

Date: 2 December 2025
Reference: FK/suba

**Minutes of the Faculty PhD Committee meeting on 2 December 2025 kl.
09.00 – 11.00 in CP3 meeting room**

Participants: Professor Frank Kjeldsen (chair), Head of the PhD School Barbara Guerra, Associate Professor Kasper Reitzel, Associate Professor Yuri Goegebeur, Associate Professor Erik D. Hedegård, PhD student Alexander Lukas Oskar Degner, PhD student Maiken Westen Holm Svendsen, PhD student Aylin Seren Güler, PhD student Yen-Ting Chen and Vice Head of the PhD School Suba S. Lindholm (minute taker).

Guest: Union representative Kristian Debrabant

Agenda

1. Approval of the agenda

Minutes:

The agenda was approved without comments.

2. The PhD student's 840 working hours

Minutes:

The chair introduced the topic. The committee members had reviewed practices across departments and confirmed consistency: all employed PhD students complete 840 working hours for their department, regardless of funding source.

Kristian Debrabant added that employment status determines whether the student must work for the department.

Kasper Reitzel mentioned that PhD students can the working hours if they accept a salary reduction.

It was also discussed that workload distribution may vary between departments.

The Chair pointed out that supervising bachelor's and master's students counts toward working hours at all departments except BMB, even though PhD students there also supervise.

Follow-up: The chair will contact Head of Department at BMB and address this practice.

3. Observations and feedback on teaching during the PhD education

Minutes:

The item was postponed to the next meeting as SDUUP has not responded to the PhD School's inquiry.

Follow-up: Suba will send a reminder to SDUUP.

4. New administrative practice regarding recruitment for PhD students

Minutes:

For orientation.

5. Initiative on co-supervisor from FKF

Minutes:

The committee discussed the competencies required for co-supervisors and who can be co-supervisors.

Kasper Reitzel emphasized that appointing an unmotivated co-supervisor can create problems for the PhD student.

The committee decided that co-supervisors must hold at least an Assistant Professor position to ensure adequate academic support and continuity. This also provides assistant professors with experience in PhD level supervision.

Consequently, A-TAPs and postdocs cannot be appointed as co-supervisors.

Follow-up: Erik will inform FKF about this decision and Suba will update the guidelines accordingly.

6. ECTS assessment

Minutes:

The chair introduced the topic. The committee decided to follow the EU standard for ECTS weighting.

Follow-up: The PhD School will update the guidelines accordingly.

7. Course applications approved by the department's PhD study boards

Minutes:

The Faculty PhD Committee took note of the cases.

8. News from the Head of the PhD School/PhD School

Minutes:

The Head of the PhD School gave a summary of the management group meeting, where the PhD School gave an orientation about the school's and

committee's work, including how communication about the work will be shared with the academic environments.

The committee members will inform relevant forums at their respective departments about the committee's work.

9. Any other business

Minutes:

The results of the election 2025 have not been received yet.

The PhD School informed the committee that a DFIR report will be published in March next year, which may be relevant for the committee to discuss.

The meeting ended at kl. 10.51.