



## Meeting notes CBH Third-Cycle Quality Council Meeting

Date and time: Wednesday 2019-10-02, 09.30-12.00

Place: Campus Flemingsberg: Neo, room 7320 (floor 7), Hälsövägen 11C, Huddinge

Invited: 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)  
Åsa Emmer, Program Director (PA)  
Ines Ezcurra, Program Director (PA)  
Valentina Furlanetto, PhD council CBH  
Andreas Wisniewski, PhD council CBH, stand-in Tamara Sloboda  
Minna Hakkarainen, Teacher representative, Campus Valhalla  
Johan Rockberg, Teacher representative, Campus Albanova-BIO  
Patrick Norman, Teacher representative, Campus Albanova-TCB  
Matilda Larsson, Teacher representative, Campus Flemingsberg  
Aman Russom, Teacher representative, Campus Solna/SciLifeLab  
Adil Mardinoglu, Teacher representative stand-in, Campus Solna/SciLifeLab  
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  
Nancy Hakala Malave, Administrator third-cycle education  
Johanna Hagerman, Coordinator third-cycle education  
Alexandra Ryduk Kinnander, Administrator third-cycle education

Not present: Minna Hakkarainen, Patrick Norman, Matilda Larsson, Per Dalhammar, Adil Mardinoglu, Andreas Wisniewski

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

### Agenda

- 1 Opening of the meeting (FA)  
Svein Kleiven will take meeting notes.
  
- 2 Appointment of certifiers  
Johan Rockberg and Inger Odnevall Wallinder are certifiers.
  
- 3 Additional points to be added  
PhD-courses within Treeseearch (FPT) – course codes at KTH?  
Home page.
  
- 4 Approval of the agenda  
Approved.
  
- 5 Previous meeting minutes (available at FoU corner)  
See FoU corner.
  
- 6 Quality council and program councils: responsibilities, program concept, quality development, interaction, meeting location (FA)  
Going through the current organization.  
New and with teachers representative for each of the three program councils covering CHE, BIO/TCB and TH. MT has a steering committee.

All program councils on place and will be on the web soon!

Should aim at four meetings per year.

Three PhD councils CHE, BIO/TCB and TH/MT. New election soon to replace some members.

Continuous and systematic quality development.

We went through and discussed the responsibilities of FA, PA and the various councils (see attached presentation).

Revision of study plans, definition of program councils etc. were discussed.

7 Implementation of mandatory ethics course and half-time seminars (FA)

Discussing half-time seminars: We need a formal decision to show to resistant supervisors.

Quality should be evaluated at half-time not necessarily number of papers and credits, progress important.

New for some programs while long tradition in some. We need a general and common approach.

Valentina: Difficult for PhD students to be heard and know if they follow the progress since supervisors sometimes mainly look for publications.

Inger: Many feel it's another burden in a very time-stressed research environment although supervisors understand the need. Give it time.

Information and communication have been challenging since the merger to CBH.

Should use our condensed suggestions as information to supervisors/doctoral students.

Ines: Canvas page as information to PhD students.

Students should try to find an ethics course to include (Mandatory at CHE). Implemented gradually.

8 Transfer of credits for previous education and courses within the third-cycle education, validation and exceptions (FA)

Brief update from Christina (see attached presentation).

Validation form available to be used for transfer.

Approving a listed course in the eISP doesn't mean that the credits are approved.

Åsa: Two forms needed for validation; The new form is preferred since it's more detailed and we should have only one. Authority decision to use the form. Fredrik: Forms just a help so we can decide to use a different one.

Validation of credits should be taken seriously.

9 Evaluation of education at all cycles by the Swedish Higher Education Authority (UKÄ) (FA)

Going through guidelines for ESG which has been agreed on according to the Bologna process (see attachment).

ESG: Agreeing between 48 countries what is quality assurance.

Quality assurance system presented by Christina (see attached presentation).

Feedback given from school report and quality dialogue (see attached presentation).

Self assessment and UKÄ evaluation have been done October 1<sup>st</sup> and feedback given (see attached presentation).

10 Update CBH third-cycle course revision 2019, course evaluations, course analyses (FA)

See attached presentation.

11 Update revision of doctoral program descriptions and general study plans (FA)

See attached presentation.

12 Update admission to third-cycle education and "Green light" process, new financial plan (FA)

New admission process in place but no decision made by management board. Remains to provide

deans of schools with documentation needed for admission such as Green light. See attached presentation.

- 13 Update from the KTH Board of Education (Utbildningsnämnden), and the Postgraduate Education Committee (Forskarutbildningsutskottet) (FA)

See attached presentation.

- 14 Update from the third-cycle education administration (points raised by Eva-Rut) (Administration)

See attached presentation. Eva-Rut refers to newsletter. Focused on courses for guest-doctoral students.

- 15 Update PhD Day and points raised by the PhD Council (PhD council)

Valentina: Went well and thanks everyone!

Around 100 participants. How do we attract more doctoral students to participate and all registered students to show up?

Negative feedback from older doctoral students might affect attendance from the chemistry program.

Not clear purpose of the day?

- 16 Additional points

Eva-Rut: Making a clear home page for the doctoral education including handling courses etc.

Fredrik: Courses not added to eISP which is a problem for registration in ladok.

Christina: eISP should be a living document and can be in editing mode without being established.

- 17 Upcoming meetings (Third-cycle QC, FADR)

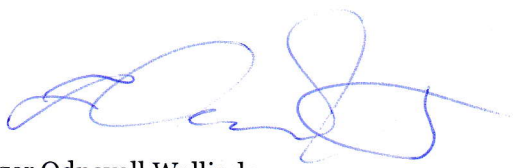
Christina will send out suggestions for next meeting date.

- 18 Closure of the meeting (FA)

Justeras

Datum


2019-11-05



Inger Odnevall Wallinder

Datum

2019-11-13



Johan Rockberg