

## Minutes CBH Third-Cycle Quality Council Meeting 3-2021

Date and time: 2021-10-11. kl. 15.00-17.00

Place: ZOOM

Present: Christina Divne, Director of Third-Cycle Education and Chair (FA)  
Inger Odnevall, 1st Deputy Director of Third-cycle education (vice FA)  
Svein Kleiven, Deputy Director of Third-cycle education/Program Director (vice FA/PA)  
Åsa Emmer, Program Director (PA)  
Ines Ezcurra, Program Director (PA)  
Jai White, Doctoral council CBH  
Matilda Larson, Teacher representative, Campus Flemingsberg  
Per Dalhammar, Education administration manager (UA)  
Eva-Rut Lindberg, Coordinator third-cycle education  
Fredrik Häggström, Coordinator third-cycle education  
Kristina Jansson, Coordinator third-cycle education  
Mia Hjertén, secretary

Unable to attend: Alexandra Ryduk Kinnander, Administrator third-cycle education  
Minna Hakkarainen, Teacher representative, Campus Valhalla  
Johan Rockberg, Teacher representative, Campus Albanova-BIO  
Aman Russom, Teacher representative, Campus Solna/SciLifeLab

Minutes <https://www.kth.se/social/group/cbh-fou/>

### 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 Svein Kleiven

### 3. Additional point to be added to the agenda

No additional points

### 4. Approval of the agenda

The agenda was approved

### 5. Previous meeting minutes

The minutes were approved without any comments

## 6. Information from FA

### **School dialog 2, October 19** (App 2 School report)

If you want Christina to bring something up at the dialog please send information to her as soon as possible.

### **Discontinuation of TCB program and subject**

Suggestion from FA and UA to discontinue program and subject from January 1, 2024. The 7 active student that are already admitted will continue and new students will be channeled to the Chemistry program.

**Decision:** We have now formally decided about a discontinuation from January 1 2024.

### **Internal audit of ISP handling**

As discussed at QC2 we need an internal audit at the CBH level during the fall 2021. Some work had been started already before.

### **Where are we now?**

The central internal audit pointed out some missing/fault information at the ISPs.

- We have a number of different ISPs in the system
- Old ISPs of students that are already admitted or has ended their studies.
- Update information about courses that the students has attended.
- When you convert to a new ISP the comments are not included.

Need of a local CBH internal audit to go through and clean up.

Suggestion to supervisors to initiate a new ISP as soon as the old one is established. That can be very useful, esp. for adding courses before actually taking them.

Notes that where added disappeared when converting to a new ISP, maybe the notes should be uploaded under section 10? One problem could be that the notes become more official which is not the intention.

Are we following the rules?

What are the challenges regarding the first ISP for new admissions?

### **Central introduction to new students**

Preliminary draft from central GVS (presented at Forskarutbildningsutskottet 2021-10-05), App 3

**SFS** (Sweden's United Student Union; Sveriges Förenade Studentkårer) **has published a very nice website with information for doctoral students**

PhD Handbook: <https://phdhandbook.se>

### **Guide study time compensation for commissions of trust**

Central GVS has provided a draft for a guide concerning study time compensation for doctoral students that are involved in student representation (presented at Forskarutbildningsutskottet 2021-10-05). Please note that it is a draft. App 4  
We need to have a routine for this at the school.

**Update of admission regulations for 2022**

Only the details relevant for third-cycle education included (presented at Forskarutbildningsutskottet 2021-10-05). App 5

**Approval of CSC scholarships**

We need a formal process at CBH. Information at homepage and a simple roadmap.

We had a procedure before at CHE School that included meetings with FA, the head of school and head of department to discuss early in the process.

**Status of ASP revision**

Input from the Education Board (UN) on revised BIO-ASP

- Seminar courses: clarification regarding time (seminar courses are unique to CBH).
- Mandatory courses: specification of extent of mandatory courses, preferably number of credits and that the courses are specified without necessarily giving course codes.
- Individuellt åtagande: clarification of how the school handles this.
- Conference contributions: rejected specification of credits for individual conference contributions, but did not object to including these after validation as “individuellt åtagande” – this is reasonable since awarding credits for non-established courses/study activities needs to be an individual assessment and cannot be awarded a preset number of credits.
- UN comments and suggestions for revision sent Sep 22 to coordinator, PA, UA, department heads. Input received from department heads. Input included in updated version. To be sent to student representative before resubmission (Apps 6 and 7)

**JML Level 1 – where are we?**

**Level 1:** Basic JML knowledge (mandatory)

- Basic knowledge about equal opportunity (jämställdhet, inget av könen diskrimineras i t.ex. arbetslivet) and equality (jämlighet inför lagen) as a goal for sustainable development.
- Basic knowledge about how unequal opportunity and inequality affects technological and societal development.

