



Study Board for
Media Technology
mtstudyboard@create.aau.dk
www.create.aau.dk

Chairman

Claus B. Madsen
Phone: +45 9940 8788
cbm@create.aau.dk

Secretary

Anne-Marie Rasmussen
Phone: +45 9940 8792
amr@create.aau.dk

**Minutes from Media Technology Study Board Meeting 2024.6
Wednesday, September 11th, 2024**

Present members:

Claus B. Madsen, VIP AAL (CBM)
Carlos Diaz, VIP CPH (CD)
Georgios Triantafyllidis, VIP CPH (GT)
Lukas Gade Ravnsborg, MED8 CPH (LGR)
Joan Toribio Aquarales, SSD8 CPH (JTA)

Secretary:

Anne-Marie Rasmussen (AMR)

Present observers:

Trine Dalsgaard (TDAL), observer, secretary, Quality assurance
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Absent:

Jesper Rindom Jensen, VIP AAL (JRJ)
David Meredith, VIP AAL (DM)
Ali Adjorlu, VIP CPH (AA)
Mads Nyborg Jespersen, MED4 AAL (MNJ)
Julius Ebenau Winther, MED8 CPH (JEW)
Nicolai Reinhold Schøler MED4 AAL (NRS)
Vanilla Riis Mortensen, MED4 AAL (VRM)
Markus Löchtefeld (ML), observer, Head of Studies
Martin Tran Pham (MTP), observer, study counselor AAL
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2024-6-1
2.	Information from the Chairman	
3.	Information from the Vice Chairman	
4.	Status on the action plan from meeting no. 2024.5	2024-6-2
5.	Study plan revision <ul style="list-style-type: none"> Artificial Intelligence Engineering, B.Eng Medialogy BSc. (enclosure) Medialogy MSc. (enclosure) Sound and Music Computing, MSc. Service System Design MSc. Lighting Design MSc. 	2024-6-3
6.	Self-evaluation action plan <ul style="list-style-type: none"> Artificial Intelligence Engineering, B.Eng Medialogy BSc. Medialogy MSc. Sound and Music Computing, MSc. Service System Design MSc. Lighting Design MSc. 	
7.	Graduate Survey ("Dimittendundersøgelse")	2024-6-4
8.	Employer panel meeting Media Technology 2024	2024-6-5
9.	Intake numbers Media Technology, fall 2024	2024-6-6
10.	Statistic material-Exam attempts (4th, 5th and 6th) 2022, 2023, 2024	2024-6-7
11.	Preapproved credit transfer, MED1 and DAKI, fall 2024	2024-6-8
12.	Meeting calendar 2025 for discussion	2024-6-9



13.	Any other business	
14.	Dispensations <ul style="list-style-type: none">• Information from the study board secretariat• 1 case (info via mail)	

1. Approval of agenda and minutes from the last meeting

Approval of agenda: Agenda approved.

Approval of minutes from the previous meeting: Minutes approved.

2. Information from the Chairman

Department information – generative AI in project and courses.

The lecturer could decide what is needed. How did this go?

It seems that not everybody has acted after these guidelines.

It is important that the students are informed about this from a central person with clear instructions.

The information was given very late with regards to study start.

Action: CBM will author a mail to be sent to all coordinators to address the matter with regards to all the project units. And CBM will also author a mail to all our students with regards to the courses. It is very important that this is handled very soon.

3. Information from the Vice Chairman

Have had some communication with former students lately. It seems that they lack some kind of platform where they can meet. An idea was to have an alumnus through Discord.

Action: LGR will try to bring something more about this in the next meeting.

CBM: We have a group on LinkedIn – “Medialogy Career network”. And we inform the students about it when they graduate. Please support this as well.

CD: Will also encourage former students to have Facebook groups or other systems where they can meet.

4. Status on the action plan from meeting no. 2024.5

Dispensations:

DM and CD start planning a couple of lectures on proper citation etc.

03.04.24: Not handled yet.

08.50.24: Not handled yet.

15.08.24: DM is quite busy this semester and has no time to focus on this. CD is preparing some workshops for Master students in CPH this semester. One of the topics will be proper citation. It is optional for the students to participate. Maybe it could be beneficial to offer this to the Master students in AAL as well.

