

REFERAT PhD Committee for the Doctoral School of Social Sciences and Business d. 24-11-2023

Mødedato Fredag d. 24. november 2023 kl. 13:00

Mødested 14.2-023

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Punkt 1: Approval of agenda (13.00 - 13.05)

Approved beforehand by e-mail

Beslutning

Approved

Cancellations:

Ada Scupola, Hanne Warming, Mirel Tatomir, Sergei Mozheiko and Emilia Lewartowska

Participants:

Hanne Marlene Dahl, Olivier Rubin, Johan Fischer, Peter Triantafillou, Wladimir Fernandes, Sebastian Mørk, Lukas Bogner (alternate)

Observers: Ida Jensen, Trine Nobel og Lars Buur

Punkt 2: Minutes from last meeting - approved (13.05)

Minutes from last meeting – approved beforehand

Beslutning

Approved

Punkt 3: Update from the Head of the Doctoral School - and news from RDS (13.05 - 13.15)

Update from the Head of the Doctoral School – and news from RDS (10 minutes)

1. Enrolled PhD's and defenses held
2. News from RDS

Beslutning

Head of the Doctoral School presented the current number of enrolled PhD students which is 39. The Doctoral school has received a total of 6 theses in the fall semester 2023. 2 of the 6 have already defended the thesis, which means 4 defenses will be held in the period from January to March 2024.

Furthermore, Head of the Doctoral School told the committee that Danish Universities have held a common meeting and have discussed the demanded teaching hours, which varies a lot from university to university and within the different subject fields. Subject fields within medicine and natural science require teaching hours between 100 – 250 hours (and additional hours in the lab), whilst Social Science and Humanities require a higher amount. Highest is Copenhagen Business School, who demands 620 hours, and lowest is University of Southern Denmark with 400 hours. ISE at Roskilde University is in the middle with a demand of 500 hours as there is no joint agreement among the four faculties at RU about required hours.

Punkt 4: Course evaluations from fall 2023 (13.15 - 13.20)

Course evaluations from Fall 2023 (5 minutes) (attached evaluations)

1. Qualitative Research Interviews
(75% response rate)
12 participated in the course (max. 20)
2. Introduction to Quantitative research methods
(54% response rate)
13 participated in the course (max. 12)
3. Writing a Kappe / Frame
(57% response rate)
14 participated in the course (max. 10)
4. Introduction to Research Design
(100% response rate)
4 participated in the course (4 newly enrolled PhD's at ISE, no external participants)

Beslutning

Qualitative research interviews: The PhD fellows were primarily satisfied with the course, except lunch. It was suggested the administration order vouchers for lunch from the canteen, which will make sure the PhD students can select lunch themselves and also move around campus. This change will only impact lunch and not breakfast/afternoon cake for full-day courses.

Quantitative research methods: Hanne Marlene has before the meeting discussed the evaluations with course teachers and agreed on the following:

- Spread the two course days with a pause in between so the students don't feel overwhelmed.
- Introduce more exercises.

The committee members were not sure whether the mentioned suggestions above will solve all the problems presented in the evaluation, and therefore suggested a meeting with students who participated to discuss possible improvements together with the course teachers.

The purpose of the 2 ECTS quantitative methods course is to make sure that our PhD students from various parts of the worlds and from various academic fields have a basic knowledge of quantitative methods. One of the aims is to make the students reflect about various quantitative methods without a deep knowledge of each method and to enable them to read scientific articles using basic quantitative methods. This course is optional. PhD students can take their 2 ECTS at other courses e.g. course providers such ECPR.

The Head of the Doctoral School will discuss the suggestions with the course teachers.

Writing a Kappe / Frame: The committee talked about the overall positive feedback from the written evaluation and agreed to one future change: Course coordinators will forward more examples of article-based dissertations to the students prior to the course, so they can see various ways to write it.

Introduction to Research Design: The committee had no comments to the evaluations for this small introductory course

Bilag

Evaluation_ Qualitative Research Interviews.pdf

Evaluation_ Quantitative research methods for qualitative students.pdf

Evaluation_ Writing a Kappe.pdf

Evaluation_ Introduction to Research Design.pdf

Punkt 5: Orientation: Future course catalogue spring 2024 (13.20 - 13.25)

Orientation of the upcoming course catalogue for spring 2024

(Can be accessed from Study RUC: <https://study.ruc.dk/phd/phd-ise>.)

