**AALBORG UNIVERSITET**

## Minutes

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| Subject: | Study board meeting – No. 2023.03 |
| Date: | 22 March 2023 |
| Minute taker: | Tatiana K. Madsen |
| Participants: | Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Troels Bundgaard Sørensen,  Henning Olesen, , Heidi Sørensen, Thomas Gundgaard Mulvad (CE), Mads Steentoft (COMTEK), Miad Anbari (ROB), Marianne Enslev Mikkelsen (EIT),  Daniel Vitagliano (CCT) |
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| Observer: | |
| | Ove Andersen, Mads Græsbøll Christensen |
| Cancellations: | Thomas B. Moeslund, Rikke Skov Udengaard (EIT) |

## Agenda

1.  Approval of agenda
2.  Approval of minutes from meeting in February 2023
3.  ESD drop out rate
4.  Graded courses in the updated curriculum for CE and ES
5.  Possibility of admitting students with MED bachelor on Cyber Security master
6.  Procedures for students travel reimbursement
7.  SSH and STEM integration
8.  Update in the study regulation with respect to prerequisites for courses
9.  Distribution of seats in ESN
10. Dispensation
11. Messages
12. A.O.B.

## Minutes

### Ad. 1. Approval of agenda

Agenda is approved.

**Ad. 2. Approval of minutes from meeting in February 2023**

With a minor correction the minutes were approved.

**Ad. 3 ESD drop out rate**

According to drop out rate estimation, on March 1, 2023 we have 23 students registered on ESD, while on Sept 1 2022 there was 32 students started (numbers include both ESD + E-diplom). Measures to prevent further drop out and long-term strategic measures for improvement of study environment have been discussed during the meeting:

**For current students/ mentor talks** : the problem of high drop out on ESD has been discussed already on a meeting with the study leader, education coordinator, semester coordinator, semester secretary and ESN chairman. It has been agreed to hold mentor-talks individually for all students on ESD2. The coordinator, JDB, is responsible for implementation. The mentor talks will take place in March-April 2023. The necessity of further actions will be decided on the basis of these talks.
**Action point**: mentor talks. Responsible: JDN

**Adjustment of the study regulation**: based on the experience of 1$^{st}$ semester of ESD (updated study regulations), there is a question whether some adjustments are necessary.  E.g. there is no P0 project now and it might be that P0 project has an important social aspect, allowing students to get to know each other better. Additionally,  the course on Circuit theory and calculus are running now in parallel and the scope of Circuit theory (KDS) can be overwhelming for 1$^{st}$ semester students. For Intro to programming support course the choice of programming language should be considered.
**Action point**: to contact education group whether adjustments in study regulation are required and if yes, which ones. Responsible: TKM

**Study start and study environment**: according to ESD students' feedback, they were missing social arrangements at the beginning of the semester. At the same time, according to the feedback from tutors, the planned events were not well attended. Based on this feedback, some important changes in the tutors work and adjustments in the study start are already planned. The work is ongoing and no further actions are required.

**Ad. 4. Graded courses in the updated curriculum for CE and**

In the updated study regulations for ES and CE masters almost all courses are graded. Previously, only a few courses were evaluated with grades. Coordinators for ES and CE were asked to collect feedback from the students. Generally, the students say that they feel high exam press. Some of the students say that they take exam preparation more seriously when an exam is graded and thus, they learn more. It seems that students prefer to have courses graded (however, no statistics were collected).

HO: at master programs that we are running in CPH we always have had courses with graded exams. Comparing with other universities in the same area, where courses are graded, students would like to have graded courses also at AAU.

HS: a questionnaire prepared by HS for his groups on bachelor and master level indicates that having 3 courses with graded exams puts students focus away from their project work.

TKM: according to the rules, only 1/3 of ECTS can be evaluated as pass/not pass. Since we have an option for a 30 ECTS internship on the 9<sup>th</sup> semester (ungraded), it leaves space for extra ungraded 10 ECTS. 5 ECTS is used for Numerical Scientific Computation (running evaluation).

