



Möte Forskarutbildningsråd CBH / CBH Third Cycle Education Board Meeting: Minnesanteckningar/Minutes

Datum och tid/Date and Time:	2019-02-07, 09.30-12.00
Lokal/Venue:	AlbaNova Universitetscentrum, Roslagstullsbacken 21, FA32
Kallade:	Christina Divne, FA, Ordförande Inger Odnevall Wallinder, Förste Vice FA/PA Svein Kleiven, Vice FA/PA Pål Nyrén, PA Yaoquan Tu, PA Åsa Emmer, PA Andrea Wisniewski, Doktorandrådet-CBH Valentina Furlanetto, Doktorandrådet-CBH Per Dalhammar, UA
Kallade (adjungerade):	Fredrik Häggström, FoUtb-administratör Kristina Jansson, FoUtb-administratör (mötessekreterare) Nancy Hakala Malavé, FoUtb-administratör
Frånvarande:	Eva-Rut Lindberg, FoUtb-administratör Johanna Hagerman, FoUtb-administratör
Minutes from previous meetings	https://www.kth.se/social/group/cbh-fou/ (closed group for members only)

1 Opening of the meeting / Sammanträdet öppnas (FA)

2 Appointment of certifiers / Utseende av justeringspersoner (All)

Åsa Emmer and Christina Divne were appointed.

3 Approval of the agenda / Godkännande av dagordning (All)

Approved. No Other questions added.

4 Previous meeting minutes / Föregående mötesprotokoll (All)

Draft minutes distributed and approved. To be signed by certifiers and uploaded to Third Cycle Education Board site at "Social" web platform (cf link above).

5 Actions/decisions taken 2018/2019 -- Status och uppföljning av FoU-rådets fattade beslut (FA)

- Brief presentation of decisions and actions – cf. handout, slide 5a-b
- Professor Åsa Emmer, Division of Applied Physical Chemistry at KTH, has been appointed PA for Chemical Science and Engineering.

6 Information about ongoing discussions in the FA-group meeting 2019-01-16 (FA)

(see <https://www.kth.se/social/group/fa-moten/>, in Swedish)

1. Revised process for admission to third-cycle education
2. New guidelines for third-cycle education

7 Current status: third cycle education organization (FA)

– cf. handout, slide 7

8 Current status: revision of doctoral program descriptions and general study plans (FA)

– cf. handout, slide 8a-e

Brief discussions i.a. on:

- the merits and challenges of courses explicitly addressing sustainability vs the possibility of including sustainability in existing courses to provide progression throughout the third cycle education; whether sustainability and ethics courses already taken at master level can be accepted to fulfill the requirements. What is required for a course to be accepted, and how can the students know in advance that a course will be accepted to fulfill the course requirements;
- the number of credits (out of 240) that is reasonable to reserve for mandatory courses as opposed to allowing greater flexibility for the students and supervisors to choose.

These and other questions will continue to be discussed e.g. during the course revision process.

9 Current status: revision of process for admission to third-cycle education (FA)

– cf. handout, slide 9a-d

10 Current status: revision of new guidelines for third-cycle education (FA)

– cf. handout, slide 10

11 Current status: reports for the annual school quality dialog (FA)

– cf. handout, slide 11

12 Upcoming: Action program for the CBH third-cycle education (FA)

– cf. handout, slide 12a-b

13 Upcoming: Course-quality development plan: overview / revision of PhD courses (including course plans, crediting, learning goals, examination forms) (FA)

– cf. handout, slide 13

14 Upcoming: Equality for PhD students and goal fulfillment/progression: evaluation of models practical and equal implementation of the PhD salary ladder (FA)

– cf. handout, slide 14

FA: KTH has decided to use an achievement based salary ladder (as opposed to one based on time). There is, however, no policy or other information from KTH on how to concretize this. A Work Group at KTH-level is needed to address this question and decide on common guidelines.

15 Upcoming: PhD student visibility and influence: PhD Day 2019 (FA/PhD Council)

16 Information: ongoing discussions in the education administration board meetings (Fredrik Haggström)

17 Current status: administrative systems (LADOK, eISP etc.) (PhD-admin)

– cf. handout, slide 17

18 Points raised by the PhD council (PhD Council)

– cf. handout, slide 18a for list of new members by campus

1. Present status on the connection between eISP and the new Ladok
2. Present status on the harmonization of CBH doctoral programs
3. *Updates regarding the Handbook for CBH*

Once the central KTH guidelines for third-cycle education have been collated (cf. point 10) it should be easier to identify what is missing and provide information locally on that. This is a much more modest proposal than updating the handbook, but possible to carry out with existing resources.

4. *Updates regarding the information to PhD students concerning support functions*
Information that should be available on the web: who to contact for different questions (i.e. including HR-issues, travel, etc.), the new KTH guidelines, a collection of q&A and other information e-mails sent out by FA, PA etc.

Some of this information is actually available already, but may be difficult to find. We have very little influence over what is published on the intranet, which furthermore has a rather rigid structure. A possible alternative is Canvas, where there is greater liberty in publishing and updating information, including providing a collection of links to KTH pages that are difficult to find. To get an idea of what is possible, PhD-admin (Kristina) should liase with the PhD-council (Andreas) to have a look at Canvas.

5. Update of the doctoral program course list: Meeting UA + PA
6. *Activity rate in the Medical Technology programme (KTH-KI programme): as discussed in previous meetings the activity rate of KTH-KI programme is split in half, and this keeps causing inconveniences in terms of student discounts.*
Phd-admin. (Fredrik) will submit a list of those affected to UA (Pelle) for a possible workaround.

19 Other questions / Övriga frågor: None

20 Upcoming meetings / Kommande möten: To be decided by Doodle.

21 Closure of the meeting / Sammanträdet avslutande (FA)

We hereby certify that these minutes are an accurate record of the meeting.



Åsa Emmer



Christina Divne

190517

Date

2019-05-20

Date