11.09.24: Not handled yet. **Remains in the action plan.**



Proposals for Study Board discussions and initiatives

- **AI in project and course work**
CBM will look at how to formulate exam rules regarding AI into descriptions for both modules and projects.
11.09.24: We had a debate about this under the topic "Information from the Chairman" and that led to a new action. **Because of that we will remove this from the action plan.**
- **Publication ethics concerning student work**
CD is working on a draft with guidelines for publication ethics and will send it to CBM and ML
11.09.24: CD has sent guidelines to CBM and ML and asked for a meeting.
To be removed from the action plan.

Semester group meeting minutes, spring 2024

MED8C: Challenges with a course: CBM will contact the 7th semester coordinators and ask them to present the elective courses on 8th semesters and give the presentation as an annual task.

11.09.24: CBM needs to contact the MED7 coordinator in Copenhagen. **Remains in the action plan.**

5. Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. (enclosure)**
- **Medialogy MSc. (enclosure)**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Medialogy BSc.

CBM informed that we cannot decide anything as we are too few members with voting right in this meeting. CBM spent some time clarifying what this is about.

In this case we would like the Study Board to decide if we can change the Medialogy B.Sc. study plan in both AAL and CPH regarding the projects and courses that are evaluated together in 2nd, 3rd, 4th and 5th semester. From fall 2025 we would like to separate this. We would also like to hear if it is okay to roll it out in all study plans with active students – from spring 2025. E.g. the change will affect MED2 and MED4 semesters in Spring 2025 and MED3 and MED5 semesters Fall 2025.

GT: This was presented at the last meeting. Now it is more obvious what the plan is, and it seems like a good idea. Maybe the Study Board secretariat can solve this by mail.

Action: Division of project and course exams in 2nd, 3rd, 4th and 5th semester, and the timetable for the change. CBM will prepare a mail to the Study Board members and ask for approval so the secretariat can apply for a change of this in the involved Study Plans.



Medialogy MSc., CPH:

In this case the Study Board needs to decide whether the MSc. Medialogy program can integrate Sound and Music Computing as a specialization from Fall 2025.

§16: Competence profile of the programme

Stefania Serafin and Cumhur Erkut has informed CBM that they would like to have one extra bullet for each of the topics "Knowledge", "Skills" and "Competences" added in the Competence profile. A suggestion for the text is needed.

Action: CBM will ask Stefania and Cumhur to prepare a document with the missing information regarding the competence profile.

DM and Luis Bruni have suggested new admission requirements. Stefania and Cumhur are fine with them.

CBM will need to have the final document from them soon.

Action: CBM will ask DM and Luis to finalize the document with admission requirements.

Stefania and Cumhur would like to keep the Signal processing course (see attachment to this topic).

And they would also like to keep the DADIU activity, also for the SMC specialization.

Action: CBM will prepare a mail for the Study Board for approval, when the requested documents are ready.

6. Self-evaluation action plan

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc. CPH**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

There will be a process over the next months where we will revise the action plans. Status will come late in the fall. In general, the focus will be avoiding drop out of students and look at possibilities for better figures regarding employability.

7. Graduate Survey "Dimittendundersøgelse"

Since 2023, AAU's graduate survey has been conducted as an integrated part of the Ministry of Education and Research's national survey 'Danmarks Studieundersøgelse'. In this survey, questions are sent to students at all higher education institutions, and AAU has also added some institution-specific questions. The survey is sent out every other year, in odd-numbered years. The data basis for the graduate survey for the regular study programs consists of two cohorts of graduates from each program who have been educated for one or two years, respectively, at the time of data collection. The Study Board discussed the enclosed graduate surveys 2023 and any areas of concern.



Comments from the study board on the graduate survey:

There was general agreement, that there are issues with the response rate. There are very few respondents to most of the graduate surveys and questions, which makes it difficult to act on the data from the survey. Furthermore, there is a possibility that the data is biased, as many have not responded to the survey.

