



Study Board for  
Media Technology  
[mtstudyboard@create.aau.dk](mailto:mtstudyboard@create.aau.dk)  
[www.create.aau.dk](http://www.create.aau.dk)

**Chairman**

Claus B. Madsen  
Phone: +45 9940 8788  
[cbm@create.aau.dk](mailto:cbm@create.aau.dk)

**Secretary**

Anne-Marie Rasmussen  
Phone: +45 9940 8792  
[amr@create.aau.dk](mailto:amr@create.aau.dk)

**Minutes from Media Technology Study Board Meeting 2024.5  
Thursday, August 15, 2024**

**Present members:**

Claus B. Madsen, VIP AAL (CBM)  
Jesper Rindom Jensen, VIP AAL (JRJ)  
David Meredith, VIP AAL (DM)  
Ali Adjorlu, VIP CPH (AA)  
Carlos Diaz, VIP CPH (CD)  
Georgios Triantafyllidis, VIP CPH (GT)  
Lukas Gade Ravnsborg, MED8 CPH (LGR)  
Mads Nyborg Jespersen, MED4 AAL (MNJ)  
Julius Ebenau Winther, MED8 CPH (JEW)

**Secretary:**

Anne-Marie Rasmussen (AMR)

**Present observers:**

Markus Löchtefeld (ML), observer, Head of Studies  
Trine Dalsgaard (TDAL), observer, secretary, Quality assurance  
Martin Tran Pham (MTP), observer, study counselor AAL  
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

**Absent:**

Vanilla Riis Mortensen, MED4 AAL (VRM)  
Nicolai Reinhold Schøler MED4 AAL (NRS)  
Joan Toribio Aquarales, SSD8 CPH (JTA)  
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2024-5-1
2.	Information from the Chairman <ul style="list-style-type: none"> <li>Information regarding Study Board representation area from 2025</li> <li>Complaints from students regarding teaching, supervision, or exams (summer exams 2024)</li> </ul>	
3.	Information from the Vice Chairman	
4.	Status on the action plan from meeting no. 2024.4	2024-5-2
5.	Study plan revision <ul style="list-style-type: none"> <li>Artificial Intelligence Engineering, B.Eng</li> <li>Medialogy BSc.</li> <li>Medialogy MSc.</li> <li>Sound and Music Computing, MSc. <b>(framework MED/SMC, Stefania Serafin and Cumhuri Erkut will present this topic at the meeting)</b></li> <li>Service System Design MSc. <b>(application for approval)</b></li> <li>Lighting Design MSc.</li> </ul>	2024-5-3
6.	Self-evaluation action plan <ul style="list-style-type: none"> <li>Artificial Intelligence Engineering, B.Eng</li> <li>Medialogy BSc.</li> <li>Medialogy MSc.</li> <li>Sound and Music Computing, MSc.</li> <li>Service System Design MSc.</li> <li>Lighting Design MSc.</li> </ul>	
7.	Proposals for Study Board discussions and initiatives <ul style="list-style-type: none"> <li>AI in project and course work</li> <li>Publication ethics concerning student work</li> <li>Monitoring internship placement suitability</li> </ul>	



	<a href="#">Generativ AI platforme - Aalborg Universitet (aau.dk)</a>	
8.	Semester group meeting minutes, spring 2024 <b><i>(Please read the ones from your own campus)</i></b>	2024-5-4
9.	Evaluation of study environment, spring 2024 <b><i>(Please read the ones from your own campus)</i></b>	2024-5-5
10.	Employer panel meeting Media Technology 2024	2024-5-6
11.	Intake numbers Media Technology 2024	2024-5-7
12.	Statistic material–Exam attempts (4th, 5th and 6th) 2022, 2023, 2024	2024-5-8
13.	Any other business	2024-4-7
14.	Dispensations <ul style="list-style-type: none"><li>Information from the study board secretariat</li><li>1 case (info via mail)</li></ul>	

### 1. Approval of agenda and minutes from the last meeting

**Approval of agenda:** Agenda approved.

**Approval of minutes from the previous meeting:** Minutes approved.

### 2. Information from the Chairman

- **Information regarding Study Board representation area from 2025**

CBM informed that we must decide how many members the study board should be entailed and how the seats are distributed between AAL and CPH. Normally we have a balance between the two locations. In the meeting we decided that we will keep the same format as usual.

