Minutes

Subject: Study board meeting – No. 2022.9  
Date: 7 November 2022  
Minute taker: Heidi Sørensen/Tatiana K. Madsen  
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Troels Bundgaard Sørensen, Henning Olesen, Christian Winther Rønnest, Steffen Tidou Pedersen, Rikke Skov Udengaard, Anton Bjørndahl Mortensen, Daniel Vitagliano  
Observer:  
Cancellations: Carsten Lunde Nielsen, Thomas B. Moeslund

Agenda

1. Approval of agenda  
2. Approval of minutes from meeting in September 2022  
3. Smaller changes in curriculum  
4. Semester Evaluation Spring 2022  
5. Use of ITX Flex for written exams  
6. Complain  
7. Evaluation of semester start for MSc educations  
8. Minutes from semester group meetings  
9. Brainstorm: How do we give feedback to the students/follow up on various evaluations and questionnaires  
10. Study environment  
11. Messages  
12. A.O.B.

Minutes

Ad. 1. Approval of agenda

The agenda was approved.
Ad. 2. Approval of minutes from meeting in September 2022

The minutes were approved.

Ad. 3 Smaller changes in curriculum

There are a number of small changes / adjustments for curriculum that are suggested by education groups. These adjustments include addition of bachelor educations which give admission to certain master educations; change in the exam form; change in course placements. The detailed list can be found in Appendix A.

Conclusion: ESN approves the proposed adjustments.
AP: Apply for the curriculum update. Responsible: HS

Ad. 4. Semester Evaluation Spring 2022

The following evaluation reports for bachelor educations have been received and discussed: CCT2, ROB2, EIT4, COMTEK4.

On CCT2 and COMTEK4 the students have expressed a wish to form groups of smaller sizes of 3–4 persons. The study board believes that on lower semesters the optimal group size is 5–6 persons. Reasons: 1) a group size of 5–6 persons gives sufficient amount of supervision resources; 2) students practice PBL skills in groups; 3) learning how to collaborate in a group of 5–6 persons prepares them to work in a development department of a company, where a unit size is often around 6 persons.

Action point: TKM speaks with coordinators and reasons for a preferred group size on the lower semesters are explained to the students by coordinators.

The following evaluation reports for master educations have been received and discussed: VGIS8, SPA8, ROB8, PDP8. The semesters went as planned and no actions are required from ESN side.

Ad. 5. Use of ITX Flex for written exams

For digital written exams ITXFlex should be running on students computers. A number of students on ESN programs have laptops with Linux and ITXFlex can not run on Linux OS and Chrome OS, only on Windows and MAC OS. For some of ESN education programs it is essential that students use Linux and become professional users of it, since this skill can be also demanded at the job market, and that’s why a request that students have a computer with Windows or MAC OS for the exam would contradict the fact that the students are encouraged to use Linux computers during the semester.

Different technical solutions have been discussed: 1) a dual-bot configuration; 2) run Windows in a virtual machine; 3) use Wine; 4) alternative monitoring solutions based on network traffic monitoring. Unfortunately, none of these approaches give a proper solution to the problem. It has been decided that the study board gives a dispensation on the use of ITXflex for students with Linux machines given that extra observators are present in the examination room. Procedure for use of ITXFlex at ESn educations is described in Appendix B and it is approved by the Study Board.

Action point: inform the relevant course-holders. Inform the students about how to apply for dispensation.
Responsible: TKM; study secretariat
Ad. 6. Complain

A complain on a dispensation application has been considered.

Ad. 7. Evaluation of semester start for MSc educations

The Study Board has evaluated how the semester start went for the master educations. Information about semester start be found in the first item of the minutes of semester group meetings for PDP, ES, CE, ROB, CYBER, ICTE.

The following have been noted from the semester group meetings minutes:

- ES7: chaotic group formation; new students do not know the “old” ones; wish for social arrangements
- CE7: no issues reported with group formation. Difficult to navigate for new students
- ROB7: Administrative group has been announced; however due to some students have never showed up, the groups had to be restructured.
- PDP7: special case; easy group formation process
- CYBER7: no issues reported
- ICTE7: went well

The Study Board has noted that for the education with a small number of students with non-AAU bachelor it works well when mixed groups are formed and the “new” students learn from “old” students how the things are arranged at AAU. For the educations with a large number of non-AAU bachelor students, we have good experience on SPA and CYBER and this knowledge should be shared with the coordinators of other programs for inspiration.

