



## Minutes to CBH Third-Cycle Education Board Meeting

Date and time: Thursday 2019-05-14, kl. 09.30-12.00

Place: Campus Valhalla: Treeseearch, Teknikringen 38A (enter Greenhouse Lab entrance and take right)

Invited: Christina Divne, Director of Third-Cycle Education and Chair  
Inger Odnevall Wallinder, 1st Deputy Director of Third-cycle education  
Svein Kleiven, Deputy Director of Third-cycle education/Program Director  
Åsa Emmer, Program Director (PA)  
Ines Ezcurra, Program Director (PA)  
Valentina Furlanetto, PhD council CBH  
Andreas Wisniewski, PhD council CBH  
Per Dalhammar, Education administration manager (UA)

Invited (co-opted): Eva-Rut Lindberg, Coordinator third-cycle education  
Fredrik Häggström, Coordinator third-cycle education  
Kristina Jansson, Coordinator third-cycle education  
Nancy Hakala Malave, Coordinator third-cycle education  
Johanna Hagerman, Coordinator third-cycle education

Previous meeting minutes can be downloaded here: <https://www.kth.se/social/group/cbh-fou/>

### Agenda

- |  | Person reporting /<br>Föredragande |
|--|------------------------------------|
| <b>1 Opening of the meeting</b><br><i>The meeting was opened</i>   | <b>FA</b>                          |
| <b>2 Appointment of certifiers</b><br><i>Certifiers were Inger OW and Christina D</i>  | <b>All</b>                         |
| <b>3 Additional points to be added</b><br><i>An additional point was suggested, termed "Checklist"</i>   | <b>All</b>                         |
| <b>4 Approval of the agenda</b><br><i>The agenda was approved</i>  | <b>All</b>                         |
| <b>5 Previous meeting minutes (available at FoU corner)</b><br><i>Minutes from previous meetings may be found at FoU corner (FoU Social page).<br/>Comments on these are welcome.</i>  | <b>All</b>                         |
| <b>6 Information from FA-group meetings 2019-02-13 and 2019-04-23</b><br><i>cf. handout, slide 6.<br/>JML: FA aims at reinforcing JML in FoU<br/>PhD questionnaire &amp; courses: KTH is working centrally on 3<sup>rd</sup> level courses.<br/>Rules for KTH PhD committees were discussed, are being developed centrally.<br/>New president for education is Leif Kari. FA presented some of his views and intentions, involving an emphasis on the programs, to provide an environment for doctoral students and a critical mass.</i> | <b>FA</b>                          |
| <b>7 School report 2019 for third-cycle education (available at FoU corner)</b><br><i>cf. handout, slide 7.<br/>FA presented strengths, challenges and actions.<br/>A discussion ensued about administrative problems in the program of Medical Technology, caused by its nature as a very small joint program with KI. This implies a greater effort and cost for administration. Some suggestions included moving students that fit into the program, or re-negotiating the KTH-KI agreement</i>                                       | <b>FA</b>                          |

CD JW

- 8 Major CBH third-cycle course revision 2019** **FA**  
*cf. handout, slide 8.*  
 A discussion ensued about a common code for seminar courses to facilitate administrative aspects, but arguments against this option include that students often take several seminar courses.  
 FA suggested that teachers should be encouraged to revise names of seminar courses which are sometimes out of date.  
 FA reminded that sustainability goals should be in the courses' ILOs, so that the courses will be in KTH's list of sustainability courses.
- 9 Update revision of doctoral program descriptions and general study plans** **FA**  
*cf. handout, slide 9.*  
 PhD council representative Valentina F is waiting for feedback from students.
- 10 Update revision of new guidelines for third-cycle education** **FA**  
*cf. handout, slide 9.*  
 A discussion ensued about whether admission to Licentiate is desirable, where both pro's and con's were considered.
- 11 Update revision of process for admission to third-cycle education** **FA**  
*cf. handout, slide 11.*  
 The request from SSG to be informed about recruitment of doctoral students was discussed. We should have a new system in place by Oct 1 where an assigned group evaluates the resources for a new study place and SSG only needs to be informed.
- 12 Update PhD day** **PhD council**  
 Date for PhD day is suggested as 20/9, PhD board will mail FoU members to confirm. Details of last years program were discussed in reference to planning of the 2019 program. CBH NODEN will help to spread the word.
- 13 Update from the third-cycle education coordinators** **All admin**  
 No update.
- 14 PhD council's survey (available at FoU corner)** **FA / PhD council**  
*cf. handout, slide 14.*  
 A discussion about migration aspects during recruitment of international students ensued, where school head Mikael L is considering inviting SÄPO for information, to accelerate migration processes.
- 15 Action program for CBH third-cycle education** **FA**  
*cf. handout, slide 15.*  
 A welcome letter is being drafted by Johanna H.  
 FA has become Canvas administrator to aid in creating a Canvas page for doctoral students.
- 16 Other questions** **All**  
 Checklist: A discussion ensued about creating a common checklist related to KTH central regulations, for students to consult especially when defense is approaching, to avoid missing important deadlines. FA will link it to Canvas.
- 17 Upcoming meetings** **All**  
 September 27 suggested as tentative date
- 18 Closure of the meeting** **FA**  
 The meeting was closed

2019-05-14


