

Study board for Public Health Science, Global Health and Health Informatics



MINUTES

17 FEBRUARY 2025

Forum Meeting in the study board for Public Health Science, Global Health and Health Informatics

STUDY BOARD AND EXAMS

Meeting date 17 February 13-15

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Place CSS 5-0-22

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Minute taker Julie Yndal

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Present

PHS: Signe Smith Jervelund, Long Nguyen, Torben Heien Nielsen (SAMF), Line Mathiesen, Clara Lundmark Appel, Anna Astrup Poole and Sita Khadka

GH: Jane Brandt Sørensen and Dan Wolf Meyrowitsch

HI: Henriette Langstrup, Iben Mundbjerg Gjødsbøl, Sarah Frances Homewood (DIKU – observer), Cecilie Løisemos, Jashana Jani Balakumar and Nicola Saggi Hjarsø

Adm.: Tove Pedersen and Julie Yndal (referent)

Absent

PHS: Ester de Witte Vestergaard

GH: Britt Pinkowski Tersbøl, Julia Anna Miller and Lisa Gawes

HI: Tariq Osman Andersen (DIKU)

Agenda

1) Approval of the agenda

The agenda was approved with a single addition.

2) Presentation of the members of the study board (Annex 1)

The study board had a presentation round.

3) Constitution of the study board

a. Election of chairperson among the representatives from the academic staff

- i. Signe S. Jervelund (PHS) got elected as chairperson of the study board.

b. Election of a deputy chairperson among the representatives from the academic staff

- i. Henriette Langstrup (HI) got elected as deputy chairperson of the study board.

c. Election of vice-chairperson among the student representatives

- i. Cecilie Løisemos (HI) got elected as vice-chairperson of the study board.

d. Approval of standard rules of procedure for the study board (Annex 2)

The study board approved the standard rules of procedure for the study board with the following remarks:

- i. The study board decided to establish a shared exemption committee to ensure a consistent approach in handling exemption cases.
- ii. The study board decided to establish a credit committee for each programme.
- iii. The members of the study board can expect meetings to be planned every month, except for July.

e. Approval of standard rules of procedures for the exemption committee (Annex 3)

The study board approved the standard rules of procedures for the exemption committee with a few remarks.

f. Approval of standard rules of procedures for the credit committees (Annex 4)

The study board approved the standard rules of procedures for the credit committees with a few remarks.

The study board decided that the PHS credit committee should consist of 1 VIP and 2 students, with the possibility of student alternates being included in the committee.

Signe S. Jervelund commented that she had previously been a member of the committee and had taken on the largest part of the task by color-coding the cases. Green cases were to be approved, red cases were to be rejected, while yellow cases needed further review.

The students from PHS commented that it could be helpful if the committee met and reviewed the cases together for the first time.

g. Approval of memorandum on administrative authorizations (Annex 5)

The study board approved the memorandum on administrative authorizations with a few remarks.

h. Information about confidentiality (Annex 6)

The study board was informed about their duty of confidentiality.

When the study board receives confidential material, they must delete it once it has been handled by the study board. Julie Yndal will also remind the members of the study board of this when the material is sent out.

4) Appointments for committees

a. Exemption committee (one committee – 1 VIP and 1 student from each programme)

The study board appointed an exemption committee (1 VIP and 1 student from each programme)

b. Public Health Science credit committee (1 VIP, 2 students)

The study board appointed a credit committee for PHS (1 VIP and 2 students)

c. Global Health credit committee (1 VIP, 1 student)

The study board appointed a credit committee for GH (1 VIP and 1 student)

d. Health Informatics credit committee (1 VIP, 1 student)

The study board appointed a credit committee for HI (1 VIP and 1 student)

e. Global Health study track committee (1 VIP, 2 students)

- i. The study board appointed a study track committee.
- ii. We are still in need of a second-year student who can assist with the processing of study track applications. We need this student by May 6th, which is the application deadline for study track.

5) Orientation from the exemption and credit transfer committees

Tove Pedersen went through the case processing statistics for the three programs.

6) Dates for the meetings in the study board in spring and summer 2025:

- a. Monday 17 March (13-15)
- b. Tuesday 29 April (13-15)
- c. Monday 19 May (13-15)
- d. Tuesday 24 June (12- 14)
- e. Friday 29 August (11-13)

7) Approval of the teaching curriculum and exam schedule for Public Health Science, fall 2025 (Annex 7)

The teaching curriculum and exam schedule for PHS were approved.

8) Approval of the teaching curriculum and exam schedule for Global Health, fall 2025 (Annex 8)

The teaching curriculum and exam schedule for GH were approved.

9) Approval of the teaching curriculum and exam schedule for Health Informatics, fall 2025 (Annex 9)

The teaching curriculum and exam schedule for HI were approved.

10) Approval of recommendation of head of studies for Public Health Science – Signe Smith Jervelund (Annex 10)

The recommendation was approved.

11) Approval of recommendation of head of studies for MSc in Global Health – Jane Brandt Sørensen (Annex 11)

The recommendation was approved.

12) Approval of recommendation of head of studies for Health Informatics – Henriette Langstrup (Annex 12)

The recommendation was approved.

13) Approval of recommendation of a new member of the study board (Annex 13)

Sarah Frances Homewood as VIP-alternate for the area of representation of the Department of Computer Science (DIKU)

The recommendation was approved.

14) Approval of recommendation of a new member of the study board

Lena Skovgaard Andersen as VIP-member for the area of representation of Global Health.

The recommendation was approved.

15) Orientation from the students (PHS, GH and HI)

PHS:

- Some students registered for the thesis preparation course at PHS. They were added to the course in Absalon and had started, but it turned out that they could not take the course as they did not meet the formal requirements. Tove Pedersen will investigate the issue, and Signe S. Jervelund will inform the course coordinator.
- The students hope to attend this year's AMEE conference. They are currently working on grant applications.
- Recruitment is underway for the mentorship program.

GH: No orientation was made (no GH students attended the meeting)

HI:

- A whole class has, by mistake, been enrolled in the wrong course. It was really confusing.
- After a semester start arrangement in the students' room, their soundbox was not locked away and unfortunately there was a break-in through a smashed window and the soundbox was stolen.
- The students asked about the language rules for the exams. Julie Yndal explained that the exam must be completed in the language specified in the course description.

16) Orientation from the heads of studies (PHS, GH and HI)

Signe S. Jervelund (PHS): No orientation was made.

Jane B. Sørensen (GH): No orientation was made.

Henriette Langstrup (HI):

- BA revision: Health Informatics has long wanted to revise their bachelor's programme. The revision is now imminent. Once the work begins, discussions will also take place in the study board.
- MA reform: For now, it seems that the programs at the department will not be shortened.

17) AOB

No other business