The study board reviewed all the graduate surveys with the following comments:

Lighting Design

- *"I experienced that there was a focus on job searching and job opportunities at Aalborg University towards the end of my studies" (page 6): Only one person responded in total agreement to the question, 8 disagreed and 2 responded neutrally. The Study Board considered this very low.*
- *"What elements, both in your education and in your free time, do you consider having been most important for you to be employed?" (page 10): The Study Board reflected that internship seems to have an important role for the first job, and that LID supports internships as almost all students have internships.*
- *"If I had the opportunity to choose again, I would select a different education or a different educational institution" (Page 21): The Study Board finds it noticeable that only one respondent is clear that s/he chose the right education.*

Medialogy Copenhagen

- *"I experienced that there was a focus on job searching and job opportunities at Aalborg University towards the end of my studies" (page 6): Only approximately half of the respondents had experienced focus on jobs, and the Study Board reflected that this number should be higher.*
- *"You have indicated that you use the following skills, which you acquired during your higher education, in your current job. You now need to prioritize your choices" (page 11): The Study Board noticed that the most valued skills in this connection are IT- Skills and the ability to cooperate.*
- *"There is a correspondence between what I learned in my education and the skills that are demanded by my employer" (page 18): Most agree there is correspondence, and no respondents disagree.*
- *"If I had the opportunity to choose again, I would select a different education or a different educational institution" (page 21): The Study Board notices that most felt they chose the right education.*

Medialogy Aalborg

- *"The transition from my study to the job market was difficult" (page 9): Approximately half of the respondents did not consider the transition difficult, which the Study Board considers satisfactory.*
- *"You have indicated that you use the following skills, which you acquired during your higher education, in your current job. You now need to prioritize your choices" (page 11): The Study Board noticed that the most valued skills in this connection are IT Skills and the ability to cooperate.*
- *"There is a correspondence between what I learned in my education and the skills that are demanded by my employer" (page 18): Most agree there is correspondence, and two respondents disagree.*



- *"If I had the opportunity to choose again, I would select a different education or a different educational institution" (page 21): The Study Board notices that everyone but one felt they chose the right education.*

SSD

- *"I experienced that there was a focus on job searching and job opportunities at Aalborg University towards the end of my studies" (page 6): Less than half of the respondents had experienced focus on jobs, and the Study Board reflects that this number should be higher.*
- *"There is a correspondence between what I learned in my education and the skills that are demanded by my employer" (page 18): The Study Board comments that approximately one third feel there is a good match, which is quite low.*
- *"If I had the opportunity to choose again, I would select a different education or a different educational institution" (page 21): The Study Board notices that only approximately one third of the respondents felt they chose the right education.*

SMC

- *"I experienced that there was a focus on job searching and job opportunities at Aalborg University towards the end of my studies" (page 6): The Study Board comments that three out of five respondents had experienced focus on jobs, and the Study Board reflected that this number should be higher.*
- *"If I had the opportunity to choose again, I would select a different education or a different educational institution" (page 21): The Study Board notices that three out of four felt they chose the right education, and one responded neutrally.*

8. Employer panel meeting, Media Technology, 2024

The current employer panel was selected from a process last year, where new members were appointed, and some members were re-appointed. The function of the employer panel is to get input for the education programs, and the purpose of the meeting held May 24th, 2024, was to discuss how to optimize the use of employer panels and enhance collaboration between the panel and the studies. The minutes of the meeting was discussed by the Study Board.

Comments from the Study Board on the minutes:

- The study board discussed the composition of the panel. It was suggested that to achieve better outcomes from the meetings, it would be beneficial to have more topic-focused and education-specific meetings, along with a list of questions regarding skills, competencies and other relevant topics for the panel to discuss. It was also noted that there should be a plan for providing feedback to the panel and for follow-up after the meeting.
- It was pointed out that some of the members have already been in the panel for a period and have been re-appointed. It was noted that it would perhaps be preferable to have a broader range of competencies on the panel, specifically by including representatives from other companies, and not only from architectural firms. It was also suggested that next time the panel is composed, it would be beneficial to include graduates, as they are familiar with the study content well and have a clear idea of what might be lacking.
- Additionally, it was mentioned that although all panel members enjoyed being part of the panel, there was uncertainty about their exact roles. Additionally, the Study Board noted that this could be emphasized by internal members, as the program regularly interacts with external professionals who already keep us informed about various trends and issues.



