



Study Board for
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Minutes from Media Technology Study Board Meeting 2019.2 Aalborg, Wednesday February 13, 2019

Present members:

Claus B. Madsen (CBM), Chair
Rodrigo Ordonez (RO)
Martin Kraus (MK)
Michelle Fly (MFL)
Stefan Nordborg Eriksen (SNE)
Christine Ingerslev (CI)
Sára Janáčková (SJ)

Secretaries:

Anne-Marie Rasmussen (AMR)
Annette Erichsen (ANE)
Pia S. Vase (PSV)

Present non-members:

Ingeborg Goll Rossau (IR), observer, study counselor
Marlene Geer Lomborg (MGL), observer, study counselor
Elisabeth Sidenius Nordentoft (EN), observer, study counselor

Absent:

Lars Reng (LR)
Morten Falch (MF)
Olga Timcenko (OT), observer
Britta Jensen (BJ), observer
Nis Ovesen (NOVE), observer
Alexander Sennefelder (AS), observer, study counselor

Agenda	
1	Constitution of the new study board Approval of agenda and minutes from last meeting
2	Information from the Chairman <ul style="list-style-type: none"> • M.Sc. Sound and Music Computing AAL closed for intake 2019 • "Udvælgelseskriterier for adgangsbegrænsede kandidatuddannelser" • Admission criterias, B.Sc. Medialogy "Dansk A" • Graduation ceremony 2019, AAL • "Parathedstjekker"
3	Status on the action plan from meeting no. 2019.1
4	Study plan revision <ul style="list-style-type: none"> • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing MSc. • Service System Design MSc. • Lighting Design MSc.
5	Self-evaluation action plan <ul style="list-style-type: none"> • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing MSc. • Service System Design MSc. • Lighting Design MSc.
6	Budget 2019
7	New examination rules 2019
8	Discussion about students' use of report material in scientific publications
9	First year dropout



10 Open house 2019
11 Any other business

1. Constitution of study board Approval of the agenda and minutes

Constitution:

Chairperson: Claus B. Madsen (CBM) was elected

Vice chairperson: Stefan Nordborg Eriksen (SNE) was elected

Action: CBM will meet SNE after winter holiday and prepare him for the task.

Approval of agenda: Approved.

Approval of minutes: Approved.

2. Information from the Chairman

M.Sc. Sound and Music Computing AAL closed for intake 2019:

CBM informed, that due to lack of students the M.Sc. Sound and Music Computing AAL is closed for intake 2019 and probably the next years ahead. In the department there is a debate about the future for this education.

"Udvælgelseskriterier for adgangsbegrænsede kandidatuddannelser":

CBM informs that we have chosen to stick with the same selection criteria as last year.

Admission criteria, B.Sc. Medialogy "Dansk A":

CBM informed that the B.Sc. Medialogy will have admission criteria for "Dansk A" in the future. It is not clear which activities in the future that will be taught in English language. Students that lacks to pass activities will have re-exams in the common language as in the ordinary exam.

Graduation ceremony 2019, AAL

The graduation ceremony in AAL will be June 27 in collaboration with A&D. In CPH it will be June 28 in the afternoon.

"Parathedstjekker"

CBM informs that the "Parathedstjekker" is now online on aau.dk on Medialogy, where you can activate is by using a green button.

2 persons have contacted the study counselor in CPH. No one yet in AAL.

3. Status on the action plan from meeting no. 2019.1

Course / project grade statistics

CBM will prepare some text to the document that includes a reply related to revision of study plans and the topics from above.

The study board requested some changes – Hendrik Knoche needs to prepare a document first.

CBM has received the document recently. We will look at it at the next meeting. **Remains in the action plan.**



MED10C – Debate about writing thesis reports and working with practical stuff. It is a balance also related to the PBL work. A coordinator could perhaps gain improvement in the groups by having a supervisor meeting before each semester. OT and LR will have a debate with the colleagues at the next cookie meeting. Conclusion: Not handled yet. **Remains in the action plan.**

Study board report, frafald første studieår:

M.Sc. Lyd- og musik-
teknologi, KBH:

Detaljer vedr. de 3 frafaldne:

- 1 stoppet med ønske om studiepause
- 1 skiftet til anden AAU uddannelse
- 1 stoppet med begrundelse i for lavt fagligt niveau

CBM / ANE tjekker de 3 studerendes baggrund.

ANE: One has a background as journalist – one has a B.Sc. in Science from Portsmouth - one has a Diploma Engineer from DTU.

