**Study board of Build, Energy, Electronics and Mechanics in Esbjerg**Department of Energy

revised: 23. februar 2024

# Minutes of Semester group meeting / Semestergruppemødereferat

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| Study Programme and Semester |  |
| Campus | Esbjerg |
| Date |  |
| Minute taker |  |
| Coordinator |  |

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| **Action points for the study board** (note down major issues which students/coordinator/study secretary cannot resolve alone. We expect students to talk directly to the teacher/supervisor for minor issues. /  **Handlingspunkter til studienævnet (**Noter væsentlige problemstillinger som studerende/ koordinator/studiesekretær ikke kan løse alene. Vi forventer at studerende snakker direkte med underviser/vejleder ved mindre mangler.) |

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| 1. **Appointment of minute taker / Valg af referent** |

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| 1. **Follow up and approval of minutes from last meeting/**   **Opfølgning og godkendelse af referat fra forrige møde** |

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| 1. **Announcements** *(Incl. Planned guest lectures and company visit)/*   **Meddelelser** *(Inkl. planlagte gæsteforelæsninger og virksomhedsbesøg)* |

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| 1. **Course modules, guest lectures and workshops (Incl. PBL and entrepreneurship)** *(e.g. literature, teaching, assignments, slides, TA, course plan, compliance of learning goals)/*   **Kursusmoduler, gæsteforelæsninger og workshops (Inkl. PBL og entreprenørskab)** *(fx litteratur, undervisning, opgaveregning, slides, hjælpelærer, planlægning, opfyldelse af læringsmål)* |

Course 1:

Teacher:

Course 2:

Teacher:

Course 3:

Teacher:

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| 1. **Project module** *(e.g. delays, equipment, group cooperation, cooperation with supervisor)/*   **Projektmodul** *(fx forsinkelser, udstyr, samarbejde i gruppen, samarbejde med vejleder)* |

Group 1:

Supervisor:

Group 2:

Supervisor:

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| 1. **Evaluation of study start**  * Information day * Study start day * Semester intro * Social activities * Tutors * Study start test * Gather (intro activity)   **Evaluering af studiestart**   * Informationsdag * Studiestartsdagen * Semester intro * Sociale aktiviteter * Tutorer * Studie start test * RUS tur |

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| 1. **General evaluation of the semester until now** *(e.g. information level, timetable, exam planning, IT, physical working environment, laboratory environment, study environment og wellbeing)*   **Generel evaluering af semestret indtil nu** *(fx informationsniveau, skema- og eksamensplanlægning, IT, fysiske forhold, laboratorieforhold, studiemiljø og trivsel)* |

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| 1. **AOB/Eventuelt** |

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| 1. **Next meeting/Næste møde** |

Date:

Minute taker for next meeting:

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| **A1. Semester evaluation of previous semester** *(first meeting)*  **Semesterevaluering fra forrige semester** *(første semestergruppemøde)* |

The semester evaluation report is to be completed immediately after the first semester group meeting and the finalized report is sent to the study secretary. The semester coordinator is the moderator. Use the [template for semester evaluation report.](https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/study-board-of-build-energy-electronics-and-mechanics-in-esbjerg/semester-evaluations) /

Semesterevalueringsrapporten udarbejdes umiddelbart efter første semestergruppemøde og sendes til studiesekretæren. Semesterkoordinator er ordstyrer. Se [skabelon for semesterevalueringsrapport](https://www.energy.aau.dk/uddannelser/for-indskrevne-studerende-og-undervisere/studienaevnet-for-byggeri-energi-elektronik-og-maskin-i-esbjerg/semesterevalueringer-studienaevnet-for-byggeri-energi-elektronik-og-maskin-i-esbjerg).

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| **A2. Teacher of the Year** *(last semester group meeting)*  **Forslag til årets underviser** *(sidste semestergruppemøde)* |

A nomination for Teacher of the year is to be completed immediately after the last semester meeting. The nomination is sent to the study secretary. A student is appointed as responsible before the end of the meeting. See the [evaluation criteria for teacher of the year](https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/study-board-of-build-energy-electronics-and-mechanics-in-esbjerg/teacher-of-the-year). /

Indstillingen udarbejdes umiddelbart efter sidste semestergruppemøde og sendes separat til studiesekretæren. Der udpeges en ansvarlig blandt de studerende. [Se vurderingskriterier for årets underviser](https://www.energy.aau.dk/uddannelser/for-indskrevne-studerende-og-undervisere/studienaevnet-for-byggeri-energi-elektronik-og-maskin-i-esbjerg/arets-underviser).