Basic knowledge about how organizations’ work with questions of equal opportunity, diversity and equality.

**Level 1:** Mandatory course/module in canvas given early, at admission as part of the introduction, should contain fundamental information. Pass/Fail. Each part of the level 1 module is examined by a quiz and a hand-in assignment.

**Part 1 – Central regulations**

Relevant sections regarding central regulations for JML from Necessity Bag:

<https://www.kth.se/en/om/equality/utbildning/necessaren-larande-for-jamstalldhet-mangfald-och-lika-villkor/integrering-av-jml-i/kth-s-uppdrag-ambitioner-och-mal-1.1010337>

Hand-in assignment with a personal reflection on the importance of JML at the work/study place, and how each individual (including one self) can contribute.

**We need to find teachers that are responsible for the module, make a draft, feedback to EQ office**

Part 2 – Effects of unequal opportunity on technological and societal development

Suggestions – general cases and cases relevant to our third-cycle subjects

Part 3 – Equal opportunity work in organizations'

Suggestions – general cases and cases relevant to our third-cycle subjects

### **JML Level 2 (basic gender awareness)**

To achieve progression towards level 2, elective workshops and/or seminars (e.g. invited experts) can be offered once per year.

Gender awareness, examples that relate to the students' future job market (research, industry etc.)

### **Leadership JML workshop at CBH spring 2021**

Presentations from the three JML workshops given at CBH spring 2021, Apps 8-10

### **UKÄ report on employment of doctoral students after examination**

The study was done 1998-2017, App 11

## **7. Points raised by the third-cycle administration and PA**

Information from Eva Rut:

<b>Forskarutbildningskurser 2021-10-11</b>		
BIO	9 seminarier -> 37 kurser 7 "gamla" kurser 7 nyinrättade kurser	51
CHE	7 (1993 års studieordning) 45 "gamla" kurser (22 måste uppdateras) 35 nyinrättade kurser	87
MTH	18 "gamla" kurser 3 nyinrättade kurser	21
	<b>Totalt</b>	<b>159</b>

## 8. Points raised by the Doctoral council

Recruitment new council, need to be at least 8 students, all former members will resign at the end of 2021.

- We can announce in canvas, show inspiring examples of how important engagement is, how student representation has helped, maybe videos where council members inform about the work.
- It is important for the school and highly appreciated that students are engaged in this but we can not interfere in the process
- The students will be compensated and it is important to show that there is a system for this
- An add in CBH News could help

New Canvas PhD support page (PhD support network).

The council has made a questionnaire about what students need. Will be analyzed.

RAE panels did not show interest in the PhD students' situation or education, only 10 min questions, should we take this further to "the top".

No PhD student represented in salary revision. They have been in contact with the union representative without a response. It has to be discussed at THS.

The doctoral council mentions the salary levels, which sometimes is perceived as high. The quality council does not engage in questions of financial matters but a short general discussion follows.

The half-time seminars is mandatory and a follow up to monitor progression and to be a part of the discussion for the salary ladder.

## 9. Standing point for the Program directors

### **Steering committee meeting joint KI-KTH PhD program 2021-10-12**

- PhD list and new applications
- What is needed administratively in the program (see attachment)
- E-ISP in the joint program (meetings with Olof Landin, Systems Specialist GVS)

### **Program council meeting Technology and health 2021-05-20**

- eISP routines.
- Introduction of new PhD students.
- The Technology and Health course with a new module in equality (JML).
- Next meeting 2021-10-19.
- Implementation of new routines and protocol for half-time.
- Routines for adding/changing supervisors.

## 10. Additional points

No additional points

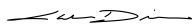
## 11. Upcoming meeting QC, PC, FADR

QC4 2021 planned for early/mid Dec 2021

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

## 12. Closure of meeting

Justeras



Christina Divne

Justeras



Svein Kleiven