Study Board of CAS

MINUTES

Forum   Study Board of CAS

Meeting held   23 September 2024, 10.00 - 11.30

Place   6B-0-36, Faculty of Theology

Minute taker   S.R.

Present
Stig Eduard Breitenstein Jensen (chair), George Kobina Ackom (vice-chair), Amanda Hammar (ViP), Marlene Ringgaard Lorensen (Head of Studies), Maj-Britt Johannsen (Director of Studies), Stephan Reinemer (secr.), Abe Moedt (stud.)

Agenda
1. **Approval: Agenda (chair)**
   The Study Board approved the suggested agenda for the meeting with an added item 8 (Teaching Requisition).

2. **Approval: Minutes (chair)**
   The Study Board approved the minutes from the last study board meeting, June 2024.

3. **Approval: Appointment of new student representatives to the Study Board**
   Abe Moedt will replaces Longxin – secr. notifies via letter to the rectorate.

4. **Discussion: Matters arisen from approval of minutes (sec.)**

The Study Board discussed status of items decided on last meeting and noted that the annual censor-report should be finalized.

5. **Approval: Applications to the Study Board (sec.)**
   The Study Board processes applications to the Study Board. Closed session. No application at this meeting.

6. **Discussion: Exam Aid and AI**
   The board discussed the use of AI as an exam aid and a process for updating the relevant guidelines. This includes revising the document on exam aids, available under Study Information, as well as ensuring that detailed information on exam aids for each individual exam is updated on kurser.ku.dk. The objective is to make it clear to both students and examiners when the use of AI tools is permitted and when it is prohibited. The Use of AI will be permitted unless otherwise stated from fall 2025.
   The Board discussed that the students are using these new technologies but find it hard to ask for guidelines from teachers since the technologies are not permitted or acknowledges by the university.
   The Board noticed that at this time there are no detectors that can decide whether AI was used in the writing of paper.
   Guidelines from a work group will be presented early 2025.
   Guidelines and rules for using ChatGPT and similar technologies at UCPH - KUnet

7. **Approval: Course evaluation Fall 2024 (incl. procedure)**
   The Board reviewed the course evaluation materials for Fall 2024, including the process for implementation.
   The discussion considered necessary adjustments in light of the newly implemented digital evaluation system.
   It was recommended that the letter be improved to emphasize the deadlines, the teachers feed back-form and the possibility of adding own questions more relevant to the specific course.
   The letter should recommend that the evaluation is done in class sessions – as earlier. Not individual at home.
   Continued emphasize should be on the mid-term evaluation, which for some courses are more important than the final.

8. **Teaching Requisitions 2025**
   The Board reviewed the letter informing of general matter concerning teaching requirements autumn 2025 and Spring 2026.
   The use of GAI should be included as "Exam Aid" on the course description.

The deadline 1 February 2024 is important this year especially because of the Adm. Reform effective from 1 March 2025.

9. **Information on minor issues**
    None

10. **Point of discussion raised by the Head of Studies**
    The Master Reform is still under discussion. An issue here is how to plan Ph.D. program if the master programme are shortened to 1 year.

11. **Point of discussion raised on behalf of the student counsellor**
    None

12. **Study Board Calendar, Annual Cycle, Fall meetings**
    The Study Board planed its schedule for Fall 2024:
    1 November 2024 9.30 – 11.00
    2 December 2024 11.30 – 13.00

13. **Other business**
    None

    Ref.: