



## Minutes

Subject: Study board meeting – No. 2020.4  
Date: 15 April 2020  
Minute taker: Heidi Sørensen  
Participants: Tatiana K. Madsen, Henrik Schiøler, Peter Kock, Troels Bundgaard Sørensen, Thomas B. Moeslund, Henning Olesen, Peter Kjær Fisker, Marcus Bisgaard Jensen, Mikkel Filt Bengtson, Sandra Aynaddis Strabo, Kristian Helmer Kjær Larsen  
Observer: Ove Andersen, Emma-Sofie Hestbech, Marie Vølund Themsen, Johannes Kjær Hellmers  
Cancellations:

## Agenda

1. Approval of agenda
2. Approval of minutes from meeting in March 2020
3. Messages
4. Status of the semester and preparation for the digital exam
5. Henning Olesen gives status at ICTE
6. Anders Hansen Henten gives status at DCLead
7. Reza Tadayoni gives status at MICT
8. Morten Falch gives status at ITCOM
9. Attendance for lectures and supervisor meetings at campus Copenhagen
10. Communication with students who are behind in their studies
11. Semester evaluation
12. Minutes from semester group meetings
13. A.O.B.

## Minutes

### Ad. 1. Approval of agenda

The agenda was approved.



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#### **Ad. 2. Approval of minutes from meeting in March 2020**

The minutes was approved with minor comments (reformulations and choice of words).

#### **Ad. 3. Messages**

Current status on applications to the Cyber Security education has been presented. With given application numbers, it can be expected that 30 students will accept the place and start on the program in September.

#### **Ad. 4. Status for the semester and preparation for the digital exam**

It has been decided and announced by the Rector that all exams will take place digitally for the exams in spring 2020 semester. The exam dates will be as already planned. Study service has prepared the guide with the examination rules. Study board is working on preparing a guide for teachers, students and the examiners on how we will run the exams for ESN educations. If there are courses and projects where learning objectives cannot be met or the format of the exam is changed, it is possible to apply for an exemption.

#### **Ad. 5. Henning Olesen gives status at ICTE**

Henning Olesen briefed about the status on ICTE education. After the latest revision of the program specializations has been removed. This gives a clearer profile for the education. Some courses are taught together with DCLead students. This collaboration works well.

For the fall 2020 there is a decrease in number of applications for admission. Possibly it is due to the opening of a new program.

#### **Ad. 6. Anders Hansen Henten gives status at DCLead**

Anders Hansen Henten briefed on the DCLead education. It is an Erasmus Mundus degree program running from 2016. 4 european universities are involved in the program. The students are coming to AAU on their 2<sup>nd</sup> semester. Majority of the students following the program receive stipendium from EC and they are selected among many applicants. There are a few self-paying students. Students are coming from non-EU countries. The program got positive evaluations at EC. It is unclear whether the students stay in Denmark after their graduation. This should be investigated (in connection with self-evaluation). We should address the problem how to attract more self paying students.

#### **Ad. 7. Reza Tarayoni gives status for MICT**

Reza Tarayoni briefed on the MICT program. It is 60 ECTS master education. No students have been admitted to the program since 2017 and work on a revision of the program with a new specialisation in cyber security is ongoing. The questions about the possible change in the title, adjustment of the content and admission criteria should be considered.

#### **Ad. 8. Morten Falch gives status for ITCOM**

Morten Falch announced a cancellation to the meeting so Tatiana briefed on the ITCOM program. No more students are admitted to the ITCOM program because it is closed down. Attention is paid to students who still have to pass courses in the semesters that are not running any longer.

#### **Ad. 9. Attendance for lectures and supervisor meetings at campus Copenhagen**

In the Fall 2019 semester evaluation, there has been noted that there is a problem with low lectures attendance and small number of contacts with supervisors on ICTE7. A similar problem has been observed before on the educations where a significant number of students are coming from abroad (mainly ICTE and ROB; DCLead and other master programs seemingly are not affected). Possible reason is the fact that the students from EU should



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work a certain amount of hours in order to get SU, and generally high expenses for living in CPH area. ESN is concerned with this situation as it can potentially create a bad study environment, also for active students.

