



AALBORG UNIVERSITET

Minutes

Subject: Study board meeting – No. 2023.01
Date: 18 January 2023
Minute taker: 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, Daniel Vitagliano, Heidi Sørensen, Anton Bjørndahl Mortensen
Observer:
Cancellations: Carsten Lunde Nielsen, Thomas B. Moeslund

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in January 2022
3. Minutes from Employers panel (aftagerpanel) meeting
4. Quality reports (Kvalitetsrapport)
5. Censorformandskabets årsrapport 2022
6. Semester descriptions (semesterbeskrivelser) for Spring 2023
7. Exam press during winter exam session
8. Application for scheduling an exam in April 2023 for CCT2
9. Changes in Master in IT for commenting
10. Messages
11. 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 December 2022

The minutes were approved.

Ad. 3 Minutes from Employers panel (aftagerpanel) meeting

The meeting with the Employers panel at the Dept of Electronic Systems took place on October, 2022. The Study Board is informed about the discussions during the meeting via the minutes. The following items (which have been on the agenda for the meeting and the comments from the employers panel) have been discussed:

- **Diversity in bachelor intake** (more girls at our educations): it is important to tell the outside world about our educations and update our PR strategies , e.g. by using Instagram, not facebook; more visible via a role models. The communication officer, Camilla, and OA are working on the updated strategy. Information about activities is communicated to the education coordinators regularly (at least once in a half year).
- **Internship for diplom students**: our students are challenged to find places with payed internship. A direct contact with HR departments of relevant large companies can be taken. This is a task for a praktik coordinator. **Action point**: prepare/ update the task description of a praktik coordinator. Responsible: TKM. Deadline: spring 2023.
- **Long life education**: the study board agrees that a new model for courses proposed by a member of the panel sounds interested (when a company buys a course + a half a year "support")
- **SSH and STEM integration**: the study board agrees that the success of cross-disciplinary projects requires interest from all parties involved.

Ad. 4. Quality reports (Kvalitetsrapport)

Charlotte Høeg has participated in the meeting under this item.

Quality report for CCT and Cyber: two main topics have been discussed: 1) significant number of CCT students are admitted on kvote 2 and often CCT is not their 1st priority choice; 2) low numbers for study time , compared with other educations. It has been pointed out that a higher percent of answers on questionnaire is needed, as well as improvement in study environment at CPH campus. There is ongoing work on improving the study environment. The Study Board does not have any comments or corrections to the document.

Quality report for ICTE, DCLEad: in the coming year there will be started work on preparing a prequalification application to start a new master education in Computer Engineering at CPH campus. The Study Board does not have any comments or corrections to the document.

Quality report for ROB: in 2023 there will be a coordinated effort in presenting master education possibilities for ROB students on the 6th semester by the 4 departments, involved in the education. Previously, these presentations were done separately by individual departments and uncoordinated actions could result in some confusion among the students. The Study Board does not have any comments or corrections to the document.

Quality report for PDP: the upcoming challenge is that the last intake is small. Majority of courses are running for the last time and the students, who are taking a 3rd examination attempt, do not have an opportunity to



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follow the failed courses again. However, this is not considered as a problem, since PDP students are usually passing the courses with 1st or 2nd attempt. The Study Board does not have any comments or corrections to the document.

Ad. 5. Censorformandsskabets årsrapport 2022

The yearly report from censor corps has been made available for our information.

After an introduction of separate censor corps for bachelor/master studies and diplom studies, it is more difficult to find external censors for ESD, where we have mixed groups. According to the report, in October 2022 there was 23 new censors registered for both corps. This is very positive. There is a possibility to apply for new people to be registered during the appointment period of 4 years. We should be aware of this possibility and use it, in case the challenge of finding external censors for ESD continues.

Action point: to inform the coordinators of ESD2, ESD4 about this possibility. Responsible: PK

Ad. 6. Semester descriptions (semesterbeskrivelser) for Spring 2023

Semester descriptions should be no longer approved by a study board, however we must be informed about them. The Study Board has considered the collected semester descriptions for spring 2023 semester.

