



AALBORG UNIVERSITET

Study Board for
Chemistry and Bioscience

Minutes from Study Board meeting on Wednesday 22.01.25 at 13.00 in Aalborg and Esbjerg

Present from Aalborg: Mads Koustrup Jørgensen (MKJ), Majken Pagter (MP), Lars Haastrup Pedersen (LHP), Anders Emuel Olsen (AEO), Simon Abildgaard Hansen (SAH), Nicklas Bjørnmose Dupont (NBD),

Observers: Anne Sanggaard Sonne (ASO), Mads Hyldgaard Henningsen (MHH), Niels T Eriksen (NTE)

Present from Esbjerg: Morten E. Simonsen (MES)

Cancellation/not present: Martina Medini (MM)

Agenda:

1. Approval of the agenda
2. Approval of minutes from meeting 11.12.2024
3. Student applications (confidential)
4. General information
5. Discussion
6. Curricula
7. Quality assurance
8. Budget
9. Any other business

1. Approval of the agenda

Action

The appendix "Referat SNmøde 11.12.2024" was sent later for item 2. The agenda was approved.	
---	--

2. Approval of minutes from meeting 11.12.2024

The minutes were approved. There are no requirements whether students should be anonymous regarding assignments, when handing in written exams in Digital Exam.	
--	--

3. Student applications (confidential)

a) List of application cases processed since the last Study Board meeting, appendix 25-001 Noted.	
--	--



<p>b) Reconsideration of the case regarding exemption for special exam conditions, appendix 25-002</p> <p>The Study Board rejects the application as an exemption would lower the exam's level (more than 25% extra time). It is a prerequisite that an exemption does not lower the exam's level. In addition, the Study Board cannot accommodate a single room during the exam, but only encourage students with special needs to arrive early at the exam in order to choose a suitable seat with as few nuisances as possible.</p> <p>LHP will check whether students with more time and/or special needs across courses and semesters can sit in the same room during exams and/or the possibility of using dividers to create smaller, individual spaces.</p>	LHP
--	-----

4. General information

<p>a) Feedback from CAS regarding the physical study environment, appendix 25-003</p> <p>Campus Service (CAS) has provided an overview of requests regarding improvements of the study environment. Some requests have been accommodated, some have been discarded or are not solved by CAS, some are prioritized in 2025.</p> <ul style="list-style-type: none">• The Department seems responsible for the indoor climate (fx. temperature) in teaching rooms. This is new to us, but something we must find out.• We may start using the info screens for feedback to students.• Better feed back overview on BIOs homepage	NTE
<p>b) Annual Report of the Engineering Censor Corps (Civilingeniørcensorkorps) 2023-2024, appendix 25-004</p> <p>Noted – with the following comments:</p> <ul style="list-style-type: none">• Next year, we need to enroll new censors.• Only 50% of the censors are being used. We can ad-hoc invite new censors (they must be approved) but the Ministry asks that this procedure is minimized.• Censors, that do not provide feedback will not be re-enrolled. In chemistry, only few censors provide feedback.• Several censors note that some examiners expect the censor to run the exam.• We can make a reminder to ask censors to provide feedback, in the materials we send out. Otherwise, we risk that our censors are not re-enrolled.	NTE
<p>c) Meeting with the semester coordinators for Spring 2025</p> <p>LHP presented the agenda of the meeting that was held 15.01.2025.</p>	



5. Discussion

<p>a) Evaluation of 2024 in the Study Board</p> <p>The number of dispensations handled by the Study Board has increased from around 50 in 2002 to close to 250 in 2024. The dispensations are by far the dominant case type of cases handled by the Study Board.</p> <p>The Study Board has updated its guidelines on how cases are handled in 2024, LHP made a brief summary.</p> <p>LHP presented the meeting-for-meeting agenda (årshjul) for the Study Board tasks in 2025.</p> <ul style="list-style-type: none">NBD suggests that the Study Board chairman should not provide his opinion in dispensation cases in writing, not to risk a biased decision by the Study Board. Other members did not agree. From now on, the opinion from the chairman will be moved to the end of the document, describing the dispensation case.	
<p>b) The Study Board's stance on the use of AI, appendix 25-005</p> <p>The draft from LHP, outlining the opinion of the Study Board on the use of AI in projects, was taken into account. AAU makes information available to students and supervisors on different homepages. The Study Board will approve the document at the meeting in February.</p>	LHP
<p>c) Data Security at AAU (proposed item from the Department Council), appendix 25-006</p> <p>There are potentially issues with data security when students use LaTeX and have filled out NDAs with external partners.</p> <ul style="list-style-type: none">We can consider cautionary notes on data security info screens.We should add a cautionary note on data security to our guidelines for working with companies.	LHP NTE

6. Curricula

<p>a) Status for the new curriculum for the Bachelor of Engineering program in Aalborg 2025</p> <p>The curriculum for 2025 has been approved by the vice-dean for education. Project themes have been changed, and selected courses have been revised (merged into 10 ECTS courses with more practical content and the evaluation form has been changed to continuous evaluation in the form of mini-projects). In 2025, we will revise, among others, the curriculum for the Bachelor of Engineering (diplomingeniør) in ESB, and we may consider using a similar model.</p>	
<p>b) Revision of the curricula for Chemistry in Aalborg and Esbjerg 2026</p> <p>Meetings are planned for the upcoming curriculum revisions.</p>	



7. Quality assurance

<u>Semester minutes/ steering group minutes</u>	
<u>Action plans for education evaluation</u>	
Brief orientation	

8. Budget

a) Study Board grants Budget for the Study Board 2025, appendix 25-007 The studyboard budget for 2025 is 50.000,-	
--	--

9. Any other business

Thank you to Simon and Martina for your efforts and participation in the Study Board in 2024.	
---	--

Niels T. Eriksen
Referent

*AI was used for translation of the minutes from Danish to English.