Conclusion: none of them are from the AAU bachelor program. **To be removed from the action plan.**

MED7A SGM1 – several topics in the minutes, but we cannot see, if they are handled. CBM will contact the semester coordinator to hear how many of the bullets that needs action.

CBM has addressed the topic to the coordinator. **To be removed from the action plan.**

Semester descriptions, spring 2019

CBM will contact relevant course teachers regarding relations between mini-projects and main project work. CBM will also address the issue at the next study council meeting. It is handled. Though the study board finds it interesting to hear if the department has a policy.

Action: CBM will contact head of studies to hear if we have any policies in this area.

AV productions – future hand ins:

CBM and AMR will find a student helper to start up this process. **Remains in the action plan.**

4. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc.**

Revision panel are working on both programs. Working process. Next meeting will take place in the end of March.

- **Sound and Music Computing MSc.**
- **Service Systems Design MSc.**
- **Lighting Design MSc.**

All 3 study plans need to be updated with minor changes. Meetings with program responsible will also take place in March.

Topic for the next meeting: AMR will remember to add the topic in the agenda. **Remains in the action plan.**



5. Self-evaluation action plan

- **Medialogy B.Sc. and Medialogy M.Sc.**
- **Sound and Music Computing M.Sc.**
- **Service Systems Design M.Sc.**
- **Lighting Design M.Sc. (encl.)**

Self-evaluation is part of the quality control at AAU. E.g. semester group meeting minutes and semester evaluation reports will be read at the study board meetings. There is a self-evaluation process for every program and it runs within a 6 year period.

As an example: Service System Design would like to have more students, and because of that there might be some text in the self-evaluation report that states this. It could relate to PR material or study plan revision.

Right now we do not have comments to this topic.

Topic for the next meeting: AMR will remember to add the topic in the agenda.

6. Budget 2019

It has been a challenge for the departmental administration to come up with a budget for us. Last year it was the SICT School that handled the budget.

Comment: we have the same amount of money as in 2018, except expenses regarding external censors.

The study board does not support equipment for students, but we occasionally support project work in a company (travel costs) or students participating in conferences (travel costs and conference fee) in collaboration with the department or maybe in collaboration with funding.

7. New examination rules 2019

Please read the new examination rules. There are some vital changes.

Individual project exams – students can apply for this now.

Action: CBM will figure out how to interpret the rules for the project exams (deadlines etc.)

We had a debate about group exams and individual exams for projects.

New deadline for examiner/censor to grade written exams – now 15 days. It might not be enough time. If anyone hear that students get their grades too late, please send a mail to the study board with the problem.

8. Discussion about students' use of report material in scientific publications

It might be an issue, if a master student write a thesis, including a paper that is obtained at a conference. If the student is hired as a Ph.D. they can be in risk of self-plagiarism later on. Please remember to mark the hand in material as confidential or give the proper references.

Action: CBM will address this issue for the head of department and head of studies.

9. First year dropout

The figures are going a bit up now due to the exam period and semester start. Over the next months we expect an increase of students dropping out. However, the coordinators at 1st year both in CPH and AAL are doing a fine job.



10. Open house 2019

Last week the Open House in CPH took place. Our study had a very fine position in the hall. Screen with fine presentations – and overall good lectures with fine number of visitors.
Open House in AAL 2019 is March 1.

11. Any other business

Language:

As we have a new English speaking student in the study board, the mail including agenda for the study board meetings will in the future be in English.

Career arrangements:

EN: Career oriented lectures for the bachelor students was handled last semester, and it has been a success. Would it be okay to re-do it again later on?

CBM: Nice work. Fine that you arranged this. However, it should be something that the Carrier-VIP will do in the future in collaboration with the study counsellors, as part of each semester.



Actions:

Status on the action plan from the last meeting:

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MED10C – Debate about writing thesis reports and working with practical stuff. It is a balance also related to the PBL work. A coordinator could perhaps gain improvement in the groups by having a supervisor meeting before each semester. OT and LR will have a debate with the colleagues at the next cookie meeting. Conclusion: Not handled yet.

Semester descriptions, spring 2019

The study board finds it interesting to hear if the department has a policy about relations between mini-projects and main project work. CBM will contact head of studies.

AV productions – future hand ins:

CBM and AMR will find a student helper to start up this process.

New examination rules 2019

CBM will figure out how to interpret the rules for the project exams (deadlines etc.).

Discussion about students' use of report material in scientific publications

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Topics/actions to the next meeting agenda:

Study plan revision

Self-evaluation action plan