

Organisation of *the Graduate School at the Faculty of Life Sciences*

The PhD programme at the Faculty of Life Sciences, University of Copenhagen is organised under a Graduate School. The Graduate School comprises all PhD students enrolled at the Faculty. The organisation is outlined in Figure 1.

The PhD students are enrolled at one of the Graduate School's departments, which always offer principal supervision and make office and lab facilities etc. available. In addition, PhD students must always have one or more co-supervisors attached, who may be employed with the Faculty or with external institutions.

A brief outline is provided in the following of the Faculty's Graduate School, which comprises:

- Head of the Graduate School
- PhD board
- Faculty Services – primarily the PhD secretariat
- Research training programmes
- PhD coordinators
- Principal supervisors
- PhD students

Head of the Graduate School

The Head of the Graduate School carries the overall responsibility for the organisation and quality assurance of the PhD programme at the Faculty of Life Sciences (LIFE). The Head of the Graduate School must be a recognised researcher and must also have experience with and insights into the PhD programme. The Head of the Graduate School is appointed and dismissed by the Dean.

The Head of the Graduate School is a member of the Strategic Committee on Science, Technology and Innovation (*Forsknings- og Innovationsstrategisk Udvalg* (FIU)) at LIFE and the University of Copenhagen's Research Training Council (KUFUR).

The PhD board is involved in the Head of the Graduate School's organisation and quality assurance of the PhD programme.

The responsibilities of the Head of the Graduate School include:

1. Appointing PhD supervisors following recommendation from the department and the PhD board
2. Approving the enrolment of PhD students following recommendation from the academic staff on the PhD board
3. Approving PhD students' PhD plans following recommendation from the PhD board

4. Approving the composition of assessment committees after delegation from the Dean
5. Making decisions on complaints lodged by PhD students about supervision, teaching and project execution, following recommendation from the PhD board
6. Overseeing, with the involvement of the PhD board, the planning of the Graduate School's PhD programme, including international issues
7. Overseeing, with the involvement of the PhD board, the continuous evaluation of the Graduate School's activities
8. Recommending follow-up on these evaluations to the Dean
9. Overseeing, with the involvement of the PhD board, the Graduate School's offering of a) supervisor courses and b) generic courses
10. Preparing the Graduate School's annual report
11. Monitoring and quality assuring the activities in existing research training programmes on the basis of their annual reports
12. Recommending the establishment and abolishment of research training programmes to the Vice Dean of Research
13. Nominating applicants for the award of faculty financed PhD grants to the Vice Dean of Research, based on recommendations from the PhD board.

PhD board

The Dean appoints the PhD board. The Dean appoints the chair and the vice-chair of the PhD board. The chair is nominated from among the academic members of the PhD board and the vice-chair from among the PhD student members of the PhD board. The PhD board consists of seven academic staff representatives and seven PhD student representatives who are elected by and from among the academic staff and the PhD students, respectively. The PhD board meets around ten times a year. The Head of the Graduate School assists the PhD board. The PhD board has a close collaboration with the Head of the Graduate School.

The PhD student members of the PhD board appoint a member for KUFUR from among themselves (normally the vice-chair of the PhD board). The chair of the PhD board functions as the substitute for the Head of the Graduate School in KUFUR.

The responsibilities of the PhD board include:

1. Recommending cases on admission and appointment of supervisor(s) to the head of the graduate school
2. Recommending cases on approval of PhD students' PhD plans to the Head of the Graduate School
3. Approving applications for PhD students' course portfolio, credit transfer, exemptions, leave, part-time enrolment etc.
4. Pre-processing complaints lodged by PhD students about supervision, teaching and project execution with a view to advising the Head of the Graduate School, who makes the final decision
5. Recommending the composition of assessment committees to the Head of the Graduate School

6. Recommending the award of the PhD degree to the Academic Council
7. Prioritising and nominating applicants for the award of faculty financed PhD grants, to the head of the graduate school
8. Approving the Faculty's PhD course offer
9. Assisting the Head of the Graduate School in respect of the Graduate School's offering of a) supervisor courses and b) generic courses
10. Preparing proposals for internal guidelines on the Graduate School, including PhD supervision, for the Head of the Graduate School
11. Making statements on the evaluation of the PhD programme and PhD supervision to the Head of the Graduate School
12. Making statements in respect of all matters of relevance to the PhD programme and PhD supervision, including the establishment and evaluation of research training programmes
13. Making statements to the Head of the Graduate School on issues handled by KUFUR.

Organisation of the PhD board

The fourteen members of the PhD board are affiliated with one of the three PhD study programme groups:

- The area of basic animal and veterinary sciences
- The area of agricultural, forest and landscape sciences
- The area of food, nutrition, agricultural economics and basic sciences.

The study programme groups consist of 2-3 academic staff members and 2-3 PhD students.

The study programme groups are authorised to make decisions in cases concerning:

- Approval of applications for PhD students' course portfolio, credit transfer, exemptions, leave, part-time enrolment etc.

The study programme groups pre-process and recommend to the PhD board cases concerning:

- Application for admission and attachment of supervisor(s)
- Approval of PhD plans
- Complaints about supervision, teaching and project execution etc.
- Appointment of assessment committees
- Recommendation for the award of the PhD degree to the Academic Council
- Approval of and changes to the faculty's PhD course offer

Decisions made by the study programme groups are announced at the subsequent PhD board meeting and entered in the minutes.

PhD coordinators

Each department has one or more PhD coordinators. It is recommended that each department have one PhD coordinator per 25 PhD students.

If the department is represented on the PhD board, the representative will also handle the department's PhD coordinator function. At the other departments, one (or more) PhD coordinators with experience within PhD supervision are elected by and from among the academic staff.

