



AALBORG UNIVERSITET

Agenda for TB study board meeting August 24th, 2022, 12.30-15.00

Present:

Members: Maj-Britt Quitzau (Head of Study Board), Lars Botin (Programme coordinator TAN CPH), Maurizio Teli – online (Programme coordinator TAN AAL), Andrés Felipe Valderrama Pineda (Programme coordinator SD CPH), Signe Pedersen (Programme coordinator BD CPH), Maja Elisabeth Hultberg Rasmussen (student rep. TAN AAL), Petrine Tveden (student rep. BD/SD), Bob Mølgaard Sørensen (stud. rep. TAN AAL), Gorka Diaz (BD/SD-studerende).

Observers: Janni Rise Frellsen (Study Board secretary), Diana Wolff Bie (study secretary TAN AAL and minute taker); Rasmus Mølgaard Hansen (student study councillor TAN AAL),

Absent:

Members:

Andreas Birkbak (rep. Dep. of Culture and Learning CPH) – mandate to Maj-Britt.

Observers:

Astrid Oberborbeck (rep. Dep. of Culture and Learning AAL), Laura Telling Clausen (student study councillor BD/SD CPH), Marc Dean Mejnert (student study councillor TAN CPH), Kristina Contaoi Nielsen (student study councillor TAN AAL), Helene Nynne Lauterbach Sandholdt (student observer BD), Bianca Cristina Irineu Fornill (student observer TAN CPH), Emma Veland (student observer TAN CPH).

Locations:

CPH: ACM15, (2.1.023)

AAL: RDB14 3.368

Online link [TEAMS](#)

Follow-up for Janni and Maj-Britt

Follow-up for others

Headings marked with **bold** are quality items, and main conclusions in the summaries.

Meeting agenda

1. Approval of agenda and meeting minutes from last meeting
2. Information from study board chair and secretary
 - a. Information about the SD dimensioning
 - b. Information about the decided closure year for TAN
 - c. Results from the outreach work regarding delayed students (appendix)
 - d. Hands-on elements for exhibition – feedback to Sidse
 - e. Alumni network for SD

3. Short recapitulation of points from earlier meetings (appendix)
This point on the agenda contains the action list from previous meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined in the appendix.
4. **Self-evaluation action plan quarter 3 status (appendix)**
The study board goes through the status of the self-evaluation action plan for the third quarter. The action plan has been updated with the formulations of overarching targets, quality target number and goal/activity relevant for 2022, so that it is easier to identify these target areas from the self-evaluation action plan of the department of Planning. It is noted for each activity how the progress is and delays and other updates are discussed. The MPBL education has also been included now, but will not be handled at the current meeting, since Janni and Maj-Britt will have a meeting with the program coordinator of MPBL just after the meeting to discuss the progression here. This part will be taken up at a later meeting.
5. **Graduation survey for TECH 2019, 2020 and 2021 (appendix)**
A new graduation survey for TECH for the years 2019, 2020 and 2021 has been published. The study board discusses important highlights of this survey and their relevance for our educations. Initiatives within the study board are updated on this basis.
6. TB-SN teacher funds (appendix)
Applications for the funds for teachers from the study board are discussed and prioritized. The funds are distributed with respect to the different educations. If there is a surplus of funding left it is discussed how to use this. The funds are primarily given to teacher driven activities relevant for the autumn semester.
7. Funding opportunities (appendix)
The study board has been informed by PLAN Study Management that there are some interesting funding possibilities that could play into some of our initiatives. The NordicPlus funding provides funding to strengthen educational co-operation in the Nordic and Baltic countries. This could be an opportunity to continue our collaborative work to engage better with other STS universities regarding e.g. studies abroad, etc. The program coordinators mentioned e.g. Aalto university in Finland, Chalmers, KTH, Lund and Linköping university in Sweden and NTNU and Oslo Architecture School in Norway. One idea could be to follow up on Tech integration and discuss this and make pilot teaching events together with some of our collaborative partners. The success rate has been 82% in previous years. The study board discusses if we want to develop an application and how to proceed if this is the case.
8. **Implementation plan for study activity model (appendix)**
The plan for implementing the study activity model among the teachers is described, discussed and decided. It is important that we ensure that both teachers and students know about this new model in our quality system.
9. **Set meeting dates for recruitment panel meetings in October 2022**
Short status dialogue regarding the recruitment panel meetings for both of our educations. We agree on dates for the meetings so that Janni can move on with sending out invitations. The agenda for these meeting will be discussed at the next TB-SN meeting.
10. Allowing for Extended master thesis
The study board discusses the option of exempting for master thesis larger than 30 ECTS. There are some requirements in the University Law which necessitates that such an extension can only be allowed, when there are special circumstances in terms of projects of 'experimental' character. The interpretation of this requirement is discussed and bullet points for a guideline is outlined at the meeting if the study board agrees on making this a possibility.
11. Minimum requirements for SD (and TAN) (appendix)
It is mandatory to have minimum requirements for applicants for our MSc in SD and TAN. This is not something that we have formalized previously, so we need to formulate some requirements. These need to have academic relevance, but also take into account that it can have an impact on the academic profiles that we accept. The study board discusses what the requirements for acceptance at our two MSc should be and formulate some inputs that the program coordinators can then use to formulate our formal guidelines for applicants.
12. Status regarding uptake numbers for our educations (appendix)
The study board looks at the current uptake numbers for new students. Unfortunately, we are experiencing a large decrease in our uptake at especially TAN in both AAL and CPH. Especially the TAN AAL bachelor has a large decrease. Sustainable Design seems to maintain their uptake. The uptake has generally been decreased at all the universities in Denmark, however, this might be a future trend that we need to address. At this meeting, this dialogue is initiated and will be followed up at later meetings.
13. Dialogue about the strategic process concerning research-based foundation of teaching
The head of studies has initiated a dialogue about research base foundation. How does the study board view this approach and do we wish to have a say about how the process is done and which areas of expertise that should be involved in each education. This point should be an open dialogue about this to also discuss the role of the study board and how it might impact the quality of our educations.
14. Any other business (AOB)
This is a standard point on the agenda if some of the members of the study board should have any issues that they would like to raise. Please do also remember that you can always ask for having points on the agenda.

