

DAGSORDEN Studienævnet for Naturvidenskabelige uddannelser d. 31-03-2025

Mødedato Mandag d. 31. marts 2025 kl. 14:00

Mødested 28A.1-11 - Mødelokale

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Punkt 1: Approval of agenda - 2 minutes

Punkt 2: Approval of, and follow up on, open minutes from 27.02.25 - 5 minutes

Open summary from 27.02.25

Members: Lotte Jelsbak (Medicinalbiologi, Molecular Biology og Molecular Health Science), Nicholas Bailey (Fysik/Physics og Physics and Scientific Modelling), Frederik Diness (Kemi/Chemistry og Chemical Biology), Per Meyer Jepsen (Environmental Biology, Bioprocess Science og Environmental Science), Vlad Marcu (Environmental Science), Jesper Schmidt Hansen (Mathematics og Mathematical Bioscience), Marcell Balogh (Physics and Scientific Modelling), Abia Amin (Molecular Health Science), Mikkel Christian Gilberg (Chemical Biology), Anakin Johann Diermayr (Mathematical Bioscience)

Observer: Annemette Palmqvist (prodekan for uddannelse)

Cancellations: Per Meyer Jepsen (Environmental Biology, Bioprocess Science og Environmental Science), Jesper Schmidt Hansen (Mathematics og Mathematical Bioscience)

Referent: Susanne Bartram

Formalities	
1	Approval of the agenda Agenda approved.
2	Approval of and follow-up on open minutes Summary is approved. Lotte follows up on item 8 <i>Approval of course offerings E25/F26</i> : - <i>Preparation and Testing: there are 3 course coordinators noted. Hours for coordination is given to MOLMED, check this is right. Håvard is coordinator.</i> - <i>Cancer Biology: Frederik checks with former Head of Studies whether the course is relevant to CB students or not. Frederik suggest that the course should be available to CB-students.</i> - <i>Jeppe Dyre is course responsible for SM1 for Physics/Fysik. Nick asks to use the full title: Thermodynamics & Statistical Mechanics.</i>
Announcements and briefings	
5	Announcements from chairperson Lotte reminds of the upcoming <i>Master thesis seminar</i> and asks for ideas on an alumnus to speak at the event. The present head of studies will give it a thought.

6	Announcements from students Mikkel and Abia note that they have been contacted and asked about a missing grand given by the Travel Committee. Susanne checks with the responsible colleague in the secretariat.
7	Orientations from Education Law & Planning (Legal Department in U&S) 1) Education Law & Planning (Legal Department in U&S) that oversees and processes student applications re. exemption from rules relevant to studying at RUC have changed practice regarding extended time for projects and theses for students with disabilities (appendix 7.1). Before the exemption was given automatically for the whole study period if the student had documented a disability. This potentially caused problems for the group members exam period. New practice: the students must actively apply for extended time. 2) Based on a specific case, Uddannelses- og Forskningsstyrelsen has criticized Roskilde University's handling of group splits and our investigation of a case of suspected exam cheating. Education Law & Planning has prepared two memos that briefly address the issues. The memos can serve as guideline when similar cases arise in the future and are accessible at Intra (studielederportalen). - Memo based on the supervisory statement on Roskilde University's handling of group splits (appendix 7.2). It is stated that there needs to be a more standardized process making sure that all students are heard and that the process and decision is journalized. See further details at intra. - Memo based on supervisory statement on investigations of cases of suspected cheating in exams (appendix 7.3). The memo clearly states that in cases of suspicion of exam fraud the oral exam cannot be used to check if this is the case. Instead the exam must be stopped before the oral exam. Find all guidelines Intra (studielederportalen: https://intra.ruc.dk/nc/for-ansatte/studielederportal/indberetning-af-mistanke-om-eksamenssnyd/)
Points for discussion	
8	Approval of the annual wheel for 2025 and future topics for spring meetings

	a) Approval of the annual administrative cycle for the study board (appendix 8.1) The board approves the sequence of the mandatory tasks. b) Brainstorm on topics that the board can discuss/work with during the spring (appendix 8.2.) Lotte suggests looking into the semester structure of the programmes and highlights the facts that the current programmes are still running until 2029, which still makes it very relevant to oversee and develop the current programmes. Lotte notes that there are some structural problems at MHS and CB especially btw. 1st and 2nd semester and concerns looking at specific courses and the relation btw. them. Frederik suggests looking into the subject module projects. Both re. the need to secure better alignment btw. project title, description and diploma, look into the need of a project curriculum, and finally to give the students more formal project tools during the 6 bachelor projects. Abia comments that the students are presented to project management tools at the 'Holdmøder' during the first 3 semesters. Since the above themes are a joint responsibility of the Bachelor and Master study boards, it is decided to take up these discussions in INM's Educational Board (Uddannelsesudvalg), where all the head of studies and the vice-dean are members. Anakin and Marcel will try to reach out to fellow students via Moodle and ask of input. Further process: - At the next meeting the board members can put forward ideas and the board will decide on what topics to work. - There is a desire to work more workshop-like and over several meetings. The boards need to take into consideration how to do this and make time for preparation.		
8	Evaluation of Open House The board conducts a short oral evaluation from the members participating in the Open House event. The master programmes were presented in building 41 and planned by RUC-Communication. It was the experience of those who worked in the master zone that it had few visitors both at the stands and at the presentations and there was quite a dull atmosphere. 5 VIP and 5 students were engaged for 6 hours and the board questions whether this is a balanced prioritization of time. <table border="1" data-bbox="432 1989 1428 2031"> <tr> <td data-bbox="432 1989 927 2031">PSM/Nick</td><td data-bbox="927 1989 1428 2031">3 visitors (not eligible)</td></tr> </table>	PSM/Nick	3 visitors (not eligible)
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	MHS/Lotte	5 current BA-students. No one from the outside. Presentations: 2+3
	CB/ Frederik	6 students at the stands, 3 students at the 2 presentations
	MB/ Anakin	2 visitors. 1 +1 at presentation
	ENVSC/Per	Per was not present at the board meeting to give feedback
	<u>Ideas for next years Open House:</u> Since there will probably be a need to separate the current master programmes from the 2028-master programmes next year as well, the study board suggests the following for the current master programme zone: - 1 master stand + STEM-lounge instead of 5 tables - Rotation plan with 1 VIP and 1 student present - Lounge area with seating - Master stand with probs/artifacts The bachelor open house in building 27 was considered well executed, with many visitors, amongst those international students, with a good atmosphere. It is the boards recommendation that the presentations of the master programmes are moved to building 27 when the content of the upcoming programmes are better known and it is possible to do so.	
9	Evaluation of semester start The board conducts a short oral evaluation among the members. There was no social semester start except for PSM and MB that introduces each semester with a joint breakfast, and meeting the students to hear about their plans for the semester. Abia, Lotte and Frederik bring forward the academic study start was very tight for MHS and CB, with startup of courses, teaching and exams at the same time.	
10	Input to RUC's disciplinary rules The study board is invited to give suggestions for changes in RUC's disciplinary rules. Background Roskilde University's disciplinary rules are now a few years old. A lot has happened regarding AI and other issues, and they are therefore not completely up to date. This makes a revision appropriate.	

