



## MINUTES

SEPTEMBER 8<sup>TH</sup>, 2025

**Forum** Study Board of Security Risk Management

**Date and time** 02.09.2025, 1PM-3PM

**Place** Room 4.2.50 – Kristiania

**Minutes** Louise Lund Liebmann

Campusadministration Søndre

Uddannelse

Sektion for Uddannelsesudvikling og  
kvalitetssikring

KAREN BLIXENS PLADS 16, 6A-1-41  
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### Attendees:

Jonathan Luke Austin (Head of Studies, Chairperson), Kevin Jon Heller (Professor), Nina Hartman (student, deputy Chairperson), Johanne Marie Holt (student), Troels Claus Baagland (study programme advisor), Louise Lund Liebmann (educational partner)

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## Agenda

### Ad 1) Approval of agenda

The agenda was approved.

### Ad 2) Approval of meeting minutes from March 25<sup>th</sup> 2025

The minutes were approved.

### Ad 3) Planning of the Study Board meetings for the fall semester

*An overview of items with which the Study Board will need to address in the year to come - Annual cycle for study boards at the Faculty of Social Sciences was provided. The Study Board was informed that it needs to review the results of the course evaluations and, if necessary, implement plans of action to rectify any unsatisfactory conditions.*

The study board agreed on holding two meetings during the coming semester. The first will take place on September 17<sup>th</sup> from 14.15-16.00 in which the board will review the results of the course evaluations from the Spring semester. The next, and last, board meeting will take place on November 26<sup>th</sup> from 14.15-16.00.

#### **Ad 4) Course Evaluation - Study Boards questions for the coming year**

*The board was informed that all SAMF-programs share The Faculty Evaluation Questions and the DPS's Evaluation Questions and the board cannot change them. However, the Study Board may add extra evaluation questions specific to SRM courses if relevant.*

*The board was to decide if the current evaluation questions are acceptable/adequate. And if it wished to add any questions.*

The board decided to add the following questions to the questionnaire:

- How do you find the amount of reading to be (is it suitable/reasonable)?
- How relevant do you find the literature for the objectives of the course to be?

The study board discussed how to best increase the evaluation response rate, which often is quite low among SRM students. It was suggested that professors allot time for students to finish the evaluation questions during lecturers/lessons. The board requests for Head of Studies to strongly encourage all professors to allow time for the students to complete the evaluations during lecturers/lessons. It was mentioned that the course evaluation deadline is not ideal, and the board enquired if the deadline could be changed to allow for exam periods to be included in the results. It was decided that Head of Studies will consult with Lars Tønder, Head of Studies at Political Science, on the issues related to course evaluation to align with their experiences and decisions. Louise will consult with the other educational partners at Uddannelse Søndre to check up on whether it is possible to change the evaluation deadline or, alternatively, add an extra evaluation that include the exam period.

#### **Ad 5) Briefings from the students**

A student has faced severe problems with getting courses preapproved before going on an exchange, which unfortunately resulted in the student not being able to go even though everything else was set up. The student just needed a sign off but did not get it in time. Several students have had similar experiences with not getting internships preapproved in time. They

all met a sudden lack of communication. Summing up, it is a problem that, currently, only one person – Head of Studies – is allowed to pre/approve courses and internships. The board decided that, if possible, they want to set up a credit transfer committee from within the study board to assist in processing applications. The board decided that Professor Kevin Jon Heller and student Nina Hartman will constitute the credit transfer subcommittee, if allowed. Louise will check on rules and regulations pertaining to credit transfers and possible alternates for Head of Studies on this matter.

The students said that the student intro week has gone really well, around 35 students showed up. Unfortunately, due to miscommunication, no Head of Studies showed up to welcome the new students as originally planned.

*Follow-up notes 11.09.2025: creating a credit transfer subcommittee is indeed allowed as long as the regulations regarding VIP-student parity are observed. The credit transfer subcommittee is hereby established. Louise will update the study website with the information.*

#### **Ad 6) Briefings from the Student Guidance**

The student guidance was not in attendance. In her place, Jonathan informed that as per September 1<sup>st</sup> the student guidance at The Faculty of Social Sciences does no longer provide drop-in guidance.

#### **Ad 7) AOB**

Nothing was added.