**PhD Council Meeting**

17 January 2022, EU law library Domus Media

**Present:** Trygve Losnedahl, Rose Boyle, Annichen Sæteren, Laura Letourneau-Tremblay, Tomas Tobiassen, Dinie Arief, Elsabé Boshoff

**Agenda**

1. Relevant items on PFF-agenda
* Jur 9302 - criteria for written work/ publishable article

The PhD Council agreed the following:

* PFF should substantiate a more precise guideline on criteria for written work/publishable article, especially regarding the possibility for co-authorship.
* Co-authorship should be possible by fulfilling the number of pages as per current criteria (15-20 pages).
* Co-authors to complete a dedicated form on co-authorship by the relevant author, explaining their contribution to the written work/publishable article or number of pages contributed to the article.
* Phd blog

- The idea for creating a PhD blog is encouraged and should be made voluntarily (not a mandatory requirement for completing the PhD program).

- Phd Council broadly supports this idea, but details to be worked out further.

* Application on PhD extensions

- To generally support all extension applications.

2. Discussion on draft questionnaire on improvements for PhD on-boarding

* Dinie and Annichen will revise the draft questionnaire to focus more on the on-boarding process.
* Some inputs to be included in the revised questionnaire:

- Focus on PhD on-boarding experience, divided into two periods: Pre-starting time (contract signing to start of contract) and start of contract to 6 months after starting the PhD program.

- Scope: Recruitment, admission, & communication

- Additional questions to be included: use of language, information on UiO contact prior application.

 - an important aim is to find out what support PhDs would require to feel fully on-boarded after approximately 6 months in the program.

* Timeline:
* Questionnaire period: March-May 2022
* Results from the questionnaire are to be presented to PFF in June 2022.

3. Funding and plans

* Events for funding possibilities:
* Kick-off meeting to welcome new PhDs (8 February 2022)
* Shut-up and Write Seminar (every semester – first to be held around 23 February and thereafter in September 2022 – formats will depend on available funding)
* Seminar on PhD process and life as a PhD fellow (every semester – April and September 2022)
* Annual PhD Council Meeting (October 2022)
* Planned social events with no funding: Weekly PhD Lunch (Weekly), Beer day (Monthly).
* Tomas will lead the funding application and seek information on timelines and best practices on the Shut-up and Write Seminar held by PhDs in Bergen.
* Dinie and Elsabe will support Tomas in the funding application process.

4. Miscellaneous

* Dinie and Elsabe will draft a poster for the planned kick-off meeting. Agenda for the kick-off meeting to include: Introduction on the PhD Council, Planned Activities for 2022, Inputs from PhDs on activities/seminar topics, and information on the PhD On-boarding Questionnaire.
* Dinie will draft the PhD Council yearly activity calendar.
* Next PhD Council general meeting: **11 February 2022 at 10 am.**

Note: Monthly PhD Council general meeting starting March 2022, will be held every Monday on the 2nd week of the month at 14:00 (tbc).

Minutes submitted by: Dinie Arief and Elsabé Boshoff