Närvarande/Present
Heather Wiltse
Studierektor för forskarutbildningen, ordförande/Director of PhD studies, Chair
Birgitta Sundberg
Utbildningssamordnare/Coordinator, education
Christoffel Kuenen
Studeranderepresentant, forskarutbildningen/PhD student representative
Erik Stolterman
Professor, handledare/professor, supervisor
Johan Redström
Professor, slutlig examinator för forskarutbildningen/Professor, final examiner for PhD education
Sara Eriksson
Sekreterare/Minutes taker

Ärende

1 Programråd för forskarutbildning; struktur, funktion, syfte och mandat./

PhD Programme Council; structure, function, purpose and mandate.

Beslut/Åtgärd

Struktur, funktion, syfte och mandat för programrådet för forskarutbildning diskuterades, se bifogade filer. Beslut tas vid beslutsmöte./

The structure, function, purpose and mandate for the PhD Programme Council were discussed, see attachments. To be decided upon at the decision meeting.

Justeras/Minutes checker
Christoffel Kuenen

Ordförande/Chair
Heather Wiltse
Suggestion for structure and membership of PhD programme council

At the UID decision meeting on June 9, 2016, the PhD programme council was installed. This suggestion concerns the structure of the council in general, and the members for the coming year in particular.

The suggested representatives to make up the council are the director of PhD studies (as chair), final examiner for PhD studies, coordinator for education, one supervisor representative, and one PhD student representative with one substitute. There should in addition be a secretary responsible for taking minutes and coordinating the administrative aspects of the running of the council, but who is not a member of the council.

Persons suggested as members of the council for the upcoming academic year (2016-2017) are:

- **Director of PhD studies, chair**: Heather Wiltse
- **Final examiner for PhD studies**: Johan Redström
- **Coordinator for education**: Birgitta Sundberg
- **Supervisor representative**: Erik Stolterman
- **PhD student representative and substitute**: determined by election in the PhD student council
- **Secretary for PhD program council (non-member)**: Sara Eriksson

It is suggested that the roles of director of PhD studies, final examiner for PhD studies, and coordinator for education are permanent positions in the council, and thus filled by the person currently appointed in that role; that the supervisor representative is appointed by UID leadership; and that the PhD student representative is elected by the PhD student council. The supervisor and PhD student representatives should have a mandate period of one academic year, after which new representatives should be appointed or elected, respectively. The secretary for the PhD programme council should be appointed by UID leadership from a staff planning perspective, but it is suggested that the role be filled by one person for at least a full academic year.

It is suggested that the council meet a minimum of once per academic term.

It is further suggested that, if deemed necessary, the structure and membership of the council may be changed through consideration at the council and recommendation to the UID decision meeting.

Heather Wiltse  
Director of PhD Studies
PhD Programme Council at Umeå Institute of Design

The PhD Programme Council concerns the following educations:

PhD programme at Umeå Institute of Design

PhD Programme Council members:
Director of studies, PhD programme (chair)
Final examiner for PhD education
Coordinator for education
Secretary
Supervisor representative
PhD student representative
PhD student representative, substitute

Meeting times:
The Programme Council meets in its entirety once per semester. The notice to attend and attached documents are to be sent out one week before the meeting.
Mission of the PhD Programme Council at Umeå Institute of Design

The PhD Programme Council at Umeå Institute of Design (UID) is organised in the form of a joint council for the department’s PhD education.

1. PhD Programme Council organisation and management
The PhD Programme Council consists of the director of PhD studies as chair, the final examiner for PhD education, the coordinator for education, a supervisor for PhD education, a PhD student representative, a secretary and a substitute for the PhD student representative.

The PhD Programme Council is free to co-opt external participants to the meetings when desirable.

The PhD Programme Council meetings shall be recorded in minutes.

2. Purpose and mandate of the PhD Programme Council
The PhD Programme Council is a drafting and consultative body on matters of course plans, curricula, exam descriptions and quality assurance of the PhD programme.

The PhD Programme Council will actively discuss quality management and various developmental and strategic issues related to the PhD education.

3. Membership and mandate periods of the PhD Programme Council
The roles of director of PhD studies, final examiner for PhD studies, and coordinator for education are permanent positions in the council, and thus filled by the person currently appointed in that role; the supervisor representative is appointed by UID leadership; and the PhD student representative is elected by the PhD student council. The supervisor and PhD student representatives have a mandate period of one academic year, after which new representatives should be appointed or elected, respectively. The secretary for the PhD programme council should be appointed by UID leadership from a staff planning perspective.

4. Instructions for Programme Council Chair

Programme Council Chair is responsible for:
- maintaining the Programme Council function
- assembling Programme Council meetings and working sessions
- that the Programme Council meetings are minuted
- passing on matters to decision meetings or other preparatory instances at UID and/or Faculty