**PhD committee meeting at ITS, 07.03.2024**

*Members:*

*Paal E. Engelstad (head of the committee)*

*Torbjørn Skauli*

*Ulysse Teller Masao Côté-Allard*

*Sebastian Zieglmeier, (PhD candidate)*

*Yvonne Baade (adm., PhD coordinator)*

**Agenda**

**1. Discussing and defining the role of the PhD committee (table round)**

- processes and tasks

- level of involvement

Preparations:

* Put a little thought into this. What is your stance?

**2. Web-pages for PhD candidates at ITS (paal)**

Preparations:

* Everyone is asked to familiarize yourself with the web-layout and all its content before the meeting. A link to the web-pages: <https://www.mn.uio.no/its/english/phd-education/index.html>
* However, the final item on the web-page "Finishing your PhD" will not be discussed in detail in this meeting.
* You might want to compare with the web-pages of IFI: <https://www.mn.uio.no/ifi/english/about/organisation/phd-committee/for-phd-candidates/>

**3. Third semester reporting**

- Process, and guidelines (paal)

- Who should be on the evaluation committee? (table round)

- Status and plan for upcoming 3rd semester evaluation (yvonne)

Preparations:

* The current guideline document is here: <https://www.mn.uio.no/its/english/phd-education/3rd-semester-reporting-guidlines-at-its-2023.pdf>
* An updated draft version, with corrections, is here: <https://www.mn.uio.no/its/english/phd-education/3rd-semester-reporting-guidlines-at-its.pdf>
* For comparison, the corresponding guidelines from IFI is here: <https://www.mn.uio.no/ifi/english/about/organisation/phd-committee/for-phd-candidates/3rd-semester-reporting-ifi-19.03.2018.pdf>

**4. The "Expectation Dialogue"**

- The dialogue form (paal)

- Deadline and process (paal)

- Status and plan for newly recruited PhD candidates (yvonne)

Preparations:

* A draft version of the dialogue document for ITS, based on IFIs document with small improvements, is here: <https://www.mn.uio.no/its/english/phd-education/expectation-dialogue-at-its.pdf>
* For comparison, the corresponding dialogue document from IFI is here: <https://www.mn.uio.no/ifi/english/about/organisation/phd-committee/for-phd-candidates/managing_expectations_.pdf>

**5. The PhD programme application**

- The project description template (torbjørn)

- Link template to 3rd semester reporting? (paal)

- The project description example (sebastian)

Preparations:

* The project description template is provided in MS Word on the web-page. The pdf-version of the template is here: <https://www.mn.uio.no/its/english/phd-education/project_description_its_2020.pdf>
* The project description example is here: <https://www.mn.uio.no/its/english/phd-education/example_phd_description_essential.pdf>

**6. Status of current PhD candidates at ITS (yvonne)**

**7. Upcoming work items**

- How to carry out the 5th semester reporting? (yvonne, paal)

- Update the "new phd researcher" pamphlet (yvonne)

- Addressing information requests from the PhD group (sebastian)

- Postponed: "Finishing your PhD" part, such as defense guidelines at ITS, etc (yvonne, paal)

**8. AOB**

- ...

*Version: 6 March 2024*