**PhD committee meeting at ITS, 12.04.2024**

*Members:*

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

 *Torbjørn Skauli*

 *Ulysse Teller Masao Côté-Allard*

 *Sebastian Zieglmeier, (PhD candidate)*

 *Yvonne Baade (adm., PhD coordinator)*

*Version: 11 april 2024*

**Agenda**

**1. Opening remarks (paal)**

- Minutes of previous meeting: Already approved by email. The minutes are found here: <https://www.mn.uio.no/its/english/about/organisation/phd-committee/phd-committee-meetings/>

 - Agenda bashing: Anything for AOB?

**2. New project proposal example (/template) (paal)**

 - A new project proposal (incoming draft) by new PhD candidate David Fordham. Is this the format OK?

Preparations:

* Look through the project proposal (attached). We need to evaluate it later anyways.

**3. Application for summer school (sebastian)**

- Application for summer school requires specific approval by the PhD committee at ITS, together with supporting material. How can we make the administration of this easier? Sebastian has proposed an application form.

Preparations:

* Read through the proposed application form (attached)

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

- Is everyone still happy with the webpages and all of its content?

Preparations:

* Everyone is invited to review the web-layout again and all of its content before the meeting. A link to the web-pages: <https://www.mn.uio.no/its/english/phd-education/index.html>

**5. Should there be a routine/ committee if the PhD candidate’s thesis is not approved? (Yvonne)**

- Presentation of a possible case and background info (Yvonne)

- Discussion (all).

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

**7. Upcoming work items/ backlog**

Current list is:

- Getting access to webform-based PhD evaluations from the faculty? (yvonne)

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

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

- Expectation Dialogue adjustments? E.g. should the form be filled out beforehand or during the meeting?

Any inputs?

**8. AOB**

- ...