



AALBORG UNIVERSITET

Minutes

Subject: Study board meeting – No. 2022.8
Date: 21 September 2022
Minute taker: Heidi Sørensen/Tatiana K. Madsen
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler,
Thomas B. Moeslund, Henning Olesen, Rikke Skov
Udengaard, Christian Winther Rønnest, Anton
Bjørndahl Mortensen, Steffen Tidou Pedersen, Daniel
Vitagliano
Observer:
Cancellations: Carsten Lunde Nielsen, Troels Bundgaard Sørensen

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in August 2022
3. New examination rules
4. Changes to the written exams and submission in Digital Exams
5. Exam form and module description for internship for Bachelors of Engineering in Electronics
6. Questions for alumni questionnaire
7. Grade statistics
8. Follow-up from last meetings
9. Messages
10. A.O.B.

Minutes

Ad. 1. Approval of agenda

The agenda was approved. RSU has an additional item for Messages.



Ad. 2. Approval of minutes from meeting in June 2022

The minutes were approved.

Ad. 3 New examination rules

New Examination rules (Eksamensordning for prøver ved Aalborg Universitet) are valid from September 2022. TKM has presented the changes that have been introduced compared with the previous version of this document. The implications of these changes on the studies and teaching administration have been discussed. Here are the main points of discussions:

Afsnit 1.3 Udeblivelse fra prøver mv. "Det er fjernet fra afsnittet, at de studerende ikke har mulighed for at gå til reeksamen, såfremt de udebliver fra den ordinære prøve."

It seems that with this new rule it will be easier for the students to "blank". However, since no show up still counts as an examination attempt, we do not expect that the number of students who will be skipping the first attempt will increase. No change in planning for oral exams schedule should be introduced.

Afsnit 2.1.1 Tilmelding til reeksamen. "Studienævnet er dog ikke forpligtet til at tilbyde reeksamen i en termin, medmindre der er studerende, der ikke består den ordinære prøve som 1. prøveforsøg."

Since there can be students that would like to take a reexam who are now on higher semesters (typically 3rd examination attempt), the Study Board and study administration will be planning all reexams (regardless whether all students from the current semester has passed or not during an ordinary exam). The reexam will be cancelled in case of no registrations.

Afsnit 3.0 Regler for afholdelse af prøver m.v. "Det er tilføjet, at prøver på AAU som udgangspunkt afvikles i Digital Eksamen. Studienævnet kan dog fravige dette, såfremt det ikke er muligt at afvikle prøven i Digital Eksamen. "

This has a big implication on the way we administrate written exams. Majority of written exams are currently done with "pen and paper". According to the new rule, by default during the written exams the problems should be downloaded from DE, and solutions should be uploaded to DE. This allows for use of digital tools to write the solutions. This poses a problem for those students, who prefers to write down the solutions on the paper. TKM has been speaking with students on different semesters and their feedback is that the majority prefers to type in the solutions, instead of writing the solutions by hand. This is what students are get used from high schools. Student members of ESN confirms it.

Using DE requires installation of ITX Flex. ITX Flex can not be run on Linux machines and on some of our studies many students are using Linux operating system. This potentially will present a problem, which could be solved with extra physical monitoring during exams.

In case analogue submissions of the solutions is preferred for pedagogical reasons, the Study Board should receive an application for dispensation from a course-holder.

Action point: inform study secretariat and relevant course holders about the change. Responsible: TKM, HSO

Ad. 4. Changes to the written exams and submission in Digital Exams

The Study Board has received the following request from the study leader, OA, and the study administration: *"På Fredrik Bajers Vej råder Institut for elektroniske systemer fra 1/1-2023 over fire seminarrum, som skal anvendes til alle studieaktiviteter inkl. skriftlige eksamener."*



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Typisk er de skriftlige eksamener af 4 timers varighed og afholdes inden for en periode på to uger. Fremadrettet vil der være behov for at kunne afvikle to skriftlige eksamener i det samme lokale i løbet af én dag. Studienævnet bedes kommentere på en mulighed at afholde 3-timers eksamen i stedet for 4-timers".

