



AALBORG UNIVERSITET

Study Board for
Chemistry and Bioscience

Minutes from Study Board meeting on Wednesday 13.11.2024 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), Nicklas Bjørnmose Dupont (NBD)

Observers: Niels T Eriksen (NTE), Anne Sanggaard Sonne (ASO), Sara Jellesmark (participated in item 4a)

Present from Esbjerg: Morten E. Simonsen (MES)

Cancellation/not present: Martina Medini (MM), Simon Abildgaard Hansen (SAH), Mads Hyldgaard Henningsen (MHH)

Agenda:

1. Approval of the agenda
2. Approval of minutes from meeting 09.10.2024
3. Student applications (confidential)
4. General information
5. Discussion
6. Curricula
7. Quality assurance
8. Budget

1. Approval of the agenda

Action

Added item 3h and under item 7 added an extra point about Evaluation of Study Start 2024 with appendices 24-167, 24-168, 24-169, and 24-170. Appendix 24-171 was sent later for item 7.

The agenda was approved.

The Study Board managed to review the items up to and including 5a at the meeting. From item 5b onwards, the rest of the agenda will be postponed to the Study Board meeting in December.

2. Approval of minutes from meeting 09.10.2024

The minutes were approved.

3. Student applications (confidential)

- a) List of application cases processed since the last Study Board meeting, appendix 24-137



<p>The list has been noted.</p> <p>b) Application for a 4th exam attempt appendix 24-138 The Study Board grants an exemption for a 4th exam attempt on the grounds that the student discovered late in his/her studies that he/she is dyslexic.</p> <p>c) Application for study inactivity appendix 24-139 The Study Board grants an exemption based on the student's documented illness.</p> <p>d) Application for extra time for exams in January 2025 appendix 24-140 The Study Board rejects the application because the student justifies his/her application with a condition that may change before the exams in January. The student has the opportunity to apply for an exemption again with new documentation closer to the exam if the unusual circumstances still apply.</p> <p>e) Application to take the project exam alone appendix 24-141 The Study Board grants an exemption to be examined individually in connection with the group exam. This means that the student participates in the presentation with the group and can be examined individually. The Study Board grants an exemption based on the student's documentation.</p> <p>f) Application for 50% extra time and aids appendix 24-142 The Study Board grants an exemption for 100% extra preparation time for oral exams with preparation. The Study Board considers that 25% extra time for written exams is sufficient. The student has also applied for extra time for oral exams – here the Study Board considers that the examiner and censor can, for example, ask questions in a different way, and therefore there is no need for extra time. The student has the opportunity to apply for aids through SPS. The Study Board grants an exemption based on the student's documentation.</p> <p>g) Application for extra preparation time before oral exams appendix 24-143 The Study Board grants an exemption for 100% extra preparation time for oral exams with preparation. The Study Board grants an exemption based on the student's documentation.</p> <p>h) Application to use a dictionary during written exams The Study Board grants the student an exemption to use Google Translate or alternatively the Translate function in Word during written exams, due to dyslexia. The student is not allowed to use physical dictionaries.</p>	
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4. General information

<p>a) Exam Schedule Spring 2025 (Sara Jellesmark participates in this item) Exam Schedule April 2025 appendix 24-144 Exam Schedule June 2025 (project submission May 31) appendix 24-145 Exam Schedule Re-exam August 2025 appendix 24-146 Comment on Exam Schedule, Protein Structure appendix 24-147</p> <p>The exam schedules were reviewed, and it was discussed whether any improvements could be made. The Study Board decided that the Data Science exam will only be held in April for all students (both Bachelor's and Diploma) and not in June.</p>	
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<p>Additionally, a date needs to be found for the oral exam for Bachelors of engineering under the old curriculum in Carbohydrate Chemistry in April.</p> <p>Several other changes were also proposed – Sara will create an updated exam schedule, which will be sent for approval by the course holders. LHP will talk to the Protein Structure instructor regarding the exam format and date.</p> <p>The exam schedule for August 2025 was discussed, and some dates will be moved. Sara will create an updated version of the re-exam schedule.</p> <p>b) Exam Schedule for Regular Exams January 2025, ESB appendix 24-14 c) Project Exam Schedule for January 2025, ESB appendix 24-149 The exam schedules for Esbjerg are approved.</p> <p>LKII: Talk to the secretary in Esbjerg about not needing three supervisors/examiners for the project exam – one is enough, and the rest can be listed as observers. LHP: It should not be necessary to appoint extra external examiners – this can be done exceptionally for the thesis exam.</p> <p>d) Report on the Outreach Effort 2024 (Den opsøgende indsats) appendix 24-150 The report was reviewed at the meeting. The Outreach Effort is a good offer for the students, which we will continue to use in the future. Noted.</p>	
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5. Discussion

<p>a) Update of guidelines for the Study Board's decisions appendix 24-151</p> <p>LKII updates the guidelines and gets the new version posted on the website.</p> <hr/> <p>The rest of the agenda is postponed to the next Study Board meeting on December 11, 2024.</p> <p>b) Guidelines for exams and updated exam covers appendix 24-152 c) Principles for group formation appendix 24-153</p>	
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6. Curricula

<p>a) Status on the curriculum revision of the Biology program (Bachelor's and Master's) b) Revision of the curriculum for the Bachelor of Engineering in Chemical Engineering and Biotechnology in Aalborg (appendix 24-171 was sent later)</p>	
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7. Quality assurance

<p>Analysis of the Study Start Test 2024 appendix 24-154</p> <p>Evaluation of semester reports (evaluation of F24): Overview of received semester evaluations F24 appendix 24-155 4th semester Bachelor's, Aalborg appendix 24-156 6th semester Bachelor's in Biology, Aalborg appendix 24-157 3rd-4th semester Master's in Chemistry, Aalborg appendix 24-158 3rd-4th semester Master's in Biology, Aalborg appendix 24-159 2nd semester Bachelor's, Esbjerg appendix 24-160 6th semester Bachelor's, Esbjerg appendix 24-161 2nd semester Master's in Bioengineering, Esbjerg appendix 24-162</p> <p>Processing of evaluations with students: Attention points F24 appendix 24-163 Evaluation of study activities F24 appendix 24-164 Evaluation of study activities F24 – Semesters and projects appendix 24-165 Evaluation of educational programs F24 appendix 24-166</p> <p>Evaluation of Study Start 2024: Evaluation of Study Start 2024 Result Report appendix 24-167 Appendices to the result report appendix 24-168 Evaluation of Study Start for Master's programs appendix 24-169 Result Report – ENG Faculty appendix 24-170</p> <p>Semester minutes/steering group minutes</p> <p>Action plans for educational evaluation</p>	
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8. Budget

a) Study Board grants – nothing new.	
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Louise Kiillerich Pratas
Referent

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