7th - 9th of February: Get your article published in a Social Science and Business Journal

23rd of February: PDS: Weird and Wonderful Work in Progress

1st of March: PDS: Teaching - tips and tricks of the trade

20th - 22nd of March: Qualitative Document Analysis - Approaches and software use

15th - 24th of April: Research Design

2nd of May: PDS: Examinations - tips and tricks of the trade

9th of May: PDS: Defense - tips and tricks of the trade

22nd of May: PDS: How to present a paper at a conference

5th - 7th of June: Co-creation of public value outcomes and the role of institutional design and leadership

Beslutning

The committee members had no other comments other than that they were happy no course activities collided with WIP seminars offered every first Tuesday in a month.

Punkt 6: Suggestions for upcoming courses (13.25 - 13.35)

Suggestions for courses and seminars in the future

1. Professional Development Seminar: Fieldwork - Tips and tricks of the trade (suggested by PhD student)
2. PhD course: Network analysis and Python/R (suggested by PhD student)

Any suggestions from the committee?

Beslutning

From the half yearly evaluations handed in fall 2023 two courses / PDS were requested by PhD fellows. The committee agreed to offer a Professional Development seminar named **“Fieldwork – Tips and Tricks of the trade” once a year.**

Regarding the PhD course suggestion: Network Analysis.

A PhD fellow suggested strategically prioritizing this course to raise the level of quantitative methods offered currently. This would mean the department doctoral school would offer both the existing introductory quantitative course and a new specified quantitative course in Network Analysis. However, before deciding, it is important that interested PhD fellows discuss this with other PhD students and course coordinators of the introductory quantitative course to establish the demand for such a course and related to the current offers at the national and international PhD course market.

Punkt 7: Discussion: 3-year course catalogues in the future (13.35 - 13.50)

Beslutning

The Head of the Doctoral School presented the proposal for the committee and emphasized that there are two elements to this agenda item: 1) We will discuss the proposed timeline, 2) We will discuss the presented course catalogue.

The committee had comments and questions about the proposal for a three-year-course catalogue.

Firstly, the committee requested a clarification of what a 'fixed' course means. Hanne Marlene responded, that 'fixed' courses refer to mandatory courses and courses that have been offered multiple times and continues to do so.

Secondly the committee had comments regarding two uncertainties in the proposal:

- The risk of a course coordinator/teacher having to cancel the course date 3 years ahead is bigger, than if the proposed timeline were shorter, for instance 1,5 years. What happens if a course teacher cancels the course date?
- The response was that the Doctoral School currently are working on establishing a team of teachers and coordinators who can cover each other, when a colleague can't participate due to various circumstances.

The administration wants PhD courses to work in the same course offer loop as the ordinary courses on Bachelor and Master level. However, on Study RUC only shows courses 1,5 years ahead and not 3 years.

The response was that the BA and MA course administration work in a three-year-loop with the initiative plannings of all the courses. This does not mean courses are published for 3 years but planned for 3 years ahead and all the pre-publishing work has been prepared in advance.

A main argument in the proposal was to make it easier for newly enrolled PhD students to plan their 3-year-plan (also known as the PhD plan). However, the PhD fellows argued that they don't keep themselves accountable for the courses written in the plan, because of changing circumstances during the PhD process. Therefore, the 3-year-course catalogue is not necessary for them.

The PhD committee agreed upon a 1,5-year-course catalogue to be initiated by the PhD administration.

Regarding the proposed course catalogue of fixed courses and PDS the committee approved without comments. The committee requested it to be put online at Intra so it will be visible for all PhD's and supervisors.

Bilag

Discussion - 3-yearly-course catalogue PhD.docx

Appendix 1 - Course catalogue over fixed courses and PDS.PNG

Punkt 8: Orientation: Teaching hours for PhD students (13.50 - 14.00)

The Head of the Doctoral School had a meeting for a few months ago with the study leaders at the Department of Social Science and Business. To ensure better use of the PhD fellow's teaching obligations, PhD students must be more proactive after enrollment and discuss teaching obligations for all 6 semesters with both study leader and supervisor. The PhD administration will make sure to inform newly enrolled PhD students about this matter.

Furthermore it is important that PhD fellows inform the PhD administration about a planned parental leave in good time before the start of a new semester, if the PhD fellow has requested teaching hours in the semester the leave will take place. Since the enrollment (and employment) period are prolonged with parental leave, the teaching hours will likewise be moved to another semester after the choice of the PhD student and supervisor.