- Following the panel meeting, a separate meeting has been set up with two of the panel members who have skills relevant to the students (LID). Other examples of arrangements regarding career and employability include an initiative, where graduates are invited to come and share their experiences with the students.
ACTION: CBM will take steps to improve our communication about what we do for the students regarding career and employability.
- All members present agreed with the bullets sent out to the employer panel for future meetings with no further comments.

9. Intake numbers Media Technology, 2024

Attachment to this topic, a document with the intake numbers for programs under Media Technology fall 2024 was presented. First you see the figures of how many students we expect to get. Underneath these figures you can find how many students accepted a seat.

10. Statistic material – Exam attempts (4th, 5th, and 6th) 2022, 2023 and 2024

Statistic material regarding exam attempts from 2022, 2023, and 2024 were presented. It does not look as bad as expected. Of course, occasionally we have applications from students with reasons that are kind of “thin”. We can also see which courses that has caused problems for our students. The MSc. course MLMT has caused some problems, and the Math course in the BSc program as well. However, it does not seem to get worse and worse.

11. Preapproved credit transfer, MED1 and DAKI1, fall 2024

This is an overview of the credit transfer we have granted to new bachelor students. It is basically PBL we have granted credit for. We encourage the students to follow the course to get integrated in the groups.

12. Meeting calendar 2025 for discussion

We had a debate if the September meeting was planned to early in comparison to the study start. But it might cause issues if we plan it later, as it will collide with the meeting in October, where we have a holiday week.

Instead, we will try to skip the January meeting due to exam period – and keep the September meeting as it is.

The meeting calendar for 2025 was approved.

13. Any other business

CD: Head of Studies has appointed CD as “Diversity representative” for Media Technology. The Study Board congratulates CD for the appointment.

GT: On LinkedIn it is noted that CBM has 29 years anniversary at AAU these days. Congratulations 😊

We are all looking forward to celebrating him with the 30th anniversary next year.



14. Dispensations

- **Information from the study board secretariat**

None.

- **Cases (closed point)**

One case – result: the case was rejected. It is a request from the Study Board that the student will provide us with better documentation e.g. medical documents regarding exam anxiety. And focus on getting proper training or psychology sessions.



Actions:

Information from the Chairman - generative AI in project and courses

CBM will author a mail to be sent to all coordinators to address the matter with regards to all the project units. And CBM will author a mail to all our students with regards to the courses. It is very important that this is handled very soon.

Information from the Vice Chairman – alumnus for former Media Technology students

LGR will try to bring something more about this in the next meeting.

Dispensations:

DM and CD start planning a couple of lectures on proper citation etc.

03.04.24: Not handled yet.

08.50.24: Not handled yet.

15.08.24: DM is quite busy this semester and has no time to focus on this. CD is preparing some workshops for Master students in CPH this semester. One of the topics will be proper citation. It is optional for the students to participate. Maybe it could be beneficial to offer this to the Master students in AAL as well.

11.09.24: Not handled yet.

Semester group meeting minutes, spring 2024

MED8C: Challenges with a course: CBM will contact the 7th semester coordinators and ask them to present the elective courses on 8th semesters and give the presentation as an annual task.

11.09.24: CBM needs to contact the MED7 coordinator in Copenhagen.

Study plan revision - Medialogy BSc.

Division of project and course exams in 2nd, 3rd, 4th and 5th semester, and the timetable for the change. CBM will prepare a mail to the Study Board members and ask for approval so the secretariat can apply for a change of this in the involved Study Plans.

Study plan revision - Medialogy MSc., CPH

CBM will ask Stefania and Cumhur to prepare a document with the missing information regarding the competence profile.

CBM will ask DM and Luis to finalize the document with admission requirements.

CBM will prepare a mail for the Study Board for approval of this new study plan, when the final documents are ready.

Employer panel meeting, Media Technology, 2024 - career and employability

CBM will take steps to improve our communication about what we do for the students regarding career and employability.

Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps - the report is still not available (08-05-2024)