**Minutes from PhD committee meeting at ITS, 12.04.2024**

*Members (all attended):*

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

 *Torbjørn Skauli*

 *Ulysse Teller Masao Côté-Allard*

 *Sebastian Zieglmeier, (PhD candidate)*

 *Yvonne Baade (adm., PhD coordinator)*

*Version: 12 april 2024*

**Agenda**

**1. Opening remarks (paal)**

- Previous minutes OKed, and nothing for AOB

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

Decisions/actions:

* All appreciated the new example, and Paal will get it posted, as it is better than the current example
* Paal will first interact with David for small adjustments, adjusting first header, and small abstract

**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.

Decisions/actions:

* The number of ECTS per summer school was discussed. There are some arguements for both increasing and decreasing. Anyway we will need more info. So we decided to continue with the current practice, and put the discussion on the "backlog" for later discussions.
* It was decided that the proposed form shall be used for all summer schools that needs acceptance by ITS, i.e. not including UiOs own summer schools that are pre-accepted.
* We need attachment to the form, where the candidate provide information about the summer school, so it is easy for the PhD committe to evaluate it. Sebastian will make the adjustment to the document.
* Paal will then post the updated application form on the web.

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

Decisions/actions:

* Everyone stated that they are happy with our webpages and the current content. No futher actions to be taken for now.

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

Decisions/actions:

* To prevent future cases, we will ask faculty a routine to forward the faculty webform reporting to us. Yvonne will check this out
* As for the current case, the PhD committee asked Yvonne to forward the adjudication committees comments to the PhD committee. Yvonne will do that.
* Yvonne will discuss further with the faculty, in cases with need for personal adjustments.
* Before going further into this issue, Paal and Yvonne will discuss the issue with the main supervisor

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

Nothing to report

**7. Upcoming work items/ backlog**

Current list is:

~~- Getting access to webform-based PhD evaluations from the faculty?~~  (Yvonne will work with this)

- 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?~~ (Resolved)

Decisions/actions:

* Regarding the expectation dialogue, it was decided that the forms should be tentatively filled out by all participants. Paal will provide the necessary sentence in the form, and repost the update on the web.

**8. AOB**

- Gifts for PhD students were discussed.