Meeting minutes

1. Approval of agenda and meeting minutes from last meeting

The agenda was approved with an addition of point e. The study board was competent to make decisions, as enough members were present or represented by mandates. The minutes from the June meeting were approved without further comments.

2. Information from study board chair and secretary

a. Information about the SD dimensioning (appendix)

SD has an uptake of 45 students today, and this will be lowered in 2025/2026 to 35 students, and in 2026/2027 to 33 students.

TAN has an uptake of 46 students on the master, and this will be lowered in 2024/2025 to 41 students, and in 2025/2026 to 39 students.

b. Information about the decided closure year for TAN

Next year is the closure year for the bachelor, i.e. the last year we admit students on the TAN bachelor in Copenhagen will be summer 2023, and 2029 is the closure year for the master.

c. Results from the outreach work regarding delayed students (appendix)

The study board has passed on the names of 13 delayed students to the general student guidance center at AAU in order for them to do an extraordinary outreach by contacting each of them by telephone. They were able to reach nine students out of the 13. Three of these students mentioned that they did no longer study at AAU. However, as they have not withdrawn from their study programmes they are still in our system, as we are not allowed to withdraw them. This indicates that the students are not familiar with this rule, and it would be beneficial to make sure that students are informed about the rule. Other three of the students were on maternity/paternity leave, which they had already coordinated with their study program, and they should not have been contacted. **Janni will follow up** on this to make sure that this will not happen again. The last three students experienced extraordinary circumstances and were happy to be contacted by phone. One student had some questions in relation to some reexaminations and was guided to the study secretary for help. Another student had a plan for future studies and the student guidance center made an agreement with the student on a follow up conversation in six months.

d. Hands-on elements for exhibition – feedback to Sidse

Sidse has asked TB-SN about input to hands-on materials that she and the student study councillors can bring to relevant marketing events from our educations. There is a budget for this, so it is possible to buy.

For TAN it is mentioned that e-health technologies could be relevant. Maj-Britt mentions the robot-seal that have been developed for elderly homes as an example. Other members point out that this seal has some issues and should not be used. Maja mentions that Dept. of Health Technology may have a newer version of the seal. She will follow up with them and provide feedback to Sidse. Rasmus also suggests to have some design games or other material from students. Rasmus will provide some of his material to Kristina.