- **Complaints from students regarding teaching, supervision, or exams (summer exams 2024)**

CBM informed that we have had a long period of no complaints. This time we are informed about 2 complaints. One in the AI programming course in MED6A. The two students were allowed to get an extra exam with a new miniproject.

Another complaint from the Artificial Intelligence Engineering. The student did not get the complaint accepted.

CBM pointed out that handling of dispensation cases needs to be handled at Study Board meetings not by mail. It is important that we have the debate face-to-face. If needed, we will arrange a special extraordinary meeting just for handling this. Hopefully enough members can participate so we can qualify the vote.

### 3. Information from the Vice Chairman

Nothing for this meeting.



#### 4. Status on the action plan from meeting no. 2024.4

##### **Dispensations:**

DM and CD start planning a couple of lectures on proper citation etc.

03.04.24: Not handled yet.

08.50.24: Not handled yet.

**15.08.24:** DM is quite busy this semester and has no time to focus on this. CD is preparing some workshops for Master students in CPH this semester. One of the topics will be proper citation. It is optional for the students to participate. Maybe it could be beneficial to offer this to the Master students in AAL as well. **To be continued in the action plan.**

##### **Teacher of the year, 2023-2024 election**

CBM will contact one of the student representatives in Aalborg to hear if they can participate in the graduation ceremony and hand over the nomination document to Andreas.

AMR and LGR: We will make a report and prepare the nomination documents during June.

LGR will inform AMR about the elected student award.

**15.08.24:** MNJ handed the nomination document to Andreas at the graduation ceremony. LGR made a TOTY report together with AMR, and it was distributed to both staff and students. The elected student award went to MTP. **To be removed from the action plan.**

##### **Semester group meeting minutes, spring 2024**

CPH

MED2C SGM1 – one of the courses (UX) use Python but students have not learned it yet.

CBM will contact the coordinator regarding the MED2 course issues.

**15.08.24** – DM suggests giving the MED2A students a two-day workshop in Python like the one that he is giving to the MED7 students. Could give it for the MED2C students as well. The Study Board approves the idea. **To be removed from the action list.**

MED6C SGM1 – It seems that the students are lacking information regarding examinations.

And a comment regarding communication with the industry.

CBM will ask head of studies, section leader and coordinator regarding collaboration with companies. And CBM will ask coordinator regarding communication level in this semester.

**15.08.24:** CBM has been in contact with the coordinator for MED6C and he has promised to improve this topic next year. **To be removed from the action plan.**

SMC8 SGM1 – It seems that the coordinator needs to contact the study board, but we cannot really see what it is about. CBM will contact the coordinator to make sure that everything is on track.

**15.08.24:** CBM has been in contact with Cumhur. It seems that the problem went away so the contact to us is not an issue anymore. **To be removed from the action plan.**



## 5. Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc.**  
**(Framework MED/SMC, Stefania Serafin and Cumhur Erkut will present this topic at the meeting)**
- **Service System Design, MSc.**  
**(application for approval)**
- **Lighting Design, MSc.**

### **Sound and Music Computing MSc.:**

Stefania and Cumhur participated in this meeting. Stefania informed about how to integrate SMC in the Medialogy MSc program in CPH. The plan is to integrate it from Fall 2025.

DM: Will we run it in Aalborg as well?

ML: We do not have enough seats for this in AAL.

We had a debate about when the students need to decide which specialization they should continue. A reply was before 2<sup>nd</sup> semester.

The Study Board secretariat needs to get the paperwork from the steering committee as soon as possible so it can be handled and hopefully approved in the Study Board meeting in September 2024.

There were no objections from the Study Board to continue the work with this specialization.

### **Medialogy BSc both AAL and CPH:**

CBM has asked all program responsible staff regarding potential changes in the current running study plans.

For this it occurred that we have some issues with the courses in the BSc. Programs where the courses are examined in the project exams. Would it be possible to remove that at least for some of them?

We had a debate how to cope with this. The easy part is to separate the project exam and the course exam on all semesters.

Just to be sure how this will work, we must encourage the BSc. coordinators and "PE"-teachers where this occurs to communicate about this and provide us with pros and cons.

ML: In MED2A it works quite well with the project and the Interaction design course examined together. The idea was to reduce the workload. Perhaps if the teacher makes sure that the student makes all hand-ins and the grade in the course will be pass/fail.

