



AALBORG UNIVERSITET

Agenda for TB study board meeting

April 27th, 2022, 13.00-15.30

Members: Maj-Britt Quitzau (Head of Study Board), Maurizio Teli (Programme coordinator TAN AAL), Andrés Felipe Valderrama Pineda (Programme coordinator SD CPH), Andreas Birkbak (rep. Dep. of Culture and Learning CPH), Maja Elisabeth Hultberg Rasmussen (student rep. TAN AAL), Petrine Tveden (student rep. BD/SD), Bob Mølgaard Sørensen (stud. rep. TAN AAL).

Observers: Rasmus Mølgaard Hansen (student study councillor TAN AAL), Janni Rise Frellsen (Study Board secretary), Diana Wolff Bie (study secretary TAN AAL and minute taker).

Absent:

Members: Lars Botin (Programme coordinator TAN CPH) - mandate to Maurizio Teli; Andreas Birkbak (rep. Dep. of Culture and Learning CPH) - mandate to Maj-Britt Quitzau; Signe Pedersen (Programme coordinator BD CPH) - mandate to Andrés Felipe Valderrama Pineda; Gorka Diaz (BD/SD student rep.) - mandate to Petrine Tveden.

Observers: Astrid Oberborbeck (rep. Dep. of Culture and Learning AAL), Laura Telling Clausen (student study councillor BD/SD CPH), Marc Dean Mejnert (student study councillor TAN CPH), Helene Nynne Lauterbach Sandholdt (student observer BD).

Locations:

CPH: ACM15, M2, 2.057 (HYDRA)

AAL: RDB14 4.307

...and online via Teams

Follow-up for Janni and Maj-Britt

Follow-up for others

Items marked with **bold** are quality items.

Meeting agenda

1. Approval of agenda
2. Information from study board chair and secretary
 - a. Recruitment process for new student study councilor TAN AAL in course
 - b. Meeting regarding TAN Closure
3. Short recapitulation of points from earlier meetings (appendix)

This point on the agenda contains the action list from previous meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined.

 - a. Status on update of new TAN homepage (new study curriculum)
4. **Semester evaluations for autumn 2021 (appendix)**

The semester evaluations from autumn 2021 are discussed. The chair has prepared an overall overview based on all the reports. Focus areas and follow-up meetings in relation to low rated activities are identified.
5. **Yearly account from the Engineering examiners (appendix)**

The yearly account from the Engineering examiners is discussed, and action points are taken if necessary.
6. **Yearly account from the Anthropology examiners (appendix)**

The yearly account from the Anthropology examiners is discussed, and action points are taken if necessary.

7. Concept for Master's day
Academic discussion in the study board about how Master's day is best done. The student study councilors provide input about how it is run today and the concept for this event is discussed.
8. Approval of new Entrepreneurship elective project on SD3 (appendix)
Andrés has asked for the possibility of including a fifth elective project on SD3, since many students from this programme are happy about following the entrepreneurship course. The entrepreneurial course is difficult to integrate in the current 4 electives, because the learning goals are very specifically oriented towards gaining experience with starting up a company. For that reason, a specific elective project is developed for this specific purpose with learning goals that resonate better with the entrepreneurial elements.
9. Case handling – follow up (appendix – in Danish)
As a follow up from the last meeting, it is discussed whether there are any comments to the current way of handling cases in the study board. Members of the board have been asked to read through the appendix carefully and to comment on the practices.
10. Distribution of the rest of the UFM2 funds (appendix)
TB-SN discusses how to prioritize the rest of the UFM2 funds. We did not get approval for using our representational account for the Friday Outlook and Project Narrative, so it should be considered whether we want to prioritize some for this or whether it should benefit the students more directly.
11. New TB-SN meeting to be moved to another day
Suggestion to move the meeting on the 30th of May to e.g. the 23rd of May due to student project submissions. TB-SN talks about what fits the calendars best.
12. Any other business (AOB)
This is a standard point on the agenda if some of the members of the study board should have any issues that they would like to raise. Please do also remember that you can always ask for having points on the agenda.

Minutes

1. Approval of agenda
The agenda was approved. The study board was competent to make decisions, as enough members are present or represented by mandates. The minutes from the March meeting were approved.
2. Information from study board chair and secretary
 - a. Recruitment process for new student study counsellor TAN AAL in course
An email was distributed from the study secretary to all TAN AAL students on 26 April, and Rasmus has sent a message out via Facebook as well.
Concerning student study counsellor in Copenhagen: Marc has been chosen as student study counsellor in Copenhagen and will take over from Evie over the coming months. We have not yet received a resignation from Evie, but she is expected to leave by end of July.
 - b. Meeting regarding TAN Closure
Mail has been sent out to TAN students on the 26 April requesting representatives. It will be an online meeting on 18 May.
3. Short recapitulation of points from earlier meetings (appendix)
This point on the agenda contains the action list from previous meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined.
Maj-Britt has sent the draft for the summer course to Pernille for approval.
We have a new template for the semester descriptions and those descriptions for the fall semesters, which are under the new study curriculum from TAN, will be using this (TAN1, TAN3, TAN7, TAN9).
Concerning the SD3 semester description: Janni will be keeping this until the entrepreneurship part is approved (see point 8).
Study abroad for bachelor students: Signe and Laura have worked hard on the process, but the procedure is that the students will have to do all the work themselves (finding a university and a programme, as well as the contact to them and the application to the study board). The International Office only advice generally. There are pros and cons to collaborations with other universities: Pro is that it can be a strength for our educations to create contacts at international universities for the bachelor students. Con is that it will take a lot of resources from us and could be very stressful for the

students. There are also certain administrative challenges that we should be aware of.