There has been discussed how to reduce the exam stress (e.g. for ES 4 courses exams in January): running evaluation; an exam in December; co-location of a project and a course exams.

**Action point**: to contact education groups and ask for their suggestions for changing evaluation forms for some exams or adjustments of exam implementation. Responsible: TKM

### Ad. 5. Possibility of admitting students with MED bachelor on Cyber Security master

Education coordinator for Cyber, JMP, has contacted ESN with a suggestion to include the following two educations to the list of educations that give direct admittance to Cyber master:
• BA i medialogi, AAU
• Diplomingeniør i softwareteknologi, AU
**Conclusion:** ESN approves this change. It will be sent to the faculty on November 1, 2023.

### Ad. 6. Procedures for students travel reimbursement

ESN has responsibility to handle students' applications for travel reimbursement. TKM has given an overview of the budget and the spendings done in 2023. The budget is limited (50.000 DKK for a year 2023) and we have spent already almost a half of it. Typically, the peak of applications are in May and in September-October. Additionally, handling of applications takes a lot of resources of ESN secretariat. ESN has asked the department ES about help to handle these applications.

The procedures for granting the applications are old and should be updated. Previously, ESN supported the following type of applications: visit to companies; travel in connection with project work ; participation in education events; participation in conferences. During the meeting it has been discussed whether ESN has a possibility to continue proving financial support for conference participation given limited budget for students travel. It has been decided that from 2024 ESN does not support conference participation, and instead students could receive support from department sections. OA and MGC are asked to discuss this with the section heads of the department.

**Action point**: to update procedure for travel money applications. Responsible: TKM
**Action point**: to find administrative support for handling applications. Responsible: OA
**Action point**: to provide operational procedure description to the department. Responsible: TKM
**Action point:** to discuss the change in the procedure with the section heads at ES department. Responsible: OA

**Ad. 7. SSH and STEM integration**

TKM has updated on the work for SSH and STEM integration. TKM has participated in the networking event on March 17, 2023.

During the meeting there has been discussed different options and it has been concluded that the most interesting options for ESN educations are the following:

- **Cooperation within student projects**: ESN has already defined a procedure for application for a joint project. ESN is typically willing to approve necessary dispensations (e.g. exam date or similar). Typically, 2 censors are participating in project evaluation (as censor corps are rarely the same).

    Conclusion: no changes in the current procedures are necessary to support this option.

- **Innovation and entrepreneurship**: there is an option for all ESN studies on 9$^{th}$ semester to do a project oriented stay in a company and many students are using this option. Additionally, we are a good collaboration with SE who provides support for students willing to start their own company.

    Conclusion: no changes in the current procedures are necessary to support this option.

- **Hackathons**: shorter events (2-3 days) to give students a possibility to get knowledge in a specific area. We have experience e.g. with B&O camps. ESN has expressed interest in participating in FinTech Hackathon (organized by AAU Business).

    Conclusion: ESN participates in FinTech hackathon.

**Ad. 8. Update in the study regulation with respect to prerequisites for courses**

TKM has suggested that all pre-reqisitives for courses are marked as "Anbefalede forudsætninger for deltagelse i modulet". This has been approved.

**Ad. 9. Distribution of seats in ESN (Repræsentationsom- råder i studienævnet)**

With the increase of students in CPH campus and de- crease in AAL campus, TKM has suggested to consider whether the distribution of seats between campuses in ESN should be updated for the next election period. During the meeting TKM has presented the students numbers. TKM has suggested that 2 seats for students are reserved for CPH (and 4 seats for AAL). Seats for VIP members remain the same. This suggestion has been discussed and approved.

**Conclusion**: ESN would like to adjust the seats distribution for students members of SN and sends the application to the faculty.

**Ad. 10. Dispensation**

The requested additional material has not been received by ESN before the meeting and it has been decided to postpone processing of the application to the next meeting.

**Ad. 11. Messages**

Numbers for master education applications for 2023 has been shown.

**Ad. 12**. **AOB**
None.