Different solutions to increase the attendance and activate the students were discussed (clear communication both oral and written; expectations alignment; study start test). ESN continues the work to understand the roots of the problem better (interview with the involved students). Additionally, teachers at CPH campus will come with suggestions that will be discussed during next ESN meetings.

#### **Ad. 10. Communication with students behind in their studies**

The study counsellors attend the meeting under that point. We have received a list of students who are behind in their studies. There are 2 categories of students:

1. Red category: These students are more than 15 ECTS behind with their education.
2. Yellow category: These students are more than 5 ECTS behind with their education.

The numbers for students behind in their studies has been presented for each individual education has been presented and discussed.

The procedure on how to contact and make these students to make a study plan has been discussed and agreed on. The study board secretary sends mail to the students recommending that they contact the study counsellors. He deadline for contacting the study counsellors is set to May 14, 2020. This will give extra pressure on study guidance in the near future.

#### **Ad. 11. Semester Evaluation**

There have been 4 semester evaluations since the last study board meeting. Conclusions and list of action points are attached in the appendix.

#### **Ad. 12. Minutes from semester group meetings**

Conclusions and list of action points for discussed semesters are attached in the appendix.

#### **Ad. 13. A.O.B.**

Concern has been raised that a number of students have ended up in a situation when they could not get equipment from their group rooms or from the laboratories. Extra equipment had to be ordered. Not all students were informed that there is a possibility to order equipment to be delivered to their home addresses.



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<b>Semester</b>	<b>Opmærksomhedspunkter</b>	<b>Handlingsplaner</b>
<b>ROB3</b>	1) Mindre bemærkninger om kurser	1) Koordinatoren diskuterer med kursus-ansvarlige
<b>VGIS9</b>	1) Mulighed for lokale reservering	1) TKM afklarer gruppe rum situation med instituttets ledelse
<b>DCLead3</b>	Intet for ESN; positive tilbagemeldinger	
<b>Netværk sikkerheds pakke</b>	Intet for ESN	

## Semester gruppe møde referater - Forår 2020 og handlingsplaner April 2020

Semester	Opmærksomhedspunkter	Handlingsplaner
<b>EIT2</b>	<ol style="list-style-type: none"> <li>1) Mindre udfordringer med gruppedannelsen</li> <li>2) SSU kursus: kommentarer omkring Java og OO programmering</li> <li>3) SSU kursus: eksamen formen</li> </ol>	<ol style="list-style-type: none"> <li>1) Vi har diskuteret det på marts 2020 møde</li> <li>2) Undervisning i programmering bor kigges på og arbejdsgruppe for EIT revision kigger på det. TKM organiserer et møde med kursus-holdere. PF deltager som studerendes repræsentant.</li> <li>3) Hvis eksamen formen skal skiftes, skal undervisere søge om det i rigtigt god tid (det tager langt tid at få det godkendt på fakultetet)</li> </ol>
<b>ComTek2</b>	Intet for ESN	
<b>PDP2</b>	1) Bemærk at gruppedannelse gik godt	
<b>ROB2</b>	Intet for ESN	
<b>EIT4</b>		
<b>ComTek4</b>		
<b>PDP4</b>		
<b>ROB4</b>	Intet for ESN	
<b>ITCom4</b>		
<b>EIT6/ ITC6</b>		
<b>PDP6</b>		
<b>ROB6</b>		
<b>ITCom6</b>		
<b>CA2</b>	Intet for ESN	
<b>VGIS8</b>	Intet for ESN	
<b>CT8</b>	<ol style="list-style-type: none"> <li>1) Information on platforms to be used for online exams</li> <li>2) Some comments on courses</li> </ol>	<ol style="list-style-type: none"> <li>1) ESN is working on it</li> <li>2) Many courses are running for the first time and will be</li> </ol>

		adjusted based on students feedback
<b>SPA8</b>		
<b>PDP8</b>		
<b>ROB8</b>		
<b>ICTE2</b>	1) Project topics	1) ESN strongly supports the proposal from the coordinator that the project topics generation is not left to the students, but is facilitated by the faculty members, e.g. by having project catalogues and experts in certain areas ready to assist in project ideas shaping
<b>Generelt til alle semester</b>		