We had a debate about how to grade the courses. Pass/fail or 7-grade scale.

It was decided to split the courses from the project exams. The next part will be how to evaluate the students in these courses. The modality will be written or oral. If some wants to have it changed then we will investigate that.

There were no objections, so the Study Board secretariat will continue the work splitting the activities where it makes sense.



## **Service System Design, MSc.:**

We have received a request from the SSD program responsible (Amalia de Götzen). Amalia would like to change the exam format of one of the courses to pass/fail. It is the only course that will have this status. Reason: The course is hands-on, and the students have to work on quite tangible outputs (e.g. creating a design fiction video), the format pass/fail allows the students to be a bit more experimental

The Study Board accepts this change.

## **6. Self-evaluation action plan**

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc. CPH**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Nothing new for this topic.

## **7. Proposals for Study Board discussions and initiatives**

- **AI in project and course work**
- **Publication ethics concerning student work**
- **Monitoring internship placement suitability**

[Generativ AI platforme - Aalborg Universitet \(aau.dk\)](https://www.aau.dk/en/about-us/strategic-areas/generative-ai)

### **AI in project and course work**

CD: One of the students was suspected of using AI in the exam paper. Was that legal? All the guidelines can be found in the abovementioned link. The different Study Boards can overrule these guidelines.

CBM: We should make guidelines for courses and projects. It would be fine if the students use AI, but it should be visible in the report that it has been a tool.

We had a debate about plagiarism and guidelines for both.

ML gave two links for AI and cheating, and plagiarism:

<https://www.studerende.aau.dk/praktisk/it/generativ-ai-pa-aau>

<https://www.students.aau.dk/rules/exam-cheating-and-plagiarism>

It might be hard work for the students to give all these links to document both AI, text or code. Main issue is that the teacher is clear when instructions are given properly with regards to exam rules. It should be part of the module description on Moodle what is expected for the exam.

**Action:** CBM will look at how to formulate exam rules regarding AI into descriptions for both modules and projects.



### **Publication ethics concerning student work**

CD: Would like to publish a paper and got in doubt when it was published together with students. Should the name of the student be first or last. CD has contacted the ethical office at AAU before summer holiday but has not heard from them yet.

We also had a debate about "stealing" from each other.

ML: I think it is covered by the Danish code of conduct for researchers. However, if you collaborate with students, you must be aware of the GDPR rules.

The more documentation or policies for these topics the better. It could be optimal to create these policies in physical workshops.

CBM: It is important to articulate this, if it is a problem.

**Action:** CD is working on a draft with guidelines for publication ethics and will send it to CBM and ML.

### **Monitoring internship placement suitability**

CD: Many complaints with POSEO (project-oriented study in an external organization) last year. For new staff it can be hard to guide the students where to go on POSEO, as some companies are great, and others are less good. Would it be possible to have a database, where comments could be noted?

CBM: Would prefer if the program coordinators (education responsables) could monitor this, so this would not be a Study Board issue.

CD suggests that it could be a semester project for the students.

## **8. Semester group meeting minutes, spring 2024**

AAL

DAKI2 SEM – Nothing

MED2 SEM – Nothing

MED4 SEM – Nothing

MED6A SEM – Nothing

MED8A SEM – Challenges with topics, running the miniprojects and online teaching in elective courses. This relates more to the coordinator than the Study Board.

CPH

MED2C SEM - Nothing

MED4C SEM - Nothing

MED8C SEM – Challenges with a course. CD: the course will change next year. Maybe also consider presenting the elective courses by the former coordinator in MED7 to prepare the students on their choices.

**Action:** MED8C: Challenges with a course: CBM will contact the 7<sup>th</sup> semester coordinators and ask them to present the elective courses on 8<sup>th</sup> semesters and give the presentation as an annual task.

SSD8 SEM – Nothing.



## 9. Evaluation of study environment, spring 2024

CBM informs the study board that since 2023, AAU's study environment survey has been conducted as an integrated part of the Ministry of Education and Research's national survey 'Danmarks Studieundersøgelse.' In this survey, questions are sent to students at all higher education institutions, and AAU has also added some institution-specific questions. The study thus replaces AAU's own internal Study Environment Surveys. The survey is sent out every other year, in odd-numbered years (first time in 2023). CBM did not find anything important to comment on in the evaluation from the graphs in the material from the last survey.

