



29. MARCH 2022

MINUTES OF THE MEETING

Forum Ph.d. Committee meeting no. one for 2022

Meeting date 28 March 2022 at 16:30 – 18:00

Location Bülowsvej 17, room A126

Secretary Tim Hubbard

BÜLOWSVEJ 17
FREDERIKSBERG C

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Attendees:

Representatives of the scientific staff: Niels Martin Møller (MATH), David B. Collinge (PLEN/chair of the PhD Committee)

Representatives of the PhD students: Cecilie Cold (NBI/vice-chair of the PhD Committee), Gregor Lützenburg (IGN), Lea Ellen Matthiessen (NEXS), Pia Beck Tonnesen (IND)

Apologies: Henriette Steiner (IGN), Brian Møller Andersen (NBI), Nikolaj Theodor Thams (MATH), Christian Gamborg (IFRO), Nanna Weise Havshøi (PLEN), Ane Elise Schrøder (SNM), Mengqi Liu (PLEN), Lærke Godsk Jensbye (IFRO)

Guests: Sofie Stilling (IGN), Gabriele D'Oria (FOOD), Marie Højmark Fischer (BIO), Lise Arleth (FS), Ingelise Lundgaard (FS), Lærke Sadolin (FS), Marie-Louise Holm (FS) and Tim Hubbard (FS)

Minutes

Ad. 1 Welcome and presentation of agenda

David welcomed and presented the agenda. The representatives of the committee, guests and observers were registered.

Ad. 2 Approval of minutes from the meeting 16 December 2021

The minutes from the PhD Committee meeting on 16 December 2021 were approved.

Ad. 3 Annual schedule for Phd Committee meetings

- Suggested dates for the 2022 Phd Committee meetings:
 - 28 March 16:30-18
 - 2 May 14-16 (subcommittee meeting)
 - 1 June (all-day meeting)
 - 8 June 11-12:30
 - 28 September 13-15
 - 16 December 13-15

Ad. 4 Control of Plagiarism

David and Lise outlined the problems regarding plagiarism and plagiarism control. If the initial plagiarism control results in the suspicion of plagiarism, screening often ends up as a substantial manual control conducted by Lise and David. David has therefore authored a text for the website in order to reduce the number of plagiarism cases. No comments from the members.

Ad. 5 Final evaluation 2020

The final evaluation of the PhD area for students, who completed their PhD programme in 2020 were discussed:

Cecilie emphasized that there were comments related to issues between the student and the principal supervisor, which led to stress and derailment of the project for the students. This called for a more appropriate set-up in which the students had the opportunity to get a more focused and neutral help to solve the problems and thereby avoid any lack of responsibility.

In response to this, David commented that the PhD school encouraged all PhD students to associate a secondary supervisor in order to have several strings to play in the event of problematic collaboration between the student and the principal supervisor. However, it is not possible to make secondary supervisors a requirement for all students. It is possible for the student to apply for a change of supervisor, which David and Lise must approve. The PhD school has a pragmatic approach to solving cases of distress.

Gregor asked for information on how many PhD students asking for help via Prescriba and mentioned that mental health issues is part of the "Introduction to new PhD students". However, this course is not a mandatory part of the PhD studies.

Gregor also brought to attention the general dissatisfaction with the university's IT system for the administration of the PhD programme, PhD-planner. It was suggested that we look at the possibilities of reducing the number of people involved in the individual approval process. From the PhD school, it was pointed out that there is ongoing work to improve and simplify the administration as much as possible, but also that some workflows cannot be changed because of rules.

In the end, Gregor asked for the opportunity to see the development of the evaluation over time.

As a conclusion to the discussion, David pointed out that the general trend in the evaluation was that most of the students have been satisfied.

Ad. 6 Next step for the proposal provided by the working groups on *the role of the PhD Coordinator and Workplace Environment of PhD students*

- How will the proposals be realised?
- Who will continue the proposals?

Cecilie and Lea presented some of the suggestions made by the Working Groups “The role of the PhD coordinator” and “Workplace Environment of PhD students”. Cecilie pointed out that the groups' results had already been presented and that the current need was to find out whether the proposal was to be implemented and, if so, by whom and how. Lise and David commented that many of the proposals could not be decided by the PhD committee, and that the PhD committee will often have an advisory role in this context. However, it was decided to review some of the proposals with a view to assessing whether some of the proposals could be brought forward by the Committee or the PhD school:

Proposals from the working group on workplace environment

- 1) Proposal to include topics such as harassment and bullying in the compulsory course responsible conduct of research.
Lise commented that this was something that could be taken up and possibly included for the benefit of the next generation of PhD students.
- 2) Proposal to make a course for principal supervisors
Lise: This already exists and is compulsory for those who act as principal supervisors.
- 3) Proposal to have an official statement on harassment and bullying at the website of the PhD school.
It was decided that the working group members should prepare a draft on the PhD-school policy on “harassment and bullying” to the website, which will be sent to the PhD school with a view to a final draft on the website of the PhD school.
- 4) Proposal to have an ombudsman for students who are not closely affiliated with their place of work.

Lise commented that the right thing to do was to get in touch with your manager. If the student does not feel comfortable taking the case with his or her manager, there are two named persons who handle these cases.

In addition, the role of the PhD coordinator was discussed. It was pointed out, however, that the PhD coordinator was also usually part of the 'close' workplace and often a close colleague to the principal supervisor as a PhD student.

- 5) Proposal to have a more diversified list of people whom the student can contact in the event of harassment (for example more women for female students, etc.)

It was discussed how to deal with this proposal – especially in the case of institutes with a distinctly unbalanced gender distribution.

It was decided that the secretariat of the PhD Committee should investigate how the SCIENCE Study- and Career guidance section dealt with similar cases for MSc and BSc students and whether this could be an existing set-up for PhD students to benefit from.

- 6) Proposal to make the faculty's offer of psychological counselling more visible to the students.

The PhD administration will keep this in mind when a major update of the website is to be made.

Proposals from the working group on workplace environment

Lea presented some of the proposals and asked for an updated version of enclosure e to be distributed after the meeting. Due to lack of time below proposals were briefly discussed. No decision taken. However, Lise commented that some of the proposals will also be discussed as part of the PhD vision project.

- 1) Proposal to recognise the coordinator role as a management role.
Comment from Lise – this would have to be discussed with the department heads.
- 2) Proposal to make it a formal requirement for PhD coordinators to present themselves to new PhD students.
- 3) Proposals to make it a requirement to have a yearly meeting to discuss the welfare and progress of the students.
- 4) Proposals to have a maximum number of students per coordinator.

Ad. 7 The PhD Vision Project – conclusions from part 1

Lise presented the PhD Vision Project (see enclosure f).

Estimated time for the final proposals will most likely be postponed till August 2022.

Questions from Cecilie regarding the members of the steering Committee – Lise will send out a list of the members.

Ad. 8 AOB

David: Who would like to join the Working Group for the full-day meeting in June? Christian Gamborg volunteered, but it would be good to have more persons involved and in particular PhD students.

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Cecilie and Lea joined the group and Pia will consider her participation and get back to DBC if anyone else is interested.

David: a newsletter will be sent out soon to members and coordinators etc.

On behalf of Henriette Steiner, David advertised an event on Diversity, Equity and Gender which might have the interest of the committee members. The PhD administration will send out information after the meeting.