

**UiT**

THE ARCTIC  
UNIVERSITY  
OF NORWAY

# PhD-school in chemistry (PhDChem)

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Junior supervision seminar  
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UiT



# What is a PhD-school?

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**The Department simply wanted to organize the PhD-training and education more systematically!**

**An instrument to aid and guide the PhD-students and supervisor teams in all aspects of the training**

**Some common activities for 1) all PhD-students, 2) for supervisors, for 3) all involved in the PhD-training at the Department = ALL**

# Background

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**To many PhD-students were significantly delayed**

**Frustrations among the students**

- **PhD-projects did not work**
- **Many projects were allegedly too ambitious**
- **Unclear roles and responsibilities of the supervisors**

**Too costly – financially for the Department and personally for the PhD-students**

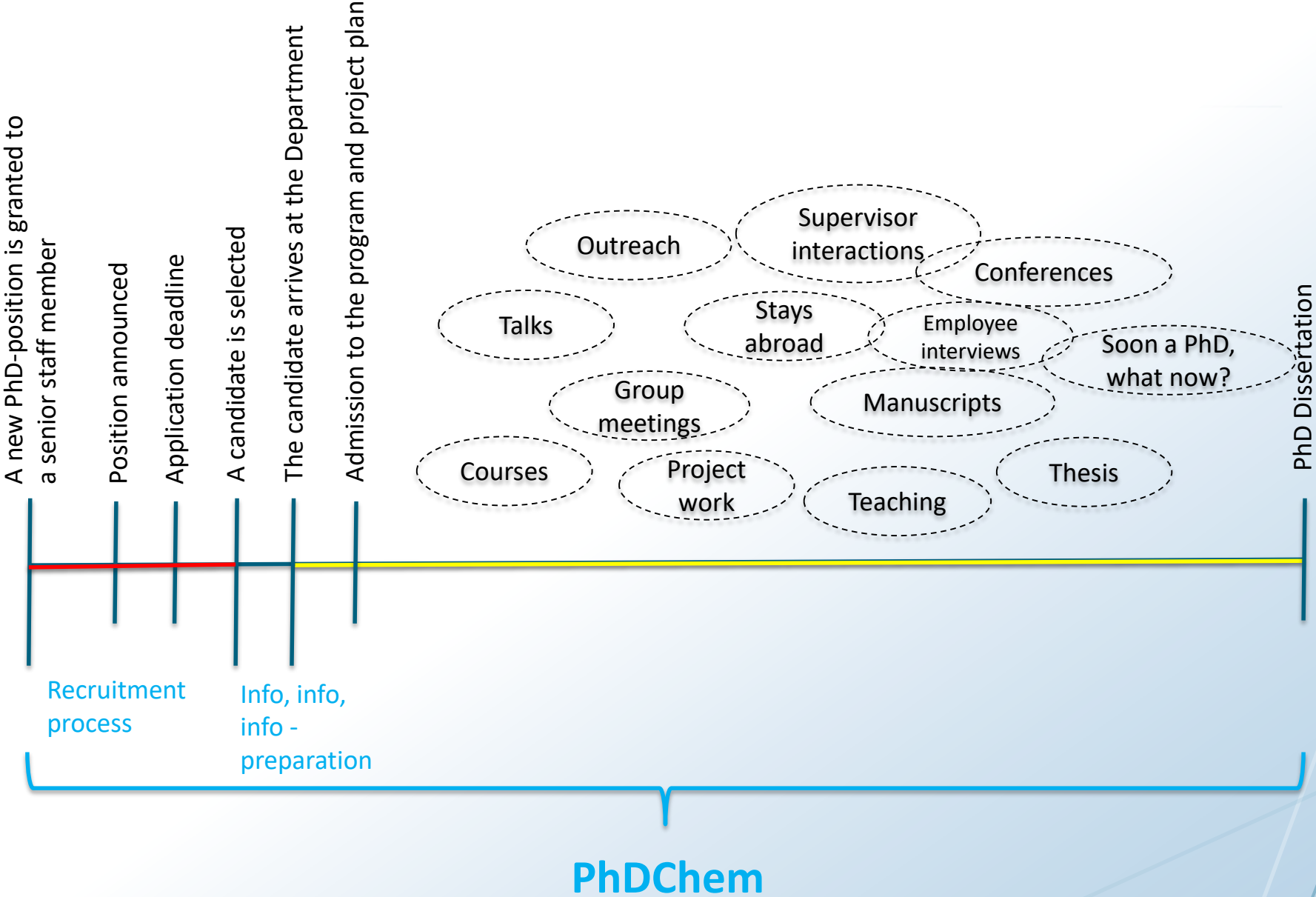
# Goals

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**An instrument for the Department to aid and guide the PhD-students and supervisor teams in all aspects of the training**