The Study Board has discussed whether the procedure concerning the semester descriptions can be improved. The majority of the descriptions are ready in good time before the semester start, however there are single descriptions that are missing. There is an expectation that the semester coordinators will be involved in the process and check whether all descriptions are available on the moodle for their semester.

Action point: inform the coordinators. Update the coordinator role description. Responsible: TKM. Deadline: before feb 1, 2023.

There has been discussed that in many cases the information written in the semester descriptions are redundant (study regulations; semester descriptions; moodle pages for modules). For many students it is easier to find a detailed information about e.g. a course by the moodle page or registering for a moodle page from last year. The coordinators could consider to discuss the semester descriptions during the first semester group meeting (also to get an input from the students whether semester descriptions are useful and what information would be valuable to include there for the students).

Ad. 7. Exam press during winter exam session

This item has been included into agenda on the request by the students' members of ESN. The item has been presented by STP and TKM and followed by a discussion.

STP has received feedback from COMTEK students that they feel pressed during exam preparation for winter exam session. Project reports are delivered just before Christmas and exams start right after the New year. Students feel that they can not have a Christmas break with family and friends, but need to prepare for the exams.

Different options has been discussed, ranging from ideas to start a semester mid August to spread the exams over a longer period in January. Pros and cons of different options have been mentioned. Additionally, it is clear that study techniques could help to reduce this press, when students are better in planning of their exam preparation. The following points are emphasized:



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- **One course per semester with running evaluation/ exam in December:** on EIT4 one of the courses exam is co-located with a project exam and on EIT5 one of the exam is with running evaluation. It reduces the exam press in January. **Action point:** education groups are asked to consider whether some courses can be evaluated as running evaluation or with the exam in April/ December and provide this feedback to ESN. Responsible: TKM. Deadline: during spring 2023 semester.
- **Many courses with grades:** after the revision of bachelor and master for electronics and computer engineering all courses are now graded. It puts extra pressure on the students. The impact of this decision should be carefully evaluated. **Action point:** evaluation of consequences of having all courses graded on ESD, ES, COMTEK, CE. Feedback should be collected from teachers; students; afterpanel. Responsible: TKM. Deadline: during spring 2023
- **Possibility to start winter exams from January 5:** currently we start on January 3. Exam planning is always challenging due to many shared courses and limitations in a number of rooms. **Action point:** this wish is communicated to the study secretariat, however ESN understands that due to practical limitations it might not be possible to implement. Responsible: TKM.

Ad. 8. Application for scheduling an exam in April 2023 for CCT2

An application for scheduling an exam Agile Development in April 2023 for CCT2 has been received from the coordinator.

Decision: ESN grants a dispensation and permission to run this exam in April in Spring 2023 semester. The coordinator is requested to provide the feedback after the examination. Based on the feedback from the teachers and students, it will be considered whether the exam should be placed early for all further semesters.

Ad. 9. Changes in Master in IT for commenting

Suggested change that is relevant to ESN is that it is not possible to follow both packages, "Teknisk IT-Sikkerhed for Generalister" and "Netværkssikkerhed", since there is a significant overlap between them.

ESN approves this change and has no additional comments.

Action point: communicate this to IT-Vest coordinator. Responsible: TKM

Ad. 10. Messages

- The ministry has approved the name change from maspet in Information and Communication Technologies to Master in Cyber Security and Privacy.
- There is planned a kick-off meeting on Feb 14, 2023 on :pilot projects for integration of SSH- and STEM competencies into AAUs educations
- Application for changes in ICTE and application for changes in diplom internship are still under approval at the faculty. It has been applied to have these changes implemented already from Spring 2023 semester.



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- Extraordinary exams for the students from 7th semester who are still missing to complete their bachelor are planned.

Ad. 8. A.O.B.

- Anton, Christian and Steffen are stopping at the study board. We thank them for being active members and for their contribution to ESN work!
- The minutes from the meeting will be sent via email for the approval.