

Minutes CBH Third-Cycle Quality Council Meeting 2-2020

Date and time:	2020-05-26, 10.00-12.00
Place:	ZOOM
Present:	Christina Divne, Director of Third-Cycle Education and Chair (FA) Inger Odnevall Wallinder, 1st Deputy Director of Third-cycle education (vice FA) Svein Kleiven, Deputy Director of Third-cycle education/Program Director (vice FA/PA) Ines Ezcurra, Program Director (PA) Lea Hohmann, Doctoral council CBH Markus Keskitalo, Doctoral council CBH Minna Hakkarainen, Teacher representative, Campus Valhallavägen Johan Rockberg, Teacher representative, Campus AlbaNova-BIO Matilda Larson, Teacher representative, Campus Flemingsburg Aman Russom, Teacher representative, Campus Solna/SciLifeLab Eva-Rut Lindberg, Coordinator third-cycle education) Fredrik Häggström, Coordinator third-cycle education Kristina Jansson, Coordinator third-cycle education Johanna Hagerman, Coordinator third-cycle education) Åsa Emmer, Program Director (PA) Alexandra Rudyk Kinnander, Administrator third-cycle education) Johanna Hagerman, Administrator third-cycle education Matilda Larsson, Teacher representative, Campus Flemingsburg
Unable to attend:	Patrick Norman, Teacher representative, Campus Albanova-TCB Johan Rockberg, Teacher representative, Campus AlbaNova-BIO Per Dalhammar, Education administration manager (UA) Tara O'Keefe, Administrator third-cycle education

1. Opening of the meeting

Christina opens the meeting and welcomes everyone

2. Appointment of secretary and certifiers

Secretary: Mia Hjertén; Certifiers: Christina Divne and Åsa Emmer

3. Additional point to be added to the agenda

No additional points

4. Approval of the agenda

The agenda was approved

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5. Previous meeting minutes

The minutes was approved without any comments

6. Update from the third-cycle education administration

- A list of examiners and course offerings for fall 2020/spring 2021 was provided by Eva-Rut. Similar set up as for the 1st and 2nd cycle. Eva Rut has contacted the examiners and asked if they want to continue. The council needs to take decision and approve the list and it has to be decided by the Head of the school. The council approved the list.
- eISP – Nothing is changed in the content just the layout and the new layout requires a LOT of “clicks”. Several request for changes has been brought up but nothing has been approved, so far. The only positive change is that FA can force to approve a study plan. All users are just as frustrated as the education support.
- PhD Day Update – We have opened up for registration. The date for the event is 2 of October 2020 (if it will be OK to have it).
- Johanna presented the preliminary agenda for the PhD Day.
- It is important that we inform about FA and PA, and that they present themselves, preferably during the morning program. Christina emphasizes that everyone in the third circle organization needs to prioritize to attend the PhD day, if not presenting at least hanging out with the students.
- Do we have a backup plan for a possibility of social distancing remaining in October?
- The interaction between PhD students at different stages of the education is important for sharing experiences.
- It is important that the supervisors support their students' attendance, and the teacher representatives in the council need to make an effort to spread the information about the day.
- Request from CBH LG - Can we provide templates for course evaluation and analyses? Christina will arrange this and make it accessible at the program page.
- New and revised third-cycle courses – about 15 courses since February
- Teachers should report course offerings in Eva-Ruts web interface, and we also need to have the page in English.

