

## Minutes of meeting

**Subject:** IGT Department Council  
**Date and time:** 27 March 2023  
**Location:** TEK-31-605-2 Benz  
**Participants:** Jens Ejbye Schmidt (JESC)  
Haiyan Qu (HAQ)  
Henrik Karring (HKA)  
Simone Della Bella (SIDB)  
Martin Aage Barsøe Hedegaard (MARHE)  
Lars Yde (LAY)  
Lars Duelund (LAD)  
Rikke Klindt Muller (RIKM)

30 March 2023

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**Cancellation from:** Birgitte Lilholt Sørensen (BLS)

**Minutes:** Mette Kornelia Hansen (MKH)

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### Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. New point: SDU's financial situation based on announcement 23 March
4. Economy IGT: Settlement for 2022 and budget for 2023
5. Copyright of teaching material and the right to use it
6. Rules of Procedure for Department Council (Forretningsorden for Institutrådet)
  1. New Rules of Procedure for IGT (draft) – to be discussed (attachment A)
  2. Standard Rules of Procedure for Collegiate Bodies at SDU (attachment B)
  3. Note on Rules of Procedure (attachment C)
7. Process for appointing new students to the Department Council
8. Status APV
9. IGT strategy and values (attachment D)
10. Annual wheels (attachments E, F, G, H, I)
11. New statement about freedom of research, teaching and speech (drøftelse af erklæring om akademisk frihed i studienævn og institutråd)  
[Link \(DK\)](#), [Link \(ENG\)](#)
12. Planned future recruitment at IGT (fixed point)
13. Welfare and working environment at IGT (fixed point)
14. AOB

**Ad. 1**

Approved.

**Ad. 2**

None.

**Ad. 3 + 4**

JESC summed up the content of last week's email about the current economic situation at SDU and gave an overall overview of the IGT budget. Cuts amounting to DKK 8 million have been announced at TEK and may not be evenly distributed, meaning that some units risk being affected harder than others. Also, recurring deficits in parts of the faculty are offset by surpluses elsewhere, which is not sustainable in the long term.

In the mitigation period we have to look into the possibilities of improving our budget, including considerations of upcoming planned positions. Also, please reevaluate your projects and whether adjustments are possible, using funding for permanent staff instead of hiring PhD, postdoc etc.

It is once again extremely important that we ensure the progress in the external funded projects as promised. It will have a dramatic impact if the money is not spent as promised. HKA draws attention to the fact that the reason why money is not fully spent in the projects is because employees are running too fast. Co-reading will be implemented to release some time to fulfill what has been promised.

JESC underlines that if you experience delays in your project, you must recalculate in TEK-manager as soon as possible to reflect the situation. It is better to underestimate how much you spend than to spend less than estimated.

Currently the IGT Administration and units' administration are paying for a lot of running costs. Running costs are for instance lab coats, chemicals etc. JESC questions whether this distribution should be changed in the future. Should we maybe modify so that the individual projects cover more of these expenses. In the projects this could be called "bench fee", which does not need further specification.

The Department Council agreed that it will be OK to look into this solution of a change in the distribution of costs with the aim of reducing the administrative deficit.

Responsible: JESC will discuss this topic with the unit leaders and make a guideline for initiating this initiative.

**Ad. 5**

There has been work done the last year at SDU to figure out who has the right to teaching material. When you develop teaching material, you own the copyright to this material. Opposite research material where SDU owns the research.

However, SDU always has the right to use the teaching material. If you leave SDU, you must give SDU full access to your teaching material, including slides etc. This way it will be easier for someone else to take over the teaching. Giving over your teaching material

also allows SDU the right to modify the material. Therefore, be sure to state at your material when it is yours and when it is someone else's.

Responsible:

JESC will discuss this topic with the head of programmes at IGT and make a guideline.

**Ad. 6**

The Department Council approved the attached draft including the additional adjustments proposed by Jens.

Responsible:

MKH forwards our proposal for new Rules of Procedure for the Department Council to the Rectorate and awaits approval.

**Ad. 7**

MKH explained the process of appointing new student representatives to the Department Council, including the election period.

It was agreed that HKA will mention this topic at the Academic Council and thereby examine the possibility of finding new student representatives to our department.

Also, if not successful, JESC will ask our head of programmes to investigate the possibility of appointing interested students to the council.

**Ad. 8**

JESC gave a status on our APV and noted that many points are repeated in the department's strategy plan. Yellow points mean that we are delayed.

At our 2-day department seminar in May we will revisit these points and try to indicate specific follow-up dates on the listed points.

**Ad. 9**

The newest version of our strategy plan will be revisited at the upcoming 2-day IGT seminar in May. The plan will be revisited on a yearly basis.

The IGT strategy plan will also be revisited at the Department Council, including focus on the different action points.

**Ad. 10**

JESC went through the content of the different annual wheels:

- Department Council
- Department
- IGT Leadership Group
- Working Environment Group

Input from HKA concerning the weekly coffee meetings:

HKA suggests that the weekly coffee meeting is cancelled in situations when JESC is not attending. It does not make sense to have someone take over with a very short notice.

It was agreed that in the future, coffee meetings will be cancelled when JESC is absent.

JESC added that physical participation in the weekly coffee meeting is recommended and also, each employee is responsible for familiarizing themselves with the material posted on Teams after the meetings.

#### Joint research projects across units

JESC emphasized the importance of inviting persons from the other units to join project applications. We will be much more resilient to any cut-downs in the future if we make sure to have a surplus and if we increase collaboration across the units.

#### Yearly company visit

Once a year the department plans a company visit with academic content.  
Next visit takes place 16 June 2023. Outlook invitation will follow shortly.

#### **Ad. 11**

The main points were discussed, including the freedom of debate and the freedom to publish. Read more here: [Link \(DK\)](#), [Link \(ENG\)](#)

#### **Ad. 12**

The current situation, and the next 6-12 months, is special due to the university's financial situation. At the moment we are not allowed to carry out external hiring if we have the qualifications inhouse. This means that if we end up having to layoff any employees, then we must find replacement within the organization.

#### IGT Administration

The position as PA cannot be advertised for the time being.  
We await clarification of the economic situation at SDU.

#### SDU Chemical Engineering

New professor in chemical catalysis, summertime  
MARHE will finish the CRACK IT-project himself after Magnus Jensen has resigned from his position.

#### SDU Biotechnology

Postdoc fermentation (deadline 1 June) – may be postponed  
Eva: new postdoc on SERS  
Tahir: InnoMission1 – start (postdoc) October

#### SDU Life Cycle Engineering

Assistant prof within Bhuvan's area (1.7.23)  
Postdoc in Recap (spring)  
Special consultant position has been posted in bio methanation  
Morten Birkved's position as full professor will be posted in summertime  
Postdoc ReCAP/V-SUSTAIN - spring  
PhD/postdoc – TreaSource - spring  
Green Health PhD (SCC/Region South Denmark) – Spring  
GreenInPro PhD – Spring

Agriloop 2 \* PhD Spring

A lot of our research fit in with the climate cluster strategy. This area is a huge advantage for our department. Please follow the calls closely.

**Ad. 13**

The IGT Welfare Committee expects to host a social gathering before the summer holiday.

Also, RIKM stated that there have been some challenges in relation to gathering the committee members, as several have not turned up for the meetings planned.

**Ad. 14**

Next meeting: 13 June 2023 (10.00 - 12.00).