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## Møtereferat

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Til stede: Mikael Lindgren, Nina Bjørk Arnfinnsdottir, Sindre Hove Bjørnøy, Torstein Nesse, Isha Savani, John Ove Fjærestad, Bjørn Torger Stokke, Erik Wahlström, Peder Brenne

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Forfall:

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Kopi til: Mikael Lindgren

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Gjelder: Møte i Studieprogramråd PHBIFY and PHFY

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Møtetid: Onsdag 27. november kl. 14.15-16.00      Møtested: E4-107

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Signatur: Erik Wahlström, Peder Kristian Brenne

### Agenda

- 1) Introduction of members of the program board
- 2) Discussion on the purpose and tasks of the program board.
- 3) Discussion on the current status of the current study
- 4) Assigment of task/discussion around: Quality assessment 2012
- 5) Discussion on how to implement the new study program quality assurance system.
- 6) Discussion on master timeplan for the study program board, yearly tasks and other long term actions.
- 7) Misc.

### 1) Introduction of members of the Program Board

Associate Professor Erik Wahlström – head of the program board

Professor Bjørn Torger Stokke – PHBIFY

PhD Candidate Nina Bjørk Arnfinnsdottir – PHBIFY

PhD Candidate Sindre Hove Bjørnøy – PHBIFY

Associate Professor John Ove Fjærestad – PHFY

PhD Candidate Torstein Nesse – PHFY

PhD Candidate Isha Savani – PHFY

Head of the Department of Physics Mikael Lindgren

Peder Brenne – Secretary

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## 2) Discussion on the purpose and tasks of the program board

The board reports to the NT Faculty. However, there are few guidelines from the faculty and the board is quite free to develop itself.

It was briefly discussed whether there should be one or two programs. Should be one. Be aware that the requirements for admission are different.

## 3) Discussion on the current status of the current study

Current status of the programs:

- Admission to PHFY: 150 ECTS in physics, average B on master
- Admission to PHBIFY: 135 ECTS in physics, 15 ECTS in biology, average B master
- PHBIFY has 10 candidates, PHFY 60
- 13 new PhD candidates in 2013

Study plan:

- The Academic Plan requires 30 ECTS courses (i.e. four 7,5 ECTS courses), 20 ECTS must be on PhD level (8000 level)
- Earlier there were 28 PhD physics courses, now there are 26. 9 courses are double coded (master/PhD)

Some comments about the courses; difficult to find which courses that is relevant, information about the courses is insufficient, few lecturers on many courses, no “work shop courses”.

It should be easier to attend courses at other universities, and it should be discussed whether some courses could be co-lectured with other universities. Summer courses should be accepted as long as they are on the right level and that they are graded.

## 4) Assignment of task/discussion around: Quality assessment 2012/

### 5) Discussion on how to implement the new study program quality assurance system.

- Not easy to evaluate whether the learning outcome is achieved or not. No solid data available. The external opponent reports might tell something.
- Course Reports for all PhD courses should be available from fall 2013
- All double coded courses are evaluated by attending students/candidates. The problem is to separate the PhD and Master students in the evaluations. Will be changed from spring semester 2014.
- Quality of admission is not easy to evaluate, but might be some information is the guiding group reports
- Erik and Bjørn Torger draft the assessment and send it for approval
- Recruitment happens in several ways; 1) Direct Recruitment – advertised at jobbnorge.no, 2) Open positions, 3) External projects (do not need to be advertised)

- Admission/start up routines: poor routines, no quality check from the department or board. It is in the hands of the supervisor. It is proposed that the project description should be handled by board. Guidelines on how to write a description. The candidates should write their own description, and it should be done electronically.
- The Faculty has a start up seminar. Problem that much information is in Norwegian (for instance HES)
- Follow up progress; annual reports and midterm evaluations – meant to be a help to succeed and catch any problems. The format of the midterm evaluations will be discussed later. “Medarbeidersamtale”, a formal conversation which is not done by the supervisor. Offer good and including environment.

The PhD handbook: Waiting for the faculty to finish it

## **6) Discussion on master timeplan for the study program board, yearly tasks and other long term actions.**

Suggested Action Plan:

- Initiate an administrative/quality system
- Combination of faculty and own process, make it smooth
- Evaluate course structure and content (must be synced with the strategic process at the Department)

Schedule for Action Plan - Spring 2014

- establish the quality system; first our own document, later a webpage
- evaluate course structure/content

Autumn 2014

- establish course structure
- long term plan for courses

Comments to the Action Plan:

Forskingskole, make it more visible

Local implementation of annual report

Make a channel on Innsida for communication

- Program channels already exist. Activate it?

Organization for equipment

- No overview of the equipment
- Difficult to know what can be done, who are responsible
- Erik: Experimental groups must be more aware of how to use, be much more visible
- Proposed to make a lab page

Revision programs

- Content of the handbook?

- No large changes suggested – more double coding (nano physics, nonlinear dynamics)
- If some from the scientific staff quit or retires, the specialization cannot be pursued.

Next meeting:

End of January, beginning of February

- Three meetings during the spring semester
  - o Intention to discuss points and documents