For BD/SD Maj-Britt mentions circular economy as a possibility. Hanaa has done some interesting work with the students on chairs made of recycled materials. Petrine mentions that the students have a lot of prototypes and products from former semesters in the studios. It is agreed that it would be better for BD/SD to apply these. **Petrine will have a look** in the studio and give feedback to Laura about what to use.

e. Alumni network for SD

Andrés has arranged the first alumni network meeting. He explains that it is combined with the study start of the master, so that they will also meet the candidates from our study. Only 30 graduates have registered out of 200. No budget has been provided for this initiative, but Andrés has managed (by mixing the students) to ensure a bit of drinks and snacks. **Maj-Britt**

suggests that we should look into ensuring economy for this type of activity. Andrés informs that there is a lot of work occurring right now regarding mail listes and information systems for this.

3. Short recapitulation of points from earlier meetings (appendix)

This point on the agenda contains the action list from previous meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined in the appendix.

Points in progress:

- Maj-Britt and Janni are looking into the response to the external examiner's yearly account. It is agreed that Maj-Britt will formulate something in relation to the issues that the anthropological corps mentioned about the theory. We need to send this feedback out as soon as possible.
 - Lars Botin is developing a conceptual draft for studying abroad – this is ongoing work to be developed over time.
 - Nina from the Contract department under AAU Innovation (Kontraktenheden) has been working quite a lot with GDPR, and she wants to have a talk with us, because they have some development projects addressing this. Rasmus would like to participate. Maj-Britt will follow up.
 - Regarding follow up on student well-being, Marc has taken the lead on arranging focus groups with students, coordinating with Laura and Rasmus/Kristina. These will be scheduled to be held in September.
 - Maj-Britt has sent an email to Line Vittrup about the possibility of getting visualization of the data about drop out rate as TB-SN has asked for.
 - New participants for the external panels are being recruited. Signe is inviting one extra person for SD, while TAN is exchanging a lot of the people. There is a plan for TAN and the responsible will follow up. Janni emphasise that we need the names soon due to the coming recruitment panel meetings.
 - Maj-Britt is collecting wishes for AAU computers from the student study councillors and will send to Head of Studies Pernille Bertelsen afterwards. Some response is still missing.
- There are a lot of tasks on the list that are pending. It was agreed that the list has to be discussed in detail at a later date for priorities, so that we perhaps can sort a bit on the tasks.

4. **Self-evaluation action plan quarter 3 status (appendix)**

The study board goes through the status of the self-evaluation action plan for the third quarter. The action plan has been updated with the formulations of overarching targets, quality target number and goal/activity relevant for 2022, so that it is easier to identify these target areas from the self-evaluation action plan of the department of Planning. It is noted for each activity how the progress is and delays and other updates are discussed. The MPBL education has also been included now, but will not be handled at the current meeting, since Janni and Maj-Britt will have a meeting with the program coordinator of MPBL just after the meeting to discuss the progression here. This part will be taken up at a later meeting.

Maj-Britt has updated the self-evaluation template in a new format, following a dialogue with Line (PLAN quality employee), because it was necessary that it reflected the formal action plan better. In the new template it is more clear what the action point numbers are and which quality area these correspond to. We will use this template from now and also when we update it in December or January for 2023.

TAN/TAN:

One of the target areas is to get students from the bachelor choose the masters. Lars tells that it looks much better this time for TAN CPH, so the revision of the master really seems to have contributed positively. Maja remarked that for TAN AAL some bachelor students have chosen something else because of the new study regulations. For the 4th quarter we need to do a follow up on, how it looks now.

Regarding the target area of master day, the student study councillors have remarked that this seminar

should be in the autumn. There was a suggestion of placing it in October-November. The student study councillors are responsible for this and are aware of it. We should, however, be aware that this seminar is not part of the general yearly cycle that Sidse supports and it makes it more vulnerable in terms of remembering it. **Maj-Britt will get in dialogue with the new student study councillors regarding a plan for the coming master's day.** For BD/SD Andrés is running it by meeting up at BD and explaining about SD.

Overall, there is a good progress regarding the target areas and follow up will be focused on those that are either red or orange to be sure to address these in due time.

BD/SD:

Overall it looks good with BD.

Concerning SD, we need to do some evaluation of the e-course in the 4th quarter. Maj-Britt and Diana are handling the e-course e-mails and accesses in Moodle. Andrés suggests to use the study start test to include some questions. Andrés will follow up for SD.

