Suggestions for the agenda for semester group meetings:

**1st Semester Group Meeting:**

**Welcome to the 1st semester group meeting and overall announcements**   
Start by explaining why semester group meetings are important and how the students’ feedback is used to redesigning the semester. Overall announcements could concern follow-up on the study environment if discussed earlier on, adjustments made to the timetable, relevant study jobs, announcements from Head of Studies, Study Board, Vice-Head, or Semester Coordinator. Also remember to select a semester representative among the students. Ask if the students wish to add items to the agenda.

**Starting to study / starting the semester**   
Ask how the students experienced their beginning of studies / of the semester. Did they receive information in due time? Was the information accessible? Have their expectations been adapted? Do they feel professionally and socially integrated? Ask how the process of constructing project groups went, and ask if they are in contact with the students’ associations etc.

**The physical, aesthetic, digital and mental study environment of the semester**   
You could e.g. ask about:

* Study workspaces
* Group rooms
* The booking system
* Seminar rooms
* Classrooms
* Laboratories (if relevant)
* Social activities (to get an idea of their well-being)
* Moodle – the organisation of course and semester rooms
* Communication with
  + teachers
  + supervisor
  + case facilitator
  + study secretary

**Semester activities**  
Here you can introduce the status seminar, what is expected, when it is planned to take place and who is participating e.g.

**Preliminary evaluation of the course modules and activities**  
Ask about each course separately – based on the semester description, and the students’ expectations to the course module based on learning objectivities – is anything missing, too much material, well balanced agreements e.g. Ask how much time the students spend on the different modules (to identify the study intensity).

**Preliminary evaluation of the project module**  
Ask about the internal and external co-operation in each project group  
Ask about how they plan their time  
Ask about if they are in need of means ([Internal webpage for staff and students at - Aalborg University (aau.dk)](https://www.hst.aau.dk/staff-and-students/for-studerende-og-undervisere#tilskud-til-transport-ved-projektarbejde-(studien%C3%A6vnet-pulje))

**2nd Semester Group Meeting:**

**Welcome to the 2nd semester group meeting and overall announcements**  
Start the meeting by picking up from the previous meeting. E.g. general announcements could concern following up on the study environment from previously, adjustments made to the timetable, relevant study jobs, announcements from Head of Studies, Study Board, Vice-Head or Semester Coordinator. Ask if the students wish to add items to the agenda.

**Follow-up on status seminar**   
Ask about how the students experienced the status seminar – did they receive information in due time, did they have time enough for the different groups, did they get useful feedback etc.

**The physical, aesthetic, digital and mental study environment of the semester**  
E.g. ask about: (again based on the previous semester group meeting)

* Study workspaces
* Group rooms
* The booking system
* Seminar rooms
* Classrooms
* Laboratories (if relevant)
* Social activities (to get an idea of their well-being)
* Moodle – the organisation of course and semester rooms
* Communication with
  + teachers
  + supervisor
  + case facilitator
  + study secretary

**Semester activities**  
Briefly introduce the exam plan and ask about whether the students have received the necessary information about the exam etc.

**Preliminary evaluation of the course modules and activities**  
Ask about each course separately – based on the semester description, and the students’ expectations to the course module based on learning objectivities – is anything missing, too much material, well balanced agreements e.g. Ask how much time the students spend on the different modules (to identify the study intensity).

**Preliminary evaluation of the project module**  
Ask about the internal and external co-operation in each project group  
Ask about how they plan their time  
Ask about if they are in need of means ([Internal webpage for staff and students at - Aalborg University (aau.dk)](https://www.hst.aau.dk/staff-and-students/for-studerende-og-undervisere#tilskud-til-transport-ved-projektarbejde-(studien%C3%A6vnet-pulje))

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| |  |  | | --- | --- | | Choose an item  Choose an item | **Aalborg Universitet** Postboks 159 9100 Aalborg  **Sagsbehandler:**  [Navn 1] [Navn 2]  Telefon: [Tlfnr.]  Email: [E-mail]  Dato: [Brevdato] Sagsnr.: [Sagsnr.] | | |
| Summary of Semester Group Meeting for Click to add the education and the semester den Click to add date |

**Participants: Click to add the permanent participants**

**Cancelled participation: Click to add if any of the permanent participants are unable to participate**

**Other participants: Click to add any other participants / administration officers. Please note during which items they participate. Also remember to note who is doing the summary.**

**Ad 1. Starting to study / starting the semester**

Ask how the students experienced their beginning of studies / of the semester. Did they receive information in due time? Was the information accessible? Have their expectations been adapted? Do they feel professionally and socially integrated? Ask how the process of constructing project groups went, and ask if they are in contact with the students’ associations etc.

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 2 The physical, aesthetic, digital and mental study environment of the semester**

Physical: Study workspaces, group rooms, seminar rooms, classrooms, laboratories, (communication with teacher, supervisor, study secretary)

Mental: Social activities

Digital: Moodle, booking system, communication with teachers, supervisor, case facilitator, study secretary

Aesthetic:

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 3. Semester activities**

E.g. status seminar, expectations, scheduled execution, participants / E.g. exam plan, and received information

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 4. Preliminary evaluation of the course modules and activities**

Expectations based on learning objectivities, - is anything missing, too much material, well balanced agreements e.g. Ask how much time the students spend on the different modules (to identify the study intensity).

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 5. Preliminary evaluation of the project module**

The students’ internal and external co-operation. How are they planning their time. Are they in need of means.

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 6. Note an item for the agenda**

Describe the item briefly.

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 7. Note an item for the agenda**

Describe the item briefly.

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*

**Ad 8. Note an item for the agenda**

Describe the item briefly.

*Write the summary here*

***Follow-up:***

*Note anything to follow-up or delete this item*