Action point: experience on SPA and CYBER to be shared; before the ext 7th semester start panning. Responsible: TKM

Ad. 8. Minutes from semester group meetings

A number of minutes from semester group meetings have been discussed. The discussions and action points are summarized in Appendix C.

Ad. 9. Brainstorm: How do we give feedback to the students/follow up on various evaluations and questionnaires

Students are often asked to provide their feedback, e.g. in form of questionnaires, feedback during semester group meetings, semester evaluations etc. Currently, we do not have a procedure/way to inform the students what actions have been taken based on their feedback. During the meeting several ideas on how to provide feedback has been discussed:

1) Coordinators provide feedback during semester tart and during semester groups meetings
2) How students members of ESN can be more visible? How they can communicate with the other students? What platform could be used, e.g. DE club?

3) Information board next to Heidi’s office

Among the generated ideas, several ideas have been selected to start with and they are noted in the AP.

**Action points:** 1) Information board; 2) info sent to all students after the election about who are the new members of the study board; 3) HS is present at CPH campus a day every two months

**Responsible:** TKM, HSO

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**Ad. 10. Study environment**

In the study environment evaluation the students have raised only issues related to physical study environment. This is communicated to CAS by the department. The main issues raised are about ventilation and room acoustics. Many places problems with acoustics are solved by putting sound absorbing boards on walls and ceilings. Problems with ventilations are not easily solvable due to old building that requires restoration.

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**Ad. 9. Messages**

Students on EITS and COMTEK have to make their choice of specialization/line on the 6th sem by November 1. This info has been communicated late and on October 28 TKM hold an info meeting. The deadline has been extended. The students would like to see examples of projects on different specializations. This information could be also available on the web pages of these educations.

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**Ad. 8. A.O.B.**

None
Appendix A

Listen over de små ændringer i studieordninger:

- Bacheloruddannelsen i ingeniørvidenskab med specialisering i elektronik og reguleringsteknik og Bacheloruddannelsen i ingeniørvidenskab med specialisering i informations- og signalbehandling er tilføjet listen over uddannelserne med adgangskrav i studieordningerne for MSc in Computer Engineering og MSc in Electronics Systems
- Bacheloruddannelsen i Cyber- og computerteknologi er tilføjet som adgangskrav i studieordningerne for MSc in Cyber Security, MSc in Computer Engineering og MSc in Innovative Communication Technologies and Entrepreneurship
- Bacheloruddannelsen i Elektronik og IT med specialiseringerne er tilføjet som adgangskrav til studieordningerne for MSc in Electronic Systems og MSc in Computer Engineering
- Kurset ”Numerisk videnskabelig beregning” er der ansøgt om ændring af prøveformen fra skriftlig eller mundtlig til løbende evaluering.
- Vi har tilføjet teksten om at valgkurserne kun udbydes hvis der er mindste 10 studerende

Appendix B

Brug af Linux computere til skriftlige digitale prøver

Skriftlige stedprøver skal som udgangspunkt afvikles via Digital Eksamen (DE) og studerende er forpligtigede til at have overvågningsprogrammet ITX Flex kørende.

ITX Flex kan dog ikke køre på Linux og ChromeOS platforme. Studienævnet kan dispensere fra kravet om brug af ITX Flex mod, at der er skærpet overvågning på anden måde.

På institut for elektroniske systemer er der fastlagt flg. rammer for skærpet overvågning:
- Studerende er informeret om, at uden brug af ITX Flex vil der være skærpet overvågning
- Eksamensvagter skal inden eksamen have en liste med navne på studerende, der skal være under skærpet overvågning.
- Studerende under skærpet overvågning placeres samlet (evt. i separat lokale)
- Eksamensvagter skal inden eksamen have oplyst hvilke værktøjer de studerende må anvende under eksamen.
- Eksamensvagter skal være i stand til at identificere om studerende bruger ikke-tilladte hjælpmidler
- Eksamensvagterne skal løbende tjekke, at studerende under skærpet overvågning ikke bruger ikke-tilladte værktøjer.
- Eksamensansvarlig underviser opfordres til at gå runder i eksamenslokalet under eksamen for at sikre, at der kun bruges tilladte hjælpemidler.

