

Protocol

Present

Katarina Koruza (MCBU), Caroline Björnerås (AE), Anna Drews (MEMEG), Elsa Call (Biodiversity), Suzan Mansourian (FE)

1. Start of meeting

2. Choosing secretary

Chair of meeting: Caroline Björnerås

Secretary: Katarina Koruza

Minutes approving person: Elsa Call

3. Approval of agenda

The agenda was approved.

4. Minutes from the last meeting

The minutes from the last meeting was approved.

5. Announcements

No announcements were made.

6. Guide for PhD students (updating)

Some pages still need to be updated. When you update your part send it to next member of BDR (as agreed on 2016-04-18; Caroline will check pages 1-4, Markus 5-8, Pablo 9-12, Elin 13-16, Suzan/Elsa 17-20). In case you do not have time for updating please inform the others. Summary of the extension guidelines for departmental duties and information about Swedish for employees (how to apply) should be included in the final version of the document. The final version of the document will be reviewed at the next meeting (mid-august).

7. Permanent reminders

a. September - call for nominations of spring 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.

We plan a longer meeting to do this in mid-august.

d. January and September – after scheduling the coming semester's meetings, invite the prefect and the vice prefect to join one of meetings.

The perfect and the vice perfect should be invited to join one of our meeting next year. Last meeting was in December 2015.

9. Other issues

We discussed the possibilities of including the prolongation earned being a representative is the various boards in the ISP.

An individual study plan (ISP) workshop has previously been discussed with the Directors of Studies – Karin Rengefors and Per Lundberg – and Karin and Per has been positive about organizing one. However, BDR has decided that more detailed written instructions would be enough at the moment since most PhD students have already filled in their ISP. In case the need of an ISP workshop arises again in the near future, BDR will contact Karin and Per.

Due to multiple absences at the end of the semester there will be no BDR meeting in June.

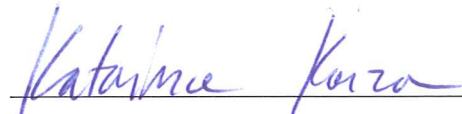
10. Next meeting

Next meeting was set for 9:00 on the 12th of August.


11. Meeting closed



Caroline Björnerås
Chairman



Katarina Koruza
Secretary



Elsa Call
Minutes Approving person