**Study board of Build, Energy, Electronics and Mechanics in Esbjerg**Department of Energy

revised: 23. februar 2024

# Minutes of Semester group meeting / Semestergruppemødereferat

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| Study Programme and Semester |  |
| Campus | Esbjerg |
| Date |  |
| Minute taker |  |
| Coordinator |  |

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| **Action points for the study board** (note down major issues which students/coordinator/study secretary cannot resolve alone. We expect students to talk directly to the teacher/supervisor for minor issues. /  **Handlingspunkter til studienævnet (**Noter væsentlige problemstillinger som studerende/ koordinator/studiesekretær ikke kan løse alene. Vi forventer at studerende snakker direkte med underviser/vejleder ved mindre mangler.) |

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| 1. **Appointment of minute taker / Valg af referent** |

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| 1. **Follow up and approval of minutes from last meeting/**   **Opfølgning og godkendelse af referat fra forrige møde** |

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| 1. **Announcements** *(Incl. Planned guest lectures and company visit)/*   **Meddelelser** *(Inkl. planlagte gæsteforelæsninger og virksomhedsbesøg)* |

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| 1. **Course modules, guest lectures and workshops (Incl. PBL and entrepreneurship)** *(e.g. literature, teaching, assignments, slides, TA, course plan, compliance of learning goals)/*   **Kursusmoduler, gæsteforelæsninger og workshops (Inkl. PBL og entreprenørskab)** *(fx litteratur, undervisning, opgaveregning, slides, hjælpelærer, planlægning, opfyldelse af læringsmål)* |

Course 1:

Teacher:

Course 2:

Teacher:

Course 3:

Teacher:

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| 1. **Project module** *(e.g. delays, equipment, group cooperation, cooperation with supervisor)/*   **Projektmodul** *(fx forsinkelser, udstyr, samarbejde i gruppen, samarbejde med vejleder)* |

Group 1:

Supervisor:

Group 2:

Supervisor:

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| 1. **General evaluation of the semester until now** *(e.g. information level, timetable, exam planning, IT, physical working environment, laboratory environment, study environment og wellbeing)*   **Generel evaluering af semestret indtil nu** *(fx informationsniveau, skema- og eksamensplanlægning, IT, fysiske forhold, laboratorieforhold, studiemiljø og trivsel)* |

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| 1. **AOB/Eventuelt** |

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| 1. **Next meeting/Næste møde** |

Date:

Minute taker for next meeting:

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| **A1. Evaluation of previous semesters exams and activities sine last meeting** *(first meeting)*  **Evaluering af forrige semesters eksamener og aktiviteter siden sidste møde** *(første møde)* |

On the first semester group meeting all activities since last semester group meeting on the previous semester should be evaluated. Specifically, the project and course exams must be evaluated. /

På første semestergruppemøde evalueres alle aktiviteter siden sidste semestergruppemøde på forrige semester. Specifikt skal projekt og kursuseksamenerne evalueres.

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| **A2. Teacher of the Year** *(last semester group meeting)*  **Forslag til årets underviser** *(sidste semestergruppemøde)* |

A nomination for Teacher of the year is to be completed immediately after the last semester meeting. The nomination is sent to the study secretary. A student is appointed as responsible before the end of the meeting. [See the evaluation criteria for teacher of the year](https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/study-board-of-build-energy-electronics-and-mechanics-in-esbjerg/teacher-of-the-year). /

Indstillingen udarbejdes umiddelbart efter sidste semestergruppemøde og sendes separat til studiesekretæren. Der udpeges en ansvarlig blandt de studerende. [Se vurderingskriterier for årets underviser](https://www.energy.aau.dk/uddannelser/for-indskrevne-studerende-og-undervisere/studienaevnet-for-byggeri-energi-elektronik-og-maskin-i-esbjerg/arets-underviser).