Proceduren for dispensationsansøgning, hvis en studerende vil gerne søge om brug af Linux computer til en digital skriftlig eksamen:

- Ansøgning sendes til study@es.aau.dk senest d. 1. december (eller en måned før eksamensdato, hvis eksamen ligger i december)
- Studieadministration samler en liste af studerende som har søgt dispensation
- SN formand godkender på vejen af studienævnet

### Appendix C

Referater – Fall 2022 – bachelor

<table>
<thead>
<tr>
<th>Semester</th>
<th>Items for ESN</th>
<th>Action point</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESD1</td>
<td>Students would like to have more help with social arrangements</td>
<td>Will be considered under “study start” evaluation. No separate AP</td>
<td></td>
</tr>
<tr>
<td>COMTEK1</td>
<td>Nothing for ESN</td>
<td></td>
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</tr>
<tr>
<td>CCT1</td>
<td>A lot of good initiatives that could be “borrowed” by other programmes</td>
<td>Will be considered under “study start” evaluation. No separate AP</td>
<td></td>
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<tr>
<td>ROB1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>EIT3</td>
<td>Nothing for ESN</td>
<td></td>
<td></td>
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<tr>
<td>COMTEK3</td>
<td>Nothing for ESN</td>
<td></td>
<td></td>
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<tr>
<td>PDP3</td>
<td>2 courses are running partly as a self study</td>
<td>Investigate whether extra hours can be granted</td>
<td>TKM</td>
</tr>
<tr>
<td>ROB3</td>
<td>Nothing for ESN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCT3</td>
<td>Exams date</td>
<td>Dates are already approved by ESN. No AP</td>
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<tr>
<td>EIT5</td>
<td>Wish for info about master programs</td>
<td>Mater programs presentations are already planned at the end of November – beginning of December. No additional actions required</td>
<td></td>
</tr>
<tr>
<td>ROB5</td>
<td>Nothing for ESN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDP5</td>
<td>Nothing for ESN</td>
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<td></td>
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<tr>
<td>COMTEK5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General for all semesters</td>
<td>Ventilation in room, both CPH and AAL campus</td>
<td>Info om student kitchen is missing</td>
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Referer – Fall 2022 – master

<table>
<thead>
<tr>
<th>Semester</th>
<th>Items for ESN</th>
<th>Action point</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES7</td>
<td>Comments on work load with 4 courses and a project</td>
<td>To be considered by EG</td>
<td>EG</td>
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<tr>
<td></td>
<td>How to make it a nice experience for new students</td>
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<td></td>
<td>High work load in ML course</td>
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<td></td>
<td>Request for info about internships</td>
<td></td>
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<tr>
<td>CE7</td>
<td>High work load in ML course</td>
<td>To be considered by EG</td>
<td>EG</td>
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<tr>
<td></td>
<td>Many mini-projects in different courses</td>
<td></td>
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<tr>
<td>ROB7</td>
<td>AI in the curriculum?</td>
<td>EG is working on the revision, with the inclusion of ML and AI in the curriculum. No separate AP.</td>
<td></td>
</tr>
<tr>
<td>PDP7</td>
<td>Question about the number of pages and template for the paper</td>
<td>Coordinator has cleared it up with JDB</td>
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<tr>
<td>ICTE7</td>
<td></td>
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<tr>
<td>CYBER7</td>
<td>Nothing for ESN</td>
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<tr>
<td>CA9</td>
<td>Nothing for ESN</td>
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<td>CT9</td>
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<tr>
<td>VGIS9</td>
<td>Nothing for ESN</td>
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<td>SPA9</td>
<td>Nothing for ESN</td>
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<tr>
<td>ROB9</td>
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<tr>
<td>ICTE9</td>
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<tr>
<td>CYBER9</td>
<td>Nothing for ESN</td>
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<tr>
<td>DCLEAD9</td>
<td>Nothing for ESN</td>
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<tr>
<td>General for all semesters</td>
<td>Bicycle parking space is not enough</td>
<td>Indoor environment; ventilation: acoustics</td>
<td></td>
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</tbody>
</table>