	Lotte notes that §1, stk. 3, which refers to unwritten set of norms, should be supplemented with the different academic counsels and their codes of conduct. Otherwise, no further comments. The board decides to process the above comment when the new set of rules will be sent for consultation June 2025.
Any other business	
	Nothing to this item.

Punkt 3: Lukket

Punkt 4: Lukket

Punkt 5: Announcements from chairperson - 5 minutes

Lotte will briefly inform about current admission numbers for non-european applicants for the September uptake 2025.

Punkt 6: Announcements from students - 5 minutes

Punkt 7: Lukket

Punkt 8: Approval of new guidelines for permitted support and preparation materials for invigilated exams - 25 minutes

What

The university management has decided to standardize the permitted support and preparation materials at *digitalised invigilated exams*. In the future, there will be fewer options for differentiating permitted materials. There are 3 main points of attention:

- **Re. notes.** In the future it will be either 'all notes' or 'no notes', which is problematic for those exams that have a fixed number of pages. Therefore the Heads of Studies have been asked to consult with their academic groups and report to the study boards, to choose between the options. The Head of studies have been oriented about the option to attach formula collections and 'golden sheets' to the exam assignment as an alternative.
- **Re. use of calculator:** There is no longer a distinction between programmable and non programmable calculators. If you are allowed to use a calculator for the exam, you are allowed to bring all types of 'physical' calculators.
- **Insertion of generic text in the study regulations re. invigilated exams:** “The exam paper is answered on your own PC. The Internet may only be used to access the assignment set and for submission in Digital Exam. The Internet must be turned on throughout the exam so that the Observer program can run.”

The appendices include:

- A case presentation from the administration clarifying the purpose of the standardisation
- A list of the new standardized permitted material packages and a suggestion for a material package for each exam
- **Pending:** material on the decisions re. the use of notes by the Heads of Studies will be provided after their submission deadline the 27th of March

Task

The study board is requested to approve the submitted proposals.

Bilag

Cover - SN - Digitale stedprøver_12-03-25.docx

Indkomne svar fra SL til behandling i SN - Hjælpemidler i STO pr. 1. sep. 2025_LOMMEREGNER.xlsx

Forslag hjælpemidler ved stedprøver fra studieordninger september 2025 (1).xlsx

Punkt 9: Review of the feedback form for evaluations - 15 minutes

What

The board is to discuss/evaluate and approve:

- 1) the suggested new format for feedback forms for course responsables and project coordinators utilized in the evaluation reporting process (see appendice)
- 2) the role of the academic committee in the handling the course- and project evaluations. Does the board find that the academic committee add to the quality of the evaluation process or is it redundant? The committee consist of the VIP and the student representative of the board hence both parties will handle the evaluations on the board meeting.
- 3) if the board finds that the committees work should continue the board is asked to approve that the evaluations form autumn 2024 is processed at the May meeting instead of April meeting.

Bilag

Bilag 03-25-10 - Tilbagemeldingsskema - udkast til nyt -20-03-25.pdf

Punkt 10: Social semester start event by the students - 10 minutes

Last 2 years the student representatives have arranged a semesterstart event for the new INM master students. This was thought as a supplement to the official study start event and was placed a week later on a Friday. The event had more of a social character.

The 'old' members will tell a little about what we learned from last years event.

What: do the new representatives think its a good idea to arrange a similar event this September?

Punkt 11: Follow up on work-shop themes - 10 minutes

What:

The study board has decided to work with specific topics over several meetings. The boards need to take into consideration how to do this and make time for preparation.

At the last meeting Lotte suggested to look into how to construct and maintain a semester structure in balance.

Task:

- any further ideas?
- decide if, what and how to look into a theme during the spring semester

Appendices:

Overview from last meeting

Bilag

Topics for the study board.docx

Punkt 12: Approval of the course Cancer Biology as an Chemical Biology elective - 3 minutes

What

Frederik Diness suggests that the course Cancer Biology from Molecular Health Science, can be offered to students from Chemical Biology as an elective from E25.

Task

Can the study board approve the above?

Course description:

<https://study.ruc.dk/class/view/37474>

Punkt 13: Any other business - 5 minutes