The PhD coordinator must handle the contact between the head of department, the department staff, the PhD students as well as LIFE's collegiate bodies and administration in relation to PhD programme-related issues.

The responsibilities of the PhD coordinators include:

- Advising the Head of Department regarding strategies and decisions within the department, e.g. as member of the department leader group
- Advising the department's staff and PhD students on the PhD programme
- Ensuring that applications for admission to the PhD programme are understood and processed correctly at the department before being submitted to the PhD board
- Contributing to safeguarding the academic and social welfare of PhD students at the department
- Contributing to solving any conflicts and problems arising in connection with individual PhD programmes
- Pre-processing the department's half-year evaluations prior to submission to the PhD board
- Participating in and approving status seminars
- Holding interviews with PhD students approx. three months after admission in connection with the start-up seminar and the preparation of the final PhD plan
- Ensuring that the department and the research training programmes anchored in the department offer courses whose scope and contents reflect the academic profile of the department
- Pre-processing the summaries of the evaluation forms from PhD courses held at the department prior to submission to the PhD board in July and December

The PhD coordinator reports to the head of department.

Duty work

It has been decided at LIFE that PhD students handling tasks in collegiate bodies are compensated for this work via a reduction in the scope of their 'duty work' as follows:

Members of the PhD board	80 hours/year
Vice-chair of the PhD board	100 hours/year

Member of the Strategic Committee on Science,

Technology and Innovation	50 hours/year
Member of the international committee	25 hours/year
Member of KUFUR	50 hours/year

Research training programmes (research schools) and clusters of research schools (see Figure 2)

Research training programmes have been established at the Graduate School, where the head of the research training programme is employed at LIFE. In addition, several of LIFE's research environments are participating in research training programmes anchored in other faculties/departments.

It is the objective that most PhD students at LIFE's Graduate School should be attached to a research training programme (organised at LIFE or another institution) as such an affiliation is deemed to contribute positively to the PhD programmes.

The research training programmes within the scope of LIFE's Graduate School must organise academic activities within the scientific area covered by the research training programme.

The responsibilities under the research training programmes include:

- Establishing strong national and international academic environments and networks for PhD students
- Establishing social networks among PhD students
- Offering academic PhD courses within the research training programme's academic disciplines with national and international teachers and preferably with participation of international PhD students
- Organising academic seminars
- Organising summer schools

The head of the research training programme is responsible for the activities falling under the research training programme and must present an annual report to the Head of the Graduate School in which an account is provided of the PhD activities in the research training programme.

The heads of the research training programmes have access to assistance from the secretariat at one of the clusters of research schools (CRS) established at the faculty. Each CRS is personified in an academic secretary who, in addition to assisting the head of the research training programme, also performs tasks for LIFE's departments and the Head of the Graduate School.

Assistance from secretariat

The PhD secretariat (Study and Students' Affairs) functions as secretariat for the Head of the Graduate School and is in charge of the day-to-day administration of the PhD students' education as well as the central educational registration at the faculty.

In addition, the Head of the Graduate School receives secretariat services from LIFE's Faculty Services (Budget, Research and Innovation, and Human Resources). Add to this, assistance from the CRS secretariats, among other things in connection with the offering of generic courses and the preparation of the graduate school's annual report.

Figure 1. Organisation of LIFE's Graduate School

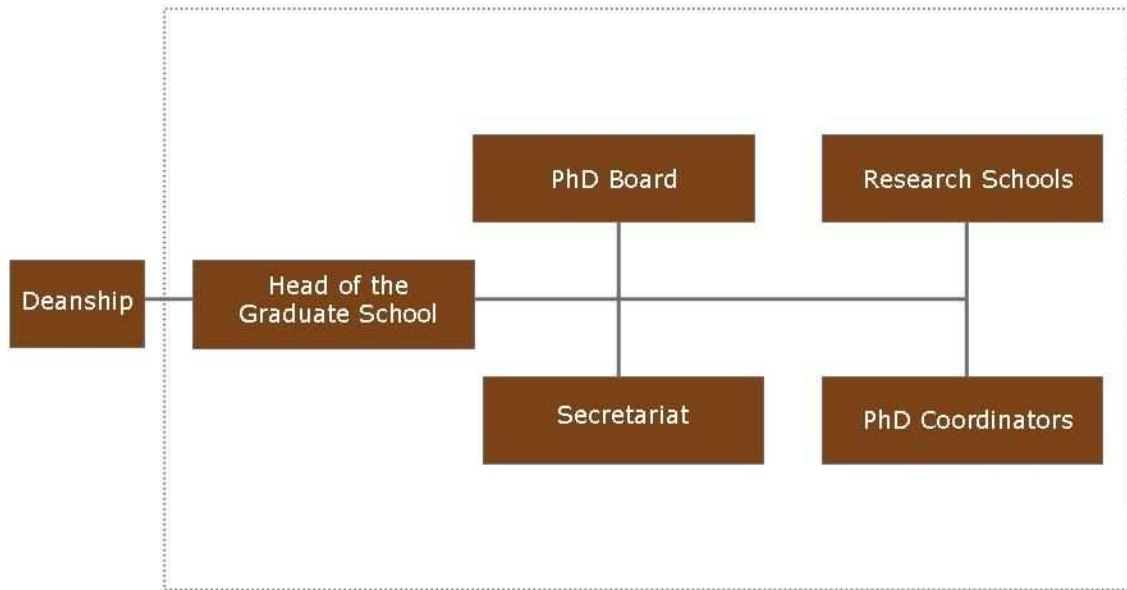


Figure 2. Organisation of LIFE's research training programmes (research schools) and clusters of research schools

