

## Terms of Reference of the Committee for Education

### Members

The Committee for Education consists of ten national experts of the highest international calibre within relevant diabetes areas and within education. The committee is composed of experts in basic, translational and clinical research, experts in educational and interdisciplinary principles and younger researchers. A gender-balanced profile will be maintained.

Faculties of science and health sciences at the Universities, University Hospitals, Medical Societies and relevant Life Science Industry will be asked to nominate qualified members for the Committee of Education. In addition, PhD students and postdocs funded by DDA and all members of DDA will be given the opportunity to nominate qualified members for the Committee for Education.

### Appointment

Based on these nominations, the members and chairman of the Committee for Education are appointed by the DDA BoD for a period of 2½ years. Members may be re-appointed once.

### Tasks

The DDA educational training, talent development and networking activities are based on theoretical and practical courses, seminars, symposia, Summer schools, winter schools and annual meetings. The Committee for Education is responsible for organising these events.

Thus, the principal tasks of the Committee of the Education are to:

- Coordinate and plan activities offered by DDA and to manage the following functions related to the PhD Network of Diabetes and Metabolism
- Establish an academic, scientific curriculum of educational and networking activities
- Manage PhD courses and seminars (preparation of course programmes, course evaluations etc.)
- Manage course budgets (to be approved by the DDA BoD)
- Explore co-financing opportunities
- Collaborate with the PhD graduate schools of the university faculties in order to ensure approval of academic courses for the desired number of ECTS points and prevent overlap between DDA events and the compulsory courses of the university

Further, the Committee for Education must each year in September prepare and send the following to the DDA BoD for approval:

- A report on the forthcoming year's activities including the aim, purpose, target participants and budget for PhD courses, seminars, symposia and other events.
- An annual report with an evaluation of all activities undertaken in the foregoing year, including participants' evaluation of these activities.
- A statement on the implementation of the latest learning principles.

### **Meetings**

All DDA BoD members will meet with all members of the Committee for Education twice yearly in order to evaluate the function of the body and receive suggestions for potential changes to the work of the committee.

Based on the forwarded report on the forthcoming year's activities, one of the biannual meetings is used to discuss and to give the BoD inputs regarding the activities to be undertaken the following year.

The Education Manager from the DDA secretariat is responsible for coordinating the above-mentioned activities and for coordinating the collaboration with the PhD schools of the university faculties and the PhD programmes (i.e. the PhD network).

### **Salary**

Members of the Committee of Education will receive no remuneration, but DDA will cover travel and accommodation costs in connection with committee meetings.