**Minutes from PhD committee meeting at ITS, 06.06.2024**

*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: 07 june 2024*

**Agenda**

**1. Agenda review and discussion (paal)**

Process for new PhD proposed for AOB

**2. Application for summer schools - any updates? (all)**

The PhD committee has hadled one application. The newly established process seems to work fine.

**3. Status of the case where the PhD candidate’s thesis is not approved (Paal/Yvonne)**

Yvonne presented the status of the case, and it seems the outcome will be according to our recommendations.

Yvonne will continue to follow up on this process.

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

Yvonne went through the status of different PhD candidates.

Yvonne will check specifically to ensure that David will get his application considered.

**5. Should we now start working on the "Finishing your PhD" process? (paal, all)**

This item was discussed. It was agreed that the PhD committee will start working with this in the fall.

For a start, Yvonne will first create a document describing various details of the process.

We will discuss and continue working with this document in a later PhD meeting

**6. Upcoming work items/ backlog**

Current list is:

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

- Start working with the ARK process?

- The PhD committee should look into how to convey more info to PhD candidates, from meetings etc. This will be a dicussion/work item in a later committee meeting.

**8. AOB**

Our new process for accepting new PhD students does not seem to be well established. All should be well organized before students arrive, e.g. mentoring.

Yvonne will discuss this with Marit, and try to fix it.

We will also assess this again in later PhD meetings.

*The members of the PhD committee have one week after receiving these meeting minutes to respond and provide inputs for changes to the minutes, before these minutes are considered agreed upon and settled.*

*Kjeller, 2024-07-07*

*Paal Engelstad*

*Head of the PhD committee at ITS*