



AALBORG UNIVERSITET

Department of Architecture, Design and Media Technology

Document date: 17-08-2020

Responsible: ACHR

Latest revision:

Latest revision by:

Date for next revision:

Approval date: 18-08-2020

Approved by: Head of Studies and Head of Study Board

Case no.: 2019-418-00002

Guidelines for group formation

Framework

This policy established a framework for group formation on the study programmes offered by the Study Board of Architecture and Design and the Study Board of Media Technology.

Applies to

This guideline concerns students as well as semester and education coordinators on the abovementioned study programmes.

PURPOSE AND DELIMITATION

The purpose of this policy is to ensure clear guidelines for group formation. The guidelines apply to the programmes offered by the Study Board of Architecture and Design and the Study Board of Media Technology.

CONTENTS

In principle, the students themselves guide **group formation**. The process is supported by the semester coordinator on the respective semesters.

Group formation must be based on the following principles:

- No groups are final until everyone is in a group.
- Especially during the first semesters of the programmes, conditions could call for more controlled group formation processes (e.g. administratively distributed groups).
- On semesters where international students attend, the distribution of nationalities / international students in different groups is, as a starting point, desirable.
- Generally, students learn something different by working in different groups, which is why this should be sought.
- Project supervision is not limited to academic guidance, but also pedagogical guidance, and it is therefore important that supervisors are professionally prepared to support and challenge students in both group formation and the collaborative process.

- Semester coordinators must have the opportunity to change and adjust the group formation processes, as variations between different programs and semesters will exist.
- Coordination between semester coordinators should be established in order to exchange experience from previous semesters.
- The group formation processes should as a minimum be evaluated at the semester group meetings and via the semester evaluations.

It may be desirable on some semesters to 'break' with the regular student-led group formation processes in order to ensure that students do not always work in the same group. This can be done, for example, through divergent semester structures, by applying working methods other than the 'AAU project', or by allowing different group sizes or new group formation processes.

The semester coordinator will support and lead testing other group structures on a given semester. The semester coordinator may be inspired by the overview of 8 forms of group formation (see appendix).

ORIGIN, BACKGROUND AND HISTORY

The guidelines have been drawn up based on the reorganization per 01 October 2018, where the schools are closed, and the Head of Studies are anchored in each department.

OVERALL FRAMEWORK

The guidelines are related to "Group size policy" and "Guidelines for group splitting".

CONTACT/RESPONSIBLE

The policy is set by the Head of Studies, the chair of the study board for Architecture and Design and the chair of the study board for Media Technology.

The study secretariat at the Department of Architecture, Design and Media Technology is responsible for updating the guidelines. Please send inquiries and questions to studies@create.aau.dk.

APPENDIX

Forms of group formation:

No matter which type of group formation process is chosen, the most important thing during group formation is that the chosen formation form is clearly announced to the students! This especially applies if a non-administrative form is used. The students must also be made aware of how and when the group formation process will take place. In addition, the previous semester group or planning group must be updated. It is also recommended that these groups will be used actively in the choice of the group formation format.

Type 1 Random - Administrative

The semester coordinator puts all groups together at random before the start of the semester.

Type 2 Buddy Groups - Administrative

The students are invited to join in groups of two and/or three, after which the semester coordinator composes these for the full groups.

Type 3 Persona - Administrative

The students make a persona about themselves from which the semester coordinator composes the groups to the best of his ability.

Type 4 Free - Not administrative

The students are free to choose their groups for a joint group formation, where everyone has a duty to attend, and no one is allowed to leave until all groups have been formed.

Type 5 Free buddy groups - Not administrative

The students are invited to join in groups of two and/or three. These smaller groups are used to compose the full groups in a joint group formation, where everyone has a duty to attend, and no one is allowed to leave until all groups have been formed.

Type 6 Common interest - Not administrative

The students each choose an interest from which the groups are formed. The interest can be different things; works, wishes for specific tools, focus points, etc.

Type 7 Administrative + Free

The students are administratively put together in group rooms in individual projects (typically course modules). It is intended to put students in the same physical space, but without them having to do project work together. Later in the semester (typically for the project module), the groups are formed freely.

Type 8 Free - based on professional intentions

The students spend approx. 2 hours in a professional 'seminar', such as very short Pecha Kucha presentations, constructed professional conversations on the semester theme or similar. This is intended to get the students to speak briefly and accurately and listen to each other's academic arguments / intentions. After the constructed 'mixing', the groups are formed freely.

"Forms of group formation", prepared by the Study Board of Architecture and Design and revised by the student secretariat in connection with the preparation of the above guidelines.