

Semester Coordinator

The semester coordinator plays a key role in coordinating and in the ongoing quality assurance of the education. The coordinator refers to the Study Board and facilitates the hands-on planning, steering, monitoring and evaluation of the semester activities. This includes ensuring that the activities are coherent and coordinated with the study secretary, lecturers and project supervisors. The coordinator's main tasks during semester planning, semester execution and semester evaluation are described below.

Semester planning

During the semester planning, the semester coordinator is responsible for the following:

- Preparing (reviewing and modifying, if necessary) the semester descriptions, incl both the overall description of the semester and the description of the project module. The documents can be found on the moodle page of the semester. It is important to describe how different modules and study activities on the semester are connected and possibly how they are related to previous and future semesters. Deadlines: August 15 for the fall semester and January 15 for the spring semester.
- Contacting the coordinator of the previous semester and ask whether anything should be considered during the semester planning.
- Providing input to the study secretary for the semester planning.
- Providing input to the lecturers and project supervisors for the semester regarding necessary adjustments to be made based on last year's experience.
- Meeting with the study secretary, the lecturers and project supervisors to plan activities of the semester. The Study Board recommends to hold a pre-semester meeting.
- Calling for project proposals from the project supervisors. The coordinator verifies the fit of the proposals to the semester theme and approves them. The project catalogue is available to the students and posted on Moodle before the start of the semester, no later than August 20 and January 20, respectively. The coordinator might choose to deviate from this, given the specifics of the semester. The Study Board should be notified. Project proposals coming from the students should be approved by the coordinator to ensure a good fit into the semester theme. Preferably, they should be included in the project catalogue.
- Considering the use of the study activity tool for the semester study load - to be presented at the semester intro meeting.
- For 3rd semester MSc, semester coordinators must approve contracts for project oriented stay in a company.

Semester execution

During the semester, the semester coordinator is responsible for the following:

- Hosting a semester introduction meeting for the students on the first day of the semester. During this meeting the Study Board recommends informing the students about:
 - Course and project modules
 - Project proposals
 - Schedule

- Demands of the study, including matching of expectations on work effort (~45 hours/week)
- Semester descriptions on Moodle
- Semester group meetings
- Group formation. The process and the requirements for the outcome should be clearly explained. The coordinator should consider whether facilitation from his/ her side is required and facilitate the process, if deemed necessary.
- Status seminar, if any
- Other relevant topics
- Allow time for and motivate the students to complete the Study Board's teaching evaluation (SurveyXact) at the introduction session (approx. 15 min.)
- Running the formation of project groups process, see [Principles for group formation](#). Allocating supervisors to the project groups based on the students' project choices. Formation of the groups and allocation of projects and supervisors should be done latest 5 days after the semester start.
- Semester group meetings:
 - Arranging and facilitating 2-3 semester group meetings with representatives from project groups, ensuring that minutes are uploaded to Moodle and sent to the Study Board. At the first semester group meeting (at first semester BSc and MSc all students are invited) the semester introduction must be evaluated, see agenda template. Also changes compared to last year based on student input should be addressed.
 - Agreeing with study secretary about participation in at least one meeting during the semester – perhaps the last meeting to answer questions about the exam.
 - Additional meetings can be held at the request of either students, teachers, the Study Board or the semester coordinator.
 - In case the minutes are prepared by a student representative, censoring meeting minutes with respect to tone and private information before publication on Moodle.
- Handling conflicts. If necessary involve the Chariman of the Study Board or the Head of Studies.
- Reporting serious issues, dropout, etc. to the Study Board.
- Coordinators of 1st and 2nd semester bachelor: extra focus on drop out and well-being of students.

Semester evaluation

During the semester evaluation, the semester coordinator is responsible for the following:

- Making the evaluation report including calling for comments from teachers and students. The semester evaluation report is based on the minutes of the semester group meetings, the Study Board's teaching evaluation (SurveyXact), and it can include any feedback from the students and teachers received in any way. The final semester evaluation meeting may be scheduled after the exam period or in the following semester, if the coordinator considers it necessary.
- Sending the final evaluation report to the Study Board no later than March 1 (regarding the fall semester) and October 1 (regarding the spring semester).
- A semester evaluation report is not prepared for Master's theses and for the 7th semester of the Bachelor of Engineering programs (*diplomingeniøruddannelser*). The students fill in an evaluation of the whole educational programme.
- In case it has been identified during the evaluation that certain changes should be done to the semester implementation:
 - For changes in implementation: the coordinator contacts the relevant lecturers and supervisors



- For changes in the study regulations: The coordinator contacts the education group and the Study Board
- In case some aspects might be important for the next semester, the coordinator contacts the coordinator of the next semester and let him/her know how the semester went.