

Protocol

Present:

Elin Videvall (MEMEG), Caroline Björnerås (AE), Markus Fröjd (MCBU) and Pablo Salmón (EE).

1. Start of the meeting

9:05

2. Choosing secretary

Chair of meeting: Pablo Salmón
Secretary: Caroline Björnerås
Minutes approving person: Markus Fröjd

3. Approval of agenda

The agenda was approved without any major modifications.

4. Minutes from the last meeting

The minutes from the last meeting were approved.

5. Announcements

No announcements.

6. Guide for PhD students (updating)

The Guide for PhD students needs to be updated and the workload was divided between the members of BDR. Caroline will check page 1-4 and update these pages if necessary, while Markus will be responsible for page 5-8, Pablo for page 9-12, Elin for page 13-16, and Suzan/Elsa for page 17-20.

7. NDR elections

The NDR elections will take place on the 19th of April. BDR has asked current representatives if they are willing to keep their positions for the coming academic year and the information has been forwarded to NDR. Elin Videvall will step down from her position in BDR but will ask Anna Drews and Margarida Soares if they are interested in joining BDR as MEMEG representative and deputy.

8. Permanent reminders

- a. January - call for nominations of autumn guest lecturer
- b. Early spring - check with current PhD-representatives in the various organs if they want to keep their positions, and if not call for new representatives and nominate these for election through NDR. Elections take place in April/May with a change-over in positions in July.
- c. After NDR elections – update lathunden with information for all new PhD students and the information for new foreign PhD students.
- d. January and September – after scheduling the coming semester's meetings, invite the prefect and the vice prefect to join one of the meetings.*

*BDR decided not to invite the prefect and vice prefect this semester unless something important turns up that we want to discuss with them.

9. Other issues

Guidelines regarding extension for departmental duties were discussed. Markus has talked to Carin Jarl-Sunesson, as well as read the available information on the Biology department site, regarding how departmental duties should be reported and how extension is calculated. The PhD student needs to keep record of the time spent in the various boards (extension varies depending on position) and report this to the Human Resources Administrator at the end of his/her PhD studies. The PhD student also needs to provide the administrator with some documents (for example meeting minutes) as evidence of the student's activities in order to be granted extension. All PhD students are meeting with Carin Jarl-Sunesson at the end of their studies to decide how much extension the student should be granted based on the amount of teaching, work placement responsibilities, student union activities, illness, parental leave and childcare.

BDR decided that a summary of the extension guidelines should be added to the Guide for PhD students at the next BDR meeting when the guide has been updated.

10. Next meeting

The next meeting is May 18th at 9:00 in Tanken, Ecology building (ground floor)

11. Meeting closed

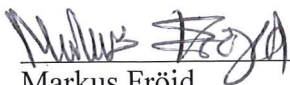
10:03



Pablo Salmón
Chair of meeting



Caroline Björnerås
Secretary



Markus Fröjd
Minutes approving person