

## **Guidelines for PhD committee meetings**

- The PhD fellow has the responsibility to call for the meeting and hand in signed documents to the Head of Administration one month before the renewal of his/her contract.
- If a date and time cannot be agreed upon by all committee members, the PhD fellow decides a date on which a majority of members can attend, with preference given to the attendance of a maximum of external committee members.
- Permission needs to be granted by the Head of Administration if handing in the signed Individual Study Plan will occur later than the set deadline mentioned above.
- If one or several committee members are unable to attend due to temporal reasons (e.g. sabbatical or parental leave) or permanent reasons (e.g. not working at MISU), the PhD fellow informs the Head of Doctoral Studies, who will then decide on new external members.
- The committee is a resource for the PhD fellow and its task is to evaluate supervision and scientific and educational progress made during the past year, as well as to discuss plans for the coming year.
- The committee should also assist and support the PhD fellow in case problems regarding supervision or progress arise during the education. The external committee members need to be notified by the PhD fellow before the start of the meeting so problems can be discussed during the meeting.
- The committee meeting is chaired by an external member, chosen by those external members.
- The PhD fellow may invite a senior graduate student to participate in the meeting, in which he/she acts as support or mentor and in which he/she independently can evaluate the progress of the meeting.
- The PhD fellow shall bring the following documents to the meeting:
  - Individual Study Plan (from previous years and for the upcoming year)
    - for the first year: written by the fellow and supervisors before the meeting and discussed or updated with the committee during the meeting
    - for the next years: as decided by the committee during the 1st meeting (either blank or filled out)
  - Transcript of Records (from Ladok)
  - List of attended seminars (given by Head of Doctoral Studies)
  - List of assistantship hours (given by Cecilia Wesslén)
  - When the fellow has the 1st committee meeting: a 2 page document describing the planned research of the PhD studies, written by the PhD fellow
  - When the fellow starts the 4th year of studies: estimated remaining time until defence (given by Head of Administration)
  - An updated research plan (maximum 1 page)
  - A PDF of the last given research seminar, send by email to all committee members
- In case of disagreements between members of the committee, the PhD fellow will notify the Head of Doctoral Studies.