



## Minutes

Subject:	Study board meeting – No. 2024.2
Date:	14 February 2024
Minute taker:	Tatiana K. Madsen
Participants:	Tatiana K. Madsen, Peter Koch, Jens Myrup Pedersen, Troels Bundgaard Sørensen, Heidi Sørensen, Steffen Tidou Pedersen (CE), Anders Peter Bundgaard Kristensen (ES), Mathias Lykholt-Ustrup (ROB), Julie Holm Bengtsson (CYBER), Marie Hastrup brisson (CCT)
Observer:	Lene T. Sørensen
Cancellations:	Thomas B. Moeslund, Henrik Schiøler, Ronja Katharine Pihl (PDP)

## Agenda

1. Welcome to new members of the study board
2. Approval of agenda
3. Election of chairman and vice-chairman
4. Meeting plan 2024
5. Reports for ESD, DE, COMTEK, ES and CE educations.
6. Status of dispensation applications
7. Topics for future meetings
8. Messages
9. A.O.B.

## Minutes

### **Ad. 1. Welcome to new members of the study board**

There was a short presentation round of ESN members.

### **Ad. 2. Approval of agenda**

Agenda is approved.

### **Ad. 3. Election of chairman and vice-chairman**

Tatiana has been elected as a chairman and Steffen has been elected as a vice-chairman.



#### **Ad. 4 Meeting plan 2024**

TKM and HS have prepared a plan for meetings in 2024 and January 2025. The meetings are scheduled Wednesdays afternoon once a month. It has been avoided to schedule meetings in the first half of June and January, avoiding the busy exam periods. There is no meeting in July. The plan has been approved. HS will send outlook invitations.

#### **Ad. 5. Reports for ESD, DE, COMTEK, ES and CE educations**

*Charlotte Høeg, a quality officer at ES department, is participating in the meeting to discuss this item.*

TKM has explained a yearly cycle for quality insurance procedures. This year there are two reports prepared: one for COMTEK, ESD bachelor and DE; and one for ES and CE master educations. These reports were presented by TKM and discussed during the meeting.

The following main points for report for COMTEK, ESD bachelor and DE can be highlighted:

- **Evaluation of study start:** in the provided feedback the students were asking for more arrangements, however many of the organized events were poorly attended. Additionally, during the first semester students get to know only 6-7 other students with whom they are in a group, and interaction with other students on the same education is limited. This became worse after the change of structure on the 1<sup>st</sup> semester for ESD and DE, where P0 has been removed. Having P0 with RoboCup facilitated social interaction between the separate groups. Additionally, some students can easily make new social relations and for some students it could take longer time. E.g. it has been observed that when ESS makes an arrangement, typically there is either a whole student project group participates or nobody from the group. This should be taken into account when the arrangements are planned and announced (e.g. placing some arrangements in connection with other modules; combining educational and social arrangements).  
The pre-study start meetings arranged at the end of August for the new students got positive feedback. This was a success and this arrangement should be repeated the coming years.  
**Action point:** communicate the generated ideas to tutors and semester coordinators.  
**Responsible:** TKM
- **Intake:** we believe we have interesting and strong educations. We would like to have them more known among the high school students.  
There has been noted that the online material provided before the study start targets the students graduated from high schools. It does not take into account people who joined the education after they were on job marked for several years, taking them feeling not included.  
**Action point:** to send this comment to developers of the online material. **Responsible:** CH
- **Evaluation of educational environment for COMTEK:** there is observed a decrease in rating. A possible explanation could be in a fact that some of COMTEK modules were shared with EIT bachelor and it could give a feeling that these modules are not targeting COMTEK students



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and has its main focus on EIT students. After the update in the study regulations, there is 2 modules from COMTEK bachelor that ESD are also following and the problem of shared modules is not actual any longer. No action points.

The following point for report for CE and ES master can be highlighted:

- **Study start:** In September 2023 ES master has been challenged with group formation process on the 7<sup>th</sup> semester. Additionally, on ES integration of non-AAU bachelor students could be improved. This will be discussed on one of the next meetings.

#### **Ad. 6. Status of dispensation applications**

TKM gave an overview of the applications processed since the last ESN meeting:

- 4 applications for 4<sup>th</sup> exam attempts
- 2 applications for project submission deadline extension
- 1 application for stay abroad
- 5 individual study plans
- 2 applications for preparing a report in a form of an article and worksheets

#### **Ad. 6. Topics for future meetings**

The following topics were suggested for consideration during meetings in 2024:

- Revision of the semester evaluation scheme and procedures connected with obtaining feedback on the semesters
- Description of tasks for supervisors of the 1<sup>st</sup> year students
- Low attendance of lectures at CCT bachelor
- Catalogue of ideas for study start at master studies
- Synergy between educations at CPH and AAL campus
- Information about exams: procedures and deadlines

#### **Ad. 7. Messages**

None

#### **Ad. 8. AOB**

None