7. Updates from FA

Annual quality dialog 2020 – call for action points to be followed up 2021 by the KTH Faculty council and the Vice Dean of faculty

1. Course analyses
2. Clear structure for program councils
3. Increase number of courses (esp. BIO) – we need to look into this for the rest of the year
4. Work on quality assurance and quality culture
5. Resume work to revise and submit ASPs
6. Develop / renew PhD Day

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7. Continue giving introduction meetings to new students
8. Implement process where the main supervisor identifies and certifies that required resources are secured prior to recruitment
9. Evaluate ways to finance third-cycle courses
10. Support doctoral students' ability to independently reflect
11. Career advice for female students
12. Launch and further develop a Canvas activity for students and supervisors
13. Continued efforts regarding the KI-KTH joint agreement (MT)

Annual quality dialog 2020, call for action requested by the KTH Faculty Council and Vice Dean of faculty - needs to be done this year

1. There are environments with gender imbalance that needs to be reviewed and where the actual challenges need to be formulated.
2. Stress is a problem for doctoral students across all of KTH: s schools. This needs to be investigated more carefully and addressed with concrete measures.
3. CBH should make sure that there are established ASPs for all third-cycle subjects
4. CBH needs to assure that each student who follows a specified ASP meets the examination goals – how can we reach 100 %?
5. CBH also needs to engage in a dialog with supervisors regarding the importance of the ASP and how it should be used as a support for education - In order for us to be able to exam students we need to have the ASPs
6. Gender equality in terms of gender distribution and gender-balanced environments is more clearly addressed than how the future PhDs should be able to work towards increased equality in society. A special focus must therefore be placed on skills for gender equality development. CBH should develop an action plan containing both specific activities to achieve better gender distribution in the programs and for gender mainstreaming in education. Goals should be set and activities evaluated. – We need to put skills for gender development
7. The integration of HU does not indicate any clear challenges, but should continue, especially the PA and supervisor need to be able to ensure that the degree objectives are achieved by the doctoral students - Continue as we are already doing.
8. Work on course evaluations and course analyses needs to continue. It should be linked to greater efforts to clarify the course structure for doctoral students.

Report from KTH Postgraduate Education Committee

(Forskarutbildningsutskottet, FU)

- New front page for doctoral and licentiate theses (USAB has the template) 31 March 2020.
- Doctoral salary ladder discussed – important to set goals in the eISP – The importance is to set the 30,50 and 80 goals in eISP.

Example from EECS:

30% Checkpoint – Meeting/seminar where the doctoral student thoroughly presents the plan for and status of their project. This must be planned for in the first individual study plan and shall take place 16 months after admission

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Licentiate seminar or 50% seminar – Seminar held when at least 50% of the requirements have been met for a final doctoral thesis and defense. If the format is a 50% seminar, an external representative should be present to discuss the work

80% predefense – Meeting/seminar where the supervisor and the proposed advance reviewer participate. Others may also be invited.

- eISP2 – same old in a new package, launched May 26 (new contact person Olof Landin who is currently being trained by Patrik Gärdenäs).
- Rules for disqualification due to conflict of interests. It is not possible to ease the requirement for advance reviewer. According to Förvaltningslagen, everyone who has been part of handling the case (not only the person taking a decision) must comply with the rules for disqualification due to conflict of interests. A request for easing up the requirements regarding conflicts of interest.
- Corona situation and doctoral students with a position (extension) that have problems to fulfill their studies. It should be handled as prolongation, with reference to special circumstances, at the end of the education. The eISP needs to be properly updated during the pandemic. All students have been requested to update their eISP in order to make an application for extended study time. From the education part there are 2 paragraphs agreed on that whenever there is a special reason, if you really have suffered from the pandemic, you can apply to the school and the possibility of extension will be evaluated at the end of the contract.
- CSC students and corona – if a student reports a problem due to corona, the student needs to inform the Chinese embassy. Inger informs that if they are returning to China the CSC student will not receive scholarship during the time abroad. We need to provide the students and supervisors with this information, and also stress that the main supervisors needs to certify the circumstances by contacting the CSC office.
- Question to GVS regarding that some BIO students have been told to replace the Swedish abstract with a popular science text. The guideline says that the thesis abstract should be in English and Swedish. No decision has been taken to replace the Swedish abstract with a popular science text in Swedish. The abstract in English has to be available in Swedish, but you cannot replace the Swedish abstract with a popular text. It is however fine to also add a popular science section in the thesis. We have to look out for this!
- Ongoing discussion regarding E-signing of documents
- UKÄ's evaluation of the third-cycle subject Chemistry – preliminary draft of self-evaluation - Inger and Christina are working on this, please get back to them with comments.
- Green light started 1 May 2020
- We have a work group for improved process for ASP revision
- Upcoming PA network meetings – May 28 and June 3rd