The Study Board agrees that 4-hours written exam solution gives the following advantages:

- students have more opportunities to show what they can;
- this type of examinations is typically assessed with a grade and it is easier for an examiner to make a fair assessment with a higher number of problems in the exam set.

At the same time, ESN acknowledge that starting exam at 7:30 is not an acceptable option either. Given the resource constraints in terms of available rooms for examinations, the Study Board approves having the written exams of 3-hours duration. Making this change will have an implication on the amount and difficulty level of exam problems, since their level should be adjusted to 3 hours exam.

Action point: inform the relevant course-holders . Responsible: TKM, study secretariat

Ad. 5. Exam form and module description for internship for Bachelors of Engineering in Electronics

There has been hold a meeting with OA, TKM and KMN (DE praktik coordinator) to sum up the experience after the summer internship exams for DE students. This has led to the suggestion for the adjustments in the examination procedure. These changes have been presented by TKM during the meeting and discussed afterwards:

- Grading passed/ not passed
- Evaluation on the basis of the submitted written report and statement from a company. Deadline for submission of the documentation is end of June. The examination results are announced within 15 working days.

This adjustment requires update in the study regulation. Additionally, current formulations for the internship module have been discussed and some reformulation have been proposed to introduce clarity over the content of the report.

Conclusions: proposed changes has been approved by ESN

Additionally, it has been noticed that in ESD and DE study regulations there are a few modules where the examination form is given as written. To allow for more flexibility (especially for reexamination , when the number of students at an reexam is low and it is too resource demanding to have a written exam), the Study Board has decided to change the examination for to "written or oral".

Action point: changes in the study regulation. Responsible: HSO

Ad. 6. Questions for alumni questionnaire

This year an alumni questionnaire will be sent to ICTE, ITCOM, DCLEAD, PDP (bachelor and master), ROB (bachelor). There is a possibility to set up to 5 education specific questions in the scheme. Drafts for such questions, prepared by TKM and HO, have been discussed and the members of ESN have agreed on formulations of these 5 questions.

Action point: 5 education-specific questions are sent to CH. Responsible: TKM

Ad. 7. Grade statistics

An overview of the failure rate at the exams in Spring 2022 semester after the first examination attempt has been presented. There are a number of courses with high failure rate, e.g.:



- *PDP2, Introduction to Phycology; Interaction design* : a number of students (3 students and 5 students) have not shown up and it is an indication that they have decided to drop their studies.
- *ROB4/EIT6/COMTEK6, Introduction to Probability and Statistics*: 46% has not passed the course at the first attempt. This number is very high. Especially students from ROB4 and COMTEK6 had problems with passing the course. However, at the reexam there were only a few students (5 students in total) who has not passed the reexam. It has been hold a meeting with OA, JDB(ROB education coordinator) and TKM (course holder) to discuss the high failure rate. Next year the course-holders will put extra focus to facilitate the active learning of the students during the course, preventing postponing it to a week just before the exam.
- *CYBER8, DCLEAD8, ICTE8, Identity and Access management*: similar situation when a number of students “blanked” for the ordinary exam, however at the reexam 5 out of 7 has passed and only 2 failed.
- *SPA8, Reconfigurable systems*: there are only 8 students and 3 has not passed the ordinary exam. This explains a high failure rate. All 3 students have passed the reexam.

Generally, a tendency can be observed that some students prefer to fail an ordinary exam (especially if it is placed at the very beginning during the exam period) and come prepared for the reexam. Analysis of the exam results for Fall 2022 semester will be done to collect more evidences. At this point more further actions are planned.

Ad. 8. Follow-up from last meetings

Dato/ meeting	Action	Follow-up
08.2022	Specification of admission requirements	Done
08.2022	Semester descriptions – email to coordinators	Done
08.2022	Semester descriptions – collection of missing descriptions and archive them	Work in progress
08.2022	Request to ROB education group and SL	Will be done after this meeting, when the minutes are approved

Ad. 9. Messages

- TKM has reminded about the upcoming election for students to SB
- TKM has informed about the numbers set for maximum intake for ESN educations. More information can be found at <https://www.intra.inside.aau.dk/Lofter/>
- RSU has pointed out that the amount of bicycle stand is too little, given the increased number of students in this part of the campus. RSU will write to the campus service.

Ad. 8. A.O.B.

None