The Study Board made the following follow-ups on the study environment of the students:

Programme	Challenges /wishes from the students	Comments from the Study Board
DAKI / BSC	Students find it difficult to navigate in Moodle	Moodle is the chosen platform for AAU, and there is continual work on trying to improve the use of the platform.
Medialogy Bsc (AAL)	There is a lot of noise in the group rooms, and the students do not consider each other.	The Study Board encourages this to be discussed in the Semester Group Meetings, as the Semester Coordinators should be involved.
Medialogy Bsc (CPH)	In some of the courses, too many different tools are introduced that are not used after the courses are completed.	The Study Board comments that they cannot act on this, as they don't know which tools there is referred to. They need to know more before taking action.
Medialogy Bsc (CPH)	It is difficult to see the connection between the subjects and the job market.	The Study Board works on improving the collaboration with the job market continually through employer panels, internships and so forth. There is a continued strong focus on this issue.
Medialogy Bsc (CPH)	Wish for instructors to coordinate courses and workload regarding deadlines.	This is an issue we keep struggling with. CBM will address this issue every time there is a coordinator meeting, and send out a statement concerning this, to avoid peak loads.
Medialogy Bsc (CPH)	Wish for more social events and an upgrade of the Friday bar.	The Study Board / CBM will send out a statement that there is a possibility to apply for some funding – however the initiative has to come from the students.
Medialogy MSC (AAL MSc + CPH BSc)	Students find it difficult to navigate in Moodle as teachers use Moodle differently	Moodle is the chosen platform for AAU, and there is continual work on trying to improve the use of the platform
Medialogy Msc (CPH)	On the one hand, it's nice that all teaching takes place online, but on the other hand, it also hinders interaction and networking among students.	The Study Board agrees and tries to keep online teaching at a minimum, and as far as possible no hybrid meetings.
SMC	Wish for more licenses for software used in studies and demanded in the job market.	The Study Board comments that they cannot act on this, as they don't know which software there is referred to. They need to know more before taking action.
SMC	Difficult to find information about rules and guidelines, such as illness, extensions, etc.	The Study Board does not understand the comment, as it seems easy to find through a simple google search.
SSD	Students find it difficult to navigate in Moodle and it does not synchronize with google	Moodle is the chosen platform for AAU, and there is continual work on trying to improve the use of the platform.



**10. Employer panel meeting Media Technology 2024**

As we ran out of time, we will move this topic to the next meeting.

**11. Statistic material – Exam attempts (4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>) 2022, 2023 and 2024**

As we ran out of time, we will move this topic to the next meeting.

**12. Intake numbers Media Technology, fall 2024**

As we ran out of time, we will move this topic to the next

**13. Any other business**

Nothing.

**14. Dispensations**

- **Information from the study board secretariat**

None.

- **Cases (closed point)**

One case – result: The sixth attempt was granted if the student can send us a medical document stating that he is ready to be examined. And we also agreed to encourage the student strongly to attend a half day session with the teacher.





### **Actions:**

#### **Dispensations:**

DM and CD start planning a couple of lectures on proper citation etc.

03.04.24: Not handled yet.

08.50.24: Not handled yet.

**15.08.24:** DM is quite busy this semester and has no time to focus on this. CD is preparing some workshops for Master students in CPH this semester. One of the topics will be proper citation. It is optional for the students to participate. Maybe it could be beneficial to offer this to the Master students in AAL as well.

### **Proposals for Study Board discussions and initiatives**

- **AI in project and course work**  
CBM will look at how to formulate exam rules regarding AI into descriptions for both modules and projects
- **Publication ethics concerning student work**  
CD is working on a draft with guidelines for publication ethics and will send it to CBM and ML

### **Semester group meeting minutes, spring 2024**

MED8C: Challenges with a course: CBM will contact the 7<sup>th</sup> semester coordinators and ask them to present the elective courses on 8<sup>th</sup> semesters and give the presentation as an annual task.

### **Topics/actions to the next meeting agenda:**

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps - the report is still not available (08-05-2024)
- Employer panel meeting Media Technology 2024
- Statistic material – Exam attempts (4th, 5th, and 6th) 2022, 2023 and 2024
- Intake numbers Media Technology, fall 2024