- **To change the culture from a “supervisor – student” responsibility only, to be seen as a collective responsibility for the entire research group and all members of the department**
- **Monitor and aid the progress of the PhD-research project**
  - **Clear project and supervision plan, including risk assessment and mitigation plans**
  - **Annual revision of the plan (feb. 1<sup>st</sup>)**
    - **Coincide with the mandatory annual report to the Faculty**
    - **Coincide with the annual employee interview**
- **Provide the necessary generic tools for the students – and timely**
  - **E.g. scientific writing courses, 1<sup>st</sup> and last year**

# From recruitment to dissertation...



# PhD-school in Chemistry (PhDChem)

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1. A detailed **mandate** for school is worked out
2. A **PhD-committee** follows up the tasks of the school
3. An **Administrative coordinator** is hired for the day-to-day tasks
4. The school is lead by a **Scientific leader**
5. **Annual reports** is presented for the Department
6. All relevant information should be at the **PhDChem home-page**
7. The “**Project and supervisor plan**” is central in the follow-up

# Progress of the PhD-student training

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The main instrument is the “new” “*PhD-project and supervision plan*”

- With a format similar to project plan for a grant application
- An “active” and “alive” plan
  - Deliverables and Milestones
  - Risk assessment and mitigation plans
  - Annual revision (e.g. February 1<sup>st</sup>)
    - Coincide with
      - PhD-reports to the faculty
      - Employee interviews
- Clear description of how the supervision is agreed to be carried out
- Clear roles of the co-supervisors

**Responsibilities and expectations of the PhD-student and the supervisors should be clear!**





**Alternative plans:**

*For each of the deliverables with a medium or high risk, the project description must include alternative plans with lower risk*

Description of the alternative plans, with less risk potentials

# Plans for supervision of the project

## Plan for supervision of the project

### **Co-supervisor(s):**

The guidelines and regulation for PhD-supervision at UiT states that there should be at least 2 supervisors. The role of the co-supervisor is however not clearly defined and may vary from project to project.

Give a description of the particular role of each co-supervisor in this project:

### **Frequency and type of supervision:**

The guidelines and regulations for PhD-supervision at UiT state that supervision should take place at a regular basis. At the Department of Chemistry, the supervisor(s) and PhD-student have to agree on a plan for how the supervision will be implemented.

Give a description of the frequency and form of the supervision of the project. State also how the co-supervisors will be involved, reports/notes to and from the PhD-students, day-to-day supervision etc.

## Annual revision of the plans (e.g. February 1<sup>st</sup>)

### Revision of project and supervision plan:

Within a year of the original plan and within a year of the last revised plan (i.e. annual revision), the project and supervision plan shall be evaluated for potential need of revision. If there is a need of changes in the team of supervisors and their roles, this also has to be included in the revised plan.

If the project plan has been revised, indicate the main changes and why they have proven necessary.

If the supervision plan has been revised, indicate the changes and why this has proven necessary.

# <http://site.uit.no/phdchem>



We

Welcome at the website for the *PhD school in Chemistry* at the Department of Chemistry.

The PhD-school in Chemistry is established as a service for the PhD-training at the department. This includes aid and guidance to the PhD-students, as well supervisors and others that are involved in the training of PhDs. All PhD fellows and supervisors at the department are members of the school.

The PhD school will collect and disseminate all relevant information to the members, invite to and arrange activities in the school, and organize compulsory duties and activities for the members.

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## Feedback

For questions or comments about the PhD school or the website: send an email to [phdchem@uit.no](mailto:phdchem@uit.no)