There is a target point regarding the need for more IT and business development qualities in SD. This was addressed in the former revision, so it might be relevant to push this issue to a later revision, which would be expected in 2-3 years on the earliest.

A lot of the target points regarding the content of the education is addressed by the ongoing bachelor revision of BD. For SD, Andrés has had a lot of formal dialogue about this based on semester evaluations.

Overall, there is a good progress regarding the target areas and follow up will be focused on those that are either red or orange to be sure to address these in due time.

5. Graduation survey for TECH 2019, 2020 and 2021 (appendix)

A new graduation survey for TECH for the years 2019, 2020 and 2021 has been published. The study board discusses important highlights of this survey and their relevance for our educations. Initiatives within the study board are updated on this basis.

TB-SN went through the main points from the graduation survey from TECH. An important point in the survey is that study jobs seem to result in candidates getting a job more quickly. This was discussed, because it represents a balancing act, since we expect students to study full time, which leave little room for study jobs in principle. In order to be successful, students have to work at the same time as a full time study. It's good for them to have study jobs, but it provides a bad pressure in terms of finishing their studies in due time. Andrés suggested that we are attentive to this balancing act and think about how we can support the students and navigate the tension between different KPIs (employability vs. finishing in due time). Sometimes students do not read for lectures because of the life/study/work balance. They don't have time for it. The quality system should become more sensitive to the tension that prevails between these different elements that both students and TB-SN are juggling with.

Maj-Britt commented that study jobs are important and that **she will put this in as a theme in the student focus groups.** **Maj-Britt has a meeting with Mette Brixen (Head of studies PA) about semester evaluation, where it will be mentioned.**

6. TB-SN teacher funds (appendix)

Applications for the funds for teachers from the study board are discussed and prioritized. The funds are distributed with respect to the different educations. If there is a surplus of funding left it is discussed how to use this. The funds are primarily given to teacher driven activities relevant for the autumn semester.

Janni stressed that we cannot move the TB-SN funds from year to year, only from spring semester to fall semester. It was only possible with the UFM funds, which was a one-time grant. Maj-Britt informed that we have moved some of the UFM grant from last year, where we had DKK 37,000 in residue. And with the funds from TB-SN, it will be DKK 70,000 in all. This is for all applications – including what we are going to receive from the students in the fall.

Andrés has an application for a Danfoss field trip for SD1 in October. Maj-Britt notices that it is a very expensive trip including an overnight stay at a hotel. It is agreed in TB-SN that we can normally not approve such a large application, but because we currently have extra money, it is ok to prioritize such a trip this year.

Maurizio has an application for a social event for TAN7 AAL and CPH with board games. For the CPH event board games need to be purchased. Maja remarked that TAF (Teknoantropologisk Forening at Aalborg Universitet) has at least 10 board games, that TAN7 can borrow.

Birgitte Hoffman has an application for a field trip for BD5 to Køge Kommune and for materials for prototypes/models build in a workshop.

Signe mentions that she also would like some resources for BD1 for the trip to Odense and for some materials. It is approximately 10.000 DKK.

All teachers' applications were approved. Janni will brief all the teachers about the approval of the funds and the procedure.

Most of the funding applications are from BD/SD, and only little to TAN. TB-SN agrees that if there are some further applications from teachers, we will treat these together with the funding process for the student funds. In that case we would need to receive applications from the teachers no later than for the SN meeting in September, in order for us to have an overview of the remaining funds for the student applications in October. The experience from the spring 2022 was that even though we decided to distribute a large amount of funds among the study programmes that had not applied for funding, the result was that a lot of the funding ended up not being used. Therefore the funding will be better spent on the student applications or TB-SN driven activities, if there are no teachers that have specific ideas for activities.

7. Funding opportunities (appendix)

The study board has been informed by PLAN Study Management that there are some interesting funding possibilities that could play into some of our initiatives. The NordicPlus funding provides funding to strengthen educational co-operation in the Nordic and Baltic countries. This could be an opportunity to continue our collaborative work to engage better with other STS universities regarding e.g. studies abroad, etc. The program coordinators mentioned e.g. Aalto University in Finland, Chalmers, KTH, Lund and Linköping University in Sweden and NTNU and Oslo Architecture School in Norway. One idea could be to follow up on Tech integration and discuss this and make pilot teaching events together with some of our collaborative partners. The success rate has been 82% in previous years. The study board discusses if we want to develop an application and how to proceed if this is the case.