Beslutning

The Head of the Doctoral School briefed about the required teaching hours and the problems for both PhD students and ISE. This issue has been discussed at various meetings with the vice-dean, and most recently at meeting between Head of the Doctoral School, Heads of Studies along with the vice dean, Bodil Damgaard. When the PhD fellows are enrolled it is important, that they discuss their possibilities with their PhD supervisor, and that the PhD student themselves set up a meeting with the relevant study leader(s) and talk about teaching hours but also about where to teach and types of teaching. It is important, that PhD fellows can perform both actual teaching lessons and supervision/exams.

A current issue is when PhD fellows plan their PhD teaching hours for all 6 semesters, after conferring with supervisor and Head of Study, Heads of Studies do not have access for all the data. Since the Heads of Studies are planning one semester ahead, they only have access to information about the PhD fellows' teaching hours availability for one upcoming semester. **The committee requested this issue to be discussed with the Department Head and vice Dean.**

Committee members emphasized that the main supervisor must guide the PhD fellow according to the guidelines of our doctoral school.

The PhD fellows pointed that the wording "PhD students must be more proactive" in the agenda can be misinterpreted. They saw it as a mutual process between PhD fellows, main supervisor, and the different Head of Studies. **The Head of the Doctoral School summarized that the department must ensure new PhD students will be booked to a meeting with their Head of Study within 2 months from the start of their enrollment.**

Finally, the Head of the Doctoral School shortly briefed about the teaching hours being moved when a PhD fellow leaves for maternal- or paternity leave. A PhD fellow requested a clarification of the following: "PhD fellows must inform the PhD administration about a planned parental leave in good time before the start of the new semester". The rephrased version should be "3 months before planned leave" instead of "in good time".

Punkt 9: Orientation: Proofreading companies and the budget in monography vs. article based dissertations (14.00 - 14.10)

At the last executive committee meeting held 31st of august two financial discussions were brought up, which the Head of the Doctoral School and the Administration would clear up.

Whether proofreading of a dissertation can have budgetal differences regarding monography vs. articlebased dissertations:

- After a meeting with the finance department at ISE it has shown there is no significant budgetal differences between proofreading a monography vs. article based dissertations.
- Following the above the committee members also requested an overview of language proofreading companies used at the department. Attached is a list recommended by few colleagues, however please feel free to ask other colleagues as well.

Second discussion was regarding the PhD budget and the proof reading budget for all enrolled PhD students

- The PhD students have a budget of 65.000 KR to use during their PhD enrollment at the department. The budget **can** be used for research stay, conference or course participations and **can** be used for proof reading etc.
- In addition, the PhD students also have a budget of 15.000 KR to use for proofreading of their dissertation during their enrollment. The budget is not limited to any specific period of the PhD process, however it **must** be used to proof reading of the dissertation (monography / articles) specifically. If you have used the 15.000 KR and still need to proofread parts of your dissertation, you can use from the budget above with the 65.000 KR.

Beslutning

Hanne Marlene briefly presented that there are no budget related differences between a monography or article-based dissertation. The committee was also presented for the overview of proof-reading companies collected by a committee member. **The list of companies will be shared at Intra with an emphasis that all researchers and fellows are welcome to use companies outside the list as long as the sum remains within their budget.**

Bilag

Language revision companies.docx

Punkt 10: Future activities for PhD fellows (14.10 - 14.15)

Future activities

1. Søminen?
2. WIP Christmas Hygge arranged by Lars Buur and Tine Rostgaard
3. Any other activities?

Beslutning

The committee asked about Søminen and for how long the department will keep its access.

Hanne Marlene responded that RUC is planning to sell it, but RU is working on a contract where they can keep a right to use it if necessary. We will keep our access for at least 1 ~~—1,5~~ years from now, perhaps longer. Early in November PhD fellows organized another successful writing retreat at Søminen.

Program leader Lars Buur informed the committee about the last WIP seminar, which will be followed by a Christmas social activity at Lars' apartment with æbleskiver and Glögg.

A PhD fellow asked about the rules of organizing a course / workshop / seminar. Hanne Marlene responded that the activity will be assessed by either herself as Head of the Doctoral School (small activity) or by the Executive committee (big activity), and that any new PhD course requires at least two participating PhD students from our department.

Punkt 11: Misc (14.15 - 14.30)

Misc.

1. By-election for VIP alternates from 21st of November 2023.
Deadline for hand-in is 5th of December 2023

Beslutning

The committee had two items for mic.

- The defense held in room 25.2-035 in October went very positive and IT has improved both sound and picture even though a member of the assessment committee participated online.

Hanne Marlene emphasized that a physical attendance is important when coordinating the assessment committee due to avoid bad internet connections.

- The second item was a question regarding whether there is a limitation of alternates for the committee. There is no limitation.