues for suggestions for new PhD courses. See the attached suggestions (1-9) + the current course catalogue 2024

Decisions to make:

- 1) Decide which new courses - if any - to offer in autumn 2024
- 2) Decide which courses will be part of the course catalogue 2025

See the attached course evaluations.

### **Bilag**

1. Concept analysis course proposalv09.docx
  2. Indigma\_Ph.d.kursus NY.docx
  3. Hvad er psyken\_24\_25\_kursuskabelon.docx
  4. Line R\_IT\_PhDkursusF2025.docx
  5. PhD course\_SOOCPSYCH FAM LIFE\_english\_2025\_Allan W.pdf
  6. profilkursus sundhed og samfund\_20240220\_Skema\_til\_oprettelse\_af\_Ph.d-kurser (1).docx
  7. Sine Lehn\_forslagsskabelon\_Ph.d.kursus\_IP\_ML.docx
  8. velfærd fra neden - Institutionel etnografi i velfærdsarbejdet - 2024v.docx
  9. PhDcourse\_Education and Everyday Life\_2025F.pdf
- Oversigt over ph.d.-kurser 2024\_IMT phd skole.docx
- Concept analysis course feedback F2024.pdf
- Samlet kursusevaluering\_Institutionel etnografi Steen B mfl..pdf

## **Punkt 4: Proposals for internal guidelines for the doctoral school (45 min.)**

### **JL/all**

#### **1. The new and updated intra page:**

<https://intra.ruc.dk/nc/for-ansatte/organisering/institutter/institut-for-mennesker-og-teknologi-imt/imt-forskning/phd-skolen-for-mennesker-og-teknologi/>

#### **2. Discussion: PhD employment in other employment categories (Jonas Egemose/Peter Søder)**

#### **3. Discussion/decision: Which evaluations should be mandatory at IMT?**

*IMT's PhD school has three forms of evaluations: The semi-annual evaluation, the mid-point (work in progress) seminar, and the 90% evaluation. The semi-annual evaluations are mandatory according to RUC's joint regulations. However, it is currently unclear whether mid-point evaluations and 90% evaluations are mandatory. This needs to be decided.*

**Punkt 5: Submission of statements to the head of the doctoral school regarding evaluation of the PhD programme and PhD supervision (0) - all**

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## **Punkt 6: The PhD-EDR (MUS)(15 min.) - all**

We need to re-visit the process for PhD-EDR that we discussed at the last meeting.  
(Anne/Jonas)

**Punkt 7: AOB (5 min)**