Maj-Britt stressed that it would be good to follow up on our focus area on integration of technical courses in our programmes. This funding could be a possibility to work further on this topic. Lars, Andrés and Maurizio mentions some potential university partners to involve in such an application. In order to have a chance at getting the funding, it could also be good to collaborate with our business partners. Exchange of students and a workshop kind of event was also discussed. Andrés also suggests that we could think about whether some of our Erasmus exchanges could somehow fit in. SO.

Maj-Britt suggested that we contact our collaborative university partners and brainstorm with them about ideas for project proposals. We already have a network, but our schedules are already filling up. The ultimate deadline is February 2023. Andrés remarked that we can use some of what we are already doing as a stepping stone. He will write one page of wishes, as long as someone else deals with the interfaces. Lars and Maurizio will also contribute to this.

Maj-Britt asked everybody to send her a list with names of contacts, and she will then move forward with the application for the next TB-SN meeting. We want to do this because we want to improve the interdisciplinarity of our educations. This will be added to the September meeting agenda for further discussion.

8. Implementation plan for study activity model (appendix)

The plan for implementing the study activity model among the teachers is described, discussed and decided. It is important that we ensure that both teachers and students know about this new model in our quality system.

Janni will check that the study activity model is in all the 1st semester descriptions. It has to be in both the semester descriptions and in the study start slides. Maj-Britt will create a small description for the semester descriptions about the study activity model. TB-SN agrees that the explanation and principles of the model should be in each semester description, while the hour sheet associated with this only need to be in the semester descriptions for 1st and 2nd semesters (both BSc and MSc).

It was discussed that we could be great to have a didactic seminar about this later on.

9. Set meeting dates for recruitment panel meetings in October 2022

Short status dialogue regarding the recruitment panel meetings for both of our educations. We agree on dates for the meetings so that Janni can move on with sending out invitations. The agenda for these meeting will be discussed at the next TB-SN meeting.

Janni explained that there are new guidelines about recruitment panels. There has to be a minimum of 6 external members. The names of the panel members have to be sent in for approval by Head of Department and afterwards to the Vice Dean. Maj-Britt and Janni will make sure to handle this. The panel members are there for a 4-year period and then we can revise it. The 4-years begin now. It is also a new rule that Pernille needs to participate as Head of Studies. Maj-Britt mentions that on the TB-SN September meeting, we will discuss the agenda of these meetings, and that the career VIPs will be invited for this TB-SN meeting: Andrés from SD and Tom Børsen and Christian Nøhr from TAN. We are not inviting Emilie Steenberdt Nielsen (employability employee) to the panel meeting. Regarding the agenda, it could be good to inform the panels about the new rules. Emilie and Maj-Britt has also developed flyers that we can present and get some feedback on.

BD/SD:

Stable recruitment panel. We have agreed to say goodbye to Alvaro Fonseca in order to get a public member represented in this panel. Signe has invited Julie Hjort from Dansk Design Center. She has a process focus, so she is more product oriented. The list om members for this panel is ready for approval.

BD/SD external panel meeting: Thursday 3rd November 14-16.

The deadline for sending some material out is 1st of November and Janni will of course support this.

TAN:

TAN is exchanging a large part of the panel, because of inactivity among the members at previous meetings. The current panel is large but only a couple of the members actually show up for the yearly meeting. Micha from LeoPharma is the only one that is intended to be left as a representative from the health sector. Lars Boting has gotten an approval from Jacob Heidelberg, who represents the region (CMI). We also have an approval from Diane Nielsen, from Aalborg Municipality, she works with internal digitalization projects and sits in the mayor's office. A pending task is to get some representatives from sustainability, where Green Hub in AAL will be contacted. Maurizio will also contact a democratic organisations. Janni underlines that we need to get the last members into place to have time for the approval. Maj-Britt suggests that if we do not have the time, we must keep some from the former list.

TAN external panel meeting: Wednesday 2nd November 14-16.

9. Allowing for Extended master thesis

The study board discusses the option of exempting for master thesis larger than 30 ECTS. There are some requirements in the University Law which necessitates that such an extension can only be allowed, when there are special circumstances in terms of projects of 'experimental' character. The interpretation of this requirement is discussed and bullet points for a guideline is outlined at the meeting if the study board agrees on making this a possibility.