8. Points raised by the Doctoral council

CBH Doctoral student canvas – a document to collect thoughts and ideas from the PhD council on the CBH PhD student canvas

<https://docs.google.com/document/d/1sTsiDqkiya9CUNkB1wMfqM9f2QVAaIsFNqJTIz-WLC4/edit>

- Easier to find things

- Can we have subscription on course news offerings etc.?
- Who will administrate?
- How can it be used interactively?

Courses – Questions regarding courses and ECTS webinars / online courses, communication of offered courses to PhD students

- Credits for Swedish course (level problematic). It is difficult to reward that type of learning activity. We have not been giving any credits for language courses.
- eISP2 - do the students need to do anything? (hopefully not) Christina will get back to the Doctoral council with information
- Evaluation of online courses evaluation

9. Updates from PA and program councils

Program CHE (Åsa)

- Last program meeting was in February
- Main effort to get a lot of courses on line. A lot of credit to Eva-Rut!

Programs TH/MT (Svein)

- Report from the program council Technology and health 23 March 2020
- Brought up the half-time seminars - needs to be discussed again. Should we have it together or in separate forms?
- Joint PhD program in Medical Technology KI-KTH program – finally we have an agreement and can start to admit students again. We made a survey last year and one of the feedbacks was the lack of information about the program. SciLifeLab can try to arrange some kind of advertising.

Update from PA and program councils (Ines)

- Common course package for BIO program students –discussions how it can be done
- How to be able to valuate online courses – in principal we used a procedure from an organization in Netherlands there was a report suggesting criteria, it will be implemented very soon.
- It would be good if Ines can arrange a zoom meeting to go through the report with the Program Directors, Christina and Inger to assure that we all are in the same page to implement a temporary policy as we are waiting for the central decision from KTH

10. Thematic discussion points

1. Quality dialog 2020 - Call for action points – suggest concrete activities and engage program council ASAP
2. Quality development in third-cycle education - what does it mean in practice and how will it be financed? (CHE FPT)
3. Support for supervisors - what do they need? (CHE FPT)
4. Subject-specific courses (PhD council)

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5. Change of supervisor (PhD council)
6. The role of a PhD student within the department (PhD council)
7. Information dissemination (PhD council)
8. Quality requirements for a doctoral thesis (Strategic council)
9. What is "quality" and "quality culture" in third-cycle education (QC)
10. Rights and responsibilities for doctoral students and supervisors - discussion taking both perspectives (CHE FPT) (QC1 2020-02-10)
11. The funding vs. responsibility conundrum - costs and responsibility are increasing for supervisors with less central support (CHE FPT) (QC1 2020-02-10)
12. Experiences with Urkund (FU), suggestion that program councils collect input from supervisors and their impressions (pros and cons) with Urkund (maybe questionnaire or point at department meetings) (QC1 2020-02-10)

Points 10-12 have already been discussed.

There are many different actions that need to be taken and points that needs call for actions, according to the Dean and vice Dean of faculty.

One suggestion is that each PA works out a plan together with their program councils with concrete activities that train students in gender equality thinking and key competences. We need to focus on what are the things that we need to do. Vice FAs will resume the work with revision of the ASPs.

There are environments with gender imbalance that need to be reviewed. We can talk about the importance to think about this for instance when we recruit the students – what is the best way? KTH has said in their VP that they will educate students that have this ability. We also need to have it in the eISP.

11. Additional points

No additional points

12. Upcoming meetings

QC3 late Sep / early Oct 2020, Christina will send out a Doodle in the beginning of autumn

Program directors to plan PC meetings (at least 4/year)

13. Closure of the meeting

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Justeras

Christina Divne

Åsa Emmer