
Møtereferat

Til stede: Nina Bjørk Arnfinnsdottir, Sindre Hove Bjørnøy, Torstein Nesse, John Ove Fjærestad, Bjørn Torger Stokke, Erik Wahlström, Peder Brenne, Julie Lange Hansen

Forfall: Mikael Lindgren, Isha Savani, Anne Sæther

Kopi til: Mikael Lindgren

Gjelder: Møte i Studieprogramråd PHBIFY and PHFY

Møtetid: Friday January 10 2014 at 10:15-12:00 Møtested: E4-107

Signatur: Erik Wahlström, Peder Kristian Brenne

Agenda

Information points

a. Quality report

Quality report was sent with the call to the meeting. Except that the board should have a strategy on how to implement the action plan, there were no special comments. Action plan implementation will be discussed in next meetings. A new report will be made during spring 2014. This will be discussed in later meetings.

b. Meetings in forskningsutvalget

Head of board (HoB) informed about relevant points from the two last NT Faculty Forskingsutvalg meetings.

- It is suggested that post-docs. and temporary employees may be co-supervisors for PhD candidates. Final discussion will be made by dean.
- Travel funding: All except one from the Department of Physics were granted (the applicant from Physics has received funding earlier, and was not granted this time).
- The impartiality for administrators must be judged locally, i.e. the Department of Physics and the supervisor must judge the impartiality prior to appointment.
- Clarification about course grading: PhD courses are graded with passed or not passed. The limit to pass is 70 %
- Changes in PhD study plan 2014-2015 were quite small.
- The possibility for integrated PhD/master courses will be investigated. The NTNU PhD regulation already allows for this and IME has already done it. The board will come back to this later this year when we discuss the structure of the PhD programs.

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1) Discussion on the local process for acceptance to the PhD studies and follow-up.

The NT Faculty has made a manual – “Lathund” – for routines on acceptance to PhD studies and how to follow up. HoB has drafted a internal “Lathund” to clarify the routines and duties for the Department, the supervisor, the PhD candidate - prior to a project; the engagement process; start-up; during the candidate period and finalization.

Comments and discussion on the draft: How the engagement process is ensured varies; external funded projects may not be announced. Supervisor is committed to ensure that the candidate is qualified for the PhD program. For the time being the Department has no control over the process; local routines should be implemented to ensure that formal qualifications.

The Department has no working “Fadder”-arrangement for new candidates. Such arrangements might be most useful for international candidates and candidates that have no former experience with NTNU and the Department. However, the duties and responsibilities between supervisor and “fadder” must be clarified.

As a part of the start-up process supervisor and the candidate have to make a budget for the project. The intentions are to ensure financial control and predictability, and that funding not necessarily is connected to the calendar year.

Information about routines for PhD candidates and teaching duties were given. From autumn 2013 all new candidates are offered teaching duties, given that there are no formal obstacles for it and that there is a demand for it. Each candidate will be offered three semesters teaching duties, i.e. 6 months extension of the PhD period.

2) Criteria for project description

There exist no formal guidelines for the project description criteria.

It might be difficult to make an exact description prior to the project. For IFY the board suggests that a tentative project description (including schedule of work) is needed for the program admission application. As a part of the “midtveisevaluering” changes in the project description must be highlighted and a final description submitted.

The board suggests that HoB consider all project descriptions attached the program application, i.e. that the board will not be involved in each and every application.

HoB will draft a template for IFY, which will be discussed on next meeting.

3) Appraisal interviews, process and content of interview.

All candidates must have appraisal interviews and the check list was discussed. The intention of the interviews should be better communicated, and the structure more systematized. The check list should be used for all interviews. Head of each section is responsible for doing the interviews.

4) Discussion the needs/possibilities for new meeting arenas for PhD students.

It is a trend that several PhD candidates mingle in D5-175 after 16:00, and the PhD candidates organize salary beer themselves. Whether there is a need for a meeting arena for the PhD candidates or not was discussed. The Department is open for suggestions if the need exists.

Informal social happenings at the Department was suggested an additional option. For instance quiz.

The PhD representatives have the initiative.

5) Additional.

It is intended to have three meetings the spring semester 2014

Next meeting will be in the medio February. Peder arranges a doodle.

Agenda for next meeting: "Lathund" template and action plan

Additionally it was suggested that the PhD candidates of the board would investigate PhD programs at other universities. The knowledge about the different structures on the PhD programs might inspire for beneficial changes in our programs.