A TAN student has inquired on the possibility to do an extended master thesis. In stead of being 30

ECTS it will then be 60 ECTS and replace the project on the 3rd semester of the master. In the case of TAN, we need to remember that there is the reflexive course on 5 ECTS on the 3rd semester of the master, so this means that an extended project at TAN would be 55 ECTS and at SD it would be 60 ECTS. It is possible for TB-SN to allow for an extended master, if it has an experimental character. We If weWe have to indicate what experimental implies for our educations. If we approve this, the students must be given specific learning goals for the extended master thesis.

TB-SN discusses what the advantage is of doing it like this and if there is a benefit for the students. It is pointed out that it gives more time and more flexibility . For example, the student might do some field studies abroad or go more into depth in terms of anthropological approaches. It could also be to expand data collection or include a stronger implementation aspect. SD has indirectly created the possibility already. Andrés will supervise a student on their model. Here, the students will do a project-oriented project on 3rd semester of the master with the research group, and then write their master's thesis in connection with this afterwards. Maurizio also mentions that he always connect the projects in the final year of the master. It is pointed out that it is a challengewith extended master thesis that we do not provide the students with a place to work. Maj-Britt also thinks that it would be a benefit to think the extended master thesis in close collaboration with companies, so that the intentions of the 3rd semester project-oriented project is not lost. Other benefits are a better work process and a lot of flexibility with work/life.

Decision: TB-SN is very positive about this possibility of doing an extended master thesis and would like to implement it on the SD and TAN study programmes. Follow up is made in relation to the specific student on TAN. **Lars will develop some learning goals for the extended master thesis.** Maj-Britt is also available for support. .

10. Minimum requirements for SD (and TAN) (appendix)

It is mandatory to have minimum requirements for applicants for our MSc in SD and TAN. This is not something that we have formalized previously, so we need to formulate some requirements. These need to have academic relevance, but also take into account that it can have an impact on the academic profiles that we accept. The study board discusses what the requirements for acceptance at our two MSc should be and formulate some inputs that the program coordinators can then use to formulate our formal guidelines for applicants.

The minimum requirements are related to applicants who would like to study the master's in TAN or SD, but do not have a bachelor that automatically allows access for these master study programmes. This information is to be displayed in the educations webpage so that it is clear for the applicants which criterias their bachelor study programme must meet to qualify for intake and used by whoever is ranking admissions as an argument to accept or reject a candidate. TB-SN has been informed that the admission office do not apply the requirements, so the program coordinators will be those that apply these in practice. TAN has already formulated it, but we need some for SD as well.

The suggestion from Andrés is:

- 1. At least 20 ECTS of basic university level science courses (mathematics, physics, chemistry and/or biology).*
 - 2. At least 10 ECTS of engineering or design/architecture sciences (fx. thermodynamics, statics, dynamics, circuits, programming, materials, structures, system modelling, measuring and testing, etc.).*
 - 3. At least 15 ECTS of basic design or architecture theory and methods.*
- No requirement for sustainability.*

The suggestion is approved.

11. Status regarding intake numbers for our educations (appendix)

The study board looks at the current intake numbers for new students. Unfortunately, we are experiencing a large decrease in our intake at especially TAN in both AAL and CPH. Especially the TAN AAL bachelor has a large decrease. Sustainable Design seems to maintain their intake. The intake has generally been decreased at all the universities in Denmark, however, this might be a future trend that

we need to address. At this meeting, this dialogue is initiated and will be followed up at later meetings. This summer we have experienced a very low number of intake of students, compared to last year at the bachelor. TAN AAL only has an uptake of 8 students this year. TAN KBH has 47 students, so that is good considering that TAN CPH is closing down.. BD has an uptake of students which is 38, which is good. On the Master's programmes, TAN AAL has an uptake of 13 students, TAN KBH has 42 and SD has 36.

All in all, it is only very serious at TAN bachelor AAL. The master here is also lower than usual.

A reason for this could be that transportation in Jylland is getting more and more difficult, because some bus lines have been closed or changed. Some of the transportation perks for students around Christmas etc. have also changed.

