



Minutes

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| Subject: | Study board meeting – No. 2020.1 |
| Date: | 8 January 2020 |
| Minute taker: | Heidi Sørensen |
| Participants: | Tatiana K. Madsen (TKM), Jan H. Mikkelsen (JHM), Thomas B. Moeslund (TBM), Morten Falch (MF), Ove Andersen (OA), Peter Kjær Fisker (PKF), Marcus Bisgaard Jensen (MBJ), Damian Leporis (DL) |
| Cancellations: | Kristian Helmer Kjær Larsen (KL), Aleksander Nowak (AN), Tom S. Pedersen (TSP), Henning Olesen (HO) |

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in December 2020
3. Messages
4. Minutes from semester group meeting
5. Follow up on students complaint about quality of teaching
6. Study activity model
7. Dispensation
8. A.O.B.

Minutes

Ad. 1. Approval of agenda

The agenda was approved.

Ad. 2. Approval of minutes from meetings in December 2019

The minutes from December 2019 meeting was approved.

Ad. 3. Messages

- The submitted updated study curricula have been approved by the pro-dean of education.
- For EIT bachelor and E diplom the elective module has been introduced on the 2nd semester “Dynamic electronic systems in a global and sustainable societal context”.
- Contract-unit has updated the recommended NDA agreements. The standard agreement is signed by students and a company. Version called “Company standard agreement” is available when it is desired that a supervisor also signs NDA.
- Semester descriptions are expected to be collected by January 20.

Ad. 4. Minutes from semester group meeting

No new points of attention for the study board has been mentioned in the received minutes (mainly minutes for 3rd semester group meetings).



Under this item a wish from students side (expressed on different semesters) to have individual group-rooms has been discussed. It is economically not feasible to provide all students with individual group rooms. An idea to organize a workshop to collect the ideas for study places organization has been brought up. Potentially broadening the topics to how to do group-work not being in the same office place.

Ad. 5. Follow up on students complaint about quality of teaching

ESN has received an additional complaint from the students about teaching in the same course as discussed during last meeting.

During the last ESN meeting it has been pointed out that the students should have necessary material for exam preparation and the involved course-holder was asked to provide examples of possible exam problems with the solutions by December 20, 2019. The examples have been made available on moodle only on December 28, after many attempts to contact the course-holder. This situation led to a lot of frustration among the students and uncertainty about the exam.

It came to ESN's attention that the institute has assigned the supervision teaching tasks on the coming semester to the same person as was the course-holder. This has been discussed and the following points has been highlighted:

- 1) The students have previously complained that the presentation and explanation of the material is very fuzzy and they have difficulties understanding it. It is very likely that the same problem will be experienced during supervision.
- 2) The students have previously experienced that the promised documents were not delivered on time. It is very likely that the same problem will be experienced during supervision.

Moreover, the situation with the course on the current semester has had a big impact on the students' trust and it is doubtful whether a good relationship between students and the teacher can be reestablished.

ESN asks the institute administration to redistribute teaching tasks and find another person for supervision on the coming semester for the involved students.

The vice-chairman of ESN and other students' representative will call for a meeting with the involved students to hear if they have any other comments. The meeting will be arranged within a week and the minutes of this meeting will be done separately.

Ad. 6 Study activity model

The current practice at ESN has been discussed. It has been pointed out that the main goal is to make the students understand that expected working load is approx. 45 hours per week. Since all students are different, it is unrealistic to make a detailed model calculating exact number of hours needed for each activity. All coordinators are aware of study activity model and all course holders are planning courses in a way that studying requires approx. 150 hours of working load. Typically, different activities in courses are distributed uniformly in the first two periods of a semester. Based on this, it has been concluded that we continue with the same principles:

- 1) Telling and reminding the students about the work load required by the studies: via semester descriptions, course descriptions; during semester start meetings and meetings with the head of the study board. Special focus is on the 1st year of bachelor and master studies.
- 2) If a need is identified, it can be used before the semester start for semester planning purposes.

For Spring 2020 based on the feedback received last year it has been concluded that there is no need to use study activity model for semester planning.

Ad. 7 Dispensation



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1 exemption application was processed

Ad. 8 A.O.B

Tatiana thanked the study board members who stop by the study board for their work.

The minutes will be distributed via email for approval.