Närvarande/Present

Heather Wiltse
Birgitta Sundberg
Johan Redström
Sara Eriksson

Studierektor för forskarutbildningen,
Ordförande/Director of PhD studies, Chair
Utbildningssamordnare/Coordinator, education
Professor, slutlig examinör för
forskarutbildningen/Professor, final examiner for
PhD education
Sekreterare/Minutes taker

Ärende/Item

2. Programråd för forskarutbildning;
   struktur, funktion, syfte och mandat./
   PhD Programme Council; structure,
   function, purpose and mandate.

Åtgärd/

2. Förslag för programrådets struktur, funktion, syfte
   och mandat har granskats och skickas vidare för
   beslut till beslutsmöte, se bilaga. /Suggestion for the
   structure, function, purpose and mandate of the
   PhD Programme Council has been reviewed by the
   council and will be sent to the decision meeting for
   decision, see attachment.

3. Granskning av kursbeskrivning "Use and
   Users"/Review of course description "Use
   and users"

Kursbeskrivningen är ej slutförd. Den kommer
skickas ut vid ett senare tillfälle via e-post till rådet
för granskning. /The course description is not
finished. It will be sent by e-mail to the PhD council
at a later occasion for reviewing.

Justeras/Minutes checker

Birgitta Sundberg

Ordförande/Chair

Heather Wiltse

Sekreterare/Minutes taker

Sara Eriksson
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 minutred
- passing on matters to decision meetings or other preparatory instances at UID and/or Faculty