We will need to look more into recruitment for TAN AAL. Perhaps through a workshop kind of kit for highschools. **Maj-Britt will follow up on recruitment at highschools.**

12. Dialogue about the strategic process concerning research-based foundation of teaching

The head of studies has initiated a dialogue about research base foundation. How does the study board view this approach and do we wish to have a say about how the process is done and which areas of expertise that should be involved in each education. This point should be an open dialogue about this to also discuss the role of the study board and how it might impact the quality of our educations.

Postponed. It was agreed that since Pernille (Head of Studies) is currently drafting something on this, we might as well wait for this before discussing this issues. There is a lot of dialogue going on so we will get back to this when the head of studies has sent something to us.

13. Any other business (AOB)

This is a standard point on the agenda if some of the members of the study board should have any issues that they would like to raise. Please do also remember that you can always ask for having points on the agenda.

None.

Action list from TB-SN meetings 2022

Last updated 18-09-2022

Done

- Maj-Britt raised the issue of study jobs at the dialogue about semester evaluations and some points about this has now been included in the new template.
- Janni has sent out mails to the teachers that have received funding from TB-SN at the August meeting.
- Andrés, Lars and Maurizio has provided inputs to the Nordforsk application in terms of potential university partners and topics to address.
- Maj-Britt has developed the Nordforsk application further and this item has been put on the agenda of the TB-SN September meeting.
- Maj-Britt has developed a description of the study activity model and study management has incorporated this into ALL semester descriptions for the autumn.
- The visualization of drop out rate will be done, when the new system is in place. According to Line it will be in place rather soon.
- The recruitment panel for SD is in place.
- Maj-Britt has sent the wishes from student study councillors regarding work computers to Pernille.
- Signe and Maj-Britt have had a very constructive and informative follow-up meeting with BD4 students due to well-being concerns.
- Maj-Britt has made a not in her MUS conversation template about integrating the new requirements regarding student study councillors, so we ensure a continuous follow-up here.
- Maj-Britt has included questions about study balance and study jobs in the preparation notes for focus group interviews.

In progress

- Janni & Maj-Britt develop a response to external reviewer corpse (to do)
- Lars develops conceptual draft for studying abroad (to do).
- Maj-Britt has sent an e-mail to Uddannelsesjura to follow up regarding GDPR guidance for students.
 - Meeting with Nina from Kontraktenheden is in the process of being re-scheduled
- Marc has taken the lead on arranging focus groups with students. He will also ask and coordinate with Laura and Rasmus/Kristina. It will be in September.
- New participants in the external panels are being recruited. TAN is still looking into 1-2 new members more.
- Dialogue with central student counselling about delayed students and how to do it. Want them to visit first year semester and do a presentation.
 - Mail sent to the central student counselling to set up a meeting. Also includes follow up on the BD4 dialogues.

Pending

- Maj-Britt and Janni will follow up on the student for a day concept to make it more clear which students will help as 'sitters' and how to involve the semester coordinators to identify some interesting days for attending.
- Debate article for Navigator (to do).
 - The format is 3-4 pages. Deadline within a month, if we can make that.
- Maj-Britt should invite student study councillors to meeting about how to systematize advertisements for jobs through the Facebook groups.
- When Mette has produced a list with an overview of digital tools, Maj-Britt should take this up at a DSUR meeting to coordinate across study boards.
- Janni will look at the formulations regarding requirements of a doctor's note and ensure that it is clear to ask the doctor to write that it is based on a physical examination.
- Need to follow up regarding challenges with student well-being.
- Janni will follow up on delayed students so that we do not send student names to general outreach that are on known leaves.
- Better information to students that they should actively inform us in the system if they are leaving the study.
- Economic budget for alumni activities?! (Andrés is frontrunner)
- Maj-Britt follow up regarding master's day with the study student councillors (TAN + Andrés for SD) in order to discuss timing and plan, so that we get it into the flow of activities.
- Janni will check that all the semester plans for first semester contains the study activity model.
- Maj-Britt and Janni will make sure that we send in the list of members of SD and TAN recruitment panels for approval by the Head of Department and the Vice Dean of TECH education.
- Lars will prepare the learning goals for the extended master thesis for the TAN CPH student seeking exemption
- Maj-Britt will follow up on recruitment ideas for high schools.
- Janni coordinates with Mette about communicating with the students about the new inventory (to do).
 - Not all the inventory has been purchased yet. Mette will follow-up.