Agreement that we should look at which semesters it would make sense to make this a possibility.

Janni has a list of the universities we usually send master students to. Perhaps these universities could have programmes which could be relevant for our bachelor educations.

a. Status on update of new TAN homepage (new study curriculum)

TAN homepage is being updated. Rasmus, Maurizio, Lars, Evie and Sidse are working hard at it. The page for the masters is 'heavier' than the page for the bachelor, so it is taking longer and is more difficult. It is also a different target group for the masters' page than for the bachelor page. But the work is progressing.

4. Semester evaluations for autumn 2021 (appendix)

The semester evaluations from autumn 2021 are discussed. The chair has prepared an overall overview based on all the reports. Focus areas and follow-up meetings in relation to low rated activities are identified.

Maj-Britt has made an overview (red-yellow-green). There will be a follow-up meeting with those coordinators that have courses or projects with a red rating.

There are a few problems with PBL. Maj-Britt will have a conversation about this with Kalle and Jette from UCPBL.

Digital tools:

Follow-up point "digital tools": Maj-Britt and Maja will take it up, when we have one of our meetings with the pro-dean of education at TECH.

A question from the study board: Do we introduce the students to too many software programs?

Signe is considering the different software that BD should focus on in relation to the revision.

Funds (students' applications):

<https://www.plan.aau.dk/Uddannelser/Studien%C3%A6vn+for+Teknoantropologi+og+B%C3%A6redygtig+Design/Retningslinjer+i+TB-SN/>

Several students note that they are not aware of the possibility of the funds for projects. We must make this clearer. The students have to find the rules and application form for funds on the TB web page. It is suggested to place a link to this in the Semester rooms in Moodle.

Elective projects:

There is a dilemma in the evaluations with the elective projects on BD5, because the students do not feel that there are any differences. Maj-Britt will have a follow-up dialogue with Birgitte about this.

Getting the students to fill in the semester evaluations:

There is an ongoing dialogue facilitated by the Head of Studies, where we discuss the format of semester evaluations. Andrés and Maj-Britt are part of this dialogue.

We must make the students more aware of the reason we need them to answer the semester evaluations; that they exist for the students to be able to address the problems they have. A suggestion of how to get the students to fill in the semester evaluations is to make them do it as part of a lecture. The study board had a discussion of coherence between the courses and the projects, and upwards in the semesters.

Maj-Britt stresses that some of the evaluations mention good teachers and should be used for finding the Teacher of the Year? **Maj-Britt will send Maja a list.**

Highlights from the educations:

BD/SD:

High ambitions created a stress factor for the BD3 students.

Also, this is a post-Corona period, and the social cohesion is generally difficult sometimes.

Maj-Britt and Signe will have a follow-up meeting with the present BD4 students about the evaluation from their 3rd semester.

TAN CPH:

TAN9 CPH: It is a challenge to balance between the academic and the internships.

There was a suggestion of changing the internship projects (25 ECTS) from 7 grade scale to passed/not passed.

TAN AAL:

Problems with a 5th semester experiment; with 1st semester PBL and general attendance of the students at 1st semester. Maurizio mentions that the problem with the connection between P0 and P1 at TAN7 AAL will solve itself, as P0 disappears.

Rasmus stresses that some students find it difficult to have an exam in May and then go back to the project work afterwards. This makes the intense period (exam period) longer, and that can be difficult for the well-being of the students. So, it can have the opposite effect of what was wanted.

However, Bob remarks that the 2nd semester students in AAL are glad that they have an exam in May to have that finished before handing in the project.

We should make sure when making the semester descriptions, that the students have a month before handing in the project for concentrated project work. So, no other exams during that period of time.

The semester evaluations describe problematic issues with a specific teacher having courses in both AAL and CPH. Maj-Britt and another teacher have talked with the teacher in question after a dialogue with the students, and the solution is that the examination is changed from oral to written assignment. Exemption from the curriculum is needed, as the course exam is defined as an oral exam. The teacher was sorry to hear about the criticism as the teachers' behavior had not been intended in the way that it was perceived. It was a good dialogue, and we will follow up if needed.

Janni will send out the feedback based on Maj-Britt's table in the appendix.

5. **Yearly account from the Engineering examiners (appendix)**

The yearly account from the Engineering examiners is discussed, and action points are taken if necessary.

Maj-Britt briefly described the contents of the yearly account for the Engineering Examiners Corps. The main change for the Engineering corps is the division of Diploma and Civil. Maj-Britt will send a response.

6. **Yearly account from the Anthropology examiners (appendix)**

The yearly account from the Anthropology examiners is discussed, and action points are taken if necessary.

Maj-Britt described the contents of the yearly account of the Anthropology Examiners Corps. They note changes in the administration of the education but express great satisfaction with both the new study secretary and the study board chair. They raise the critique that students too often pick ANT as a theory by default choice. They would like the students to consider the theoretical possibilities more broadly. Maurizio explains that on the master, ANT will disappear next year, so no more problem with that. Let Lars respond regarding the bachelor, since he runs the STT course in CPH, where all the theories are introduced. Maj-Britt will draft a response and send it to Maurizio and Lars regarding the more theoretical response.

Andrés adds that he has asked the students on the SD master to justify more clearly, when they choose ANT. This should be emphasized for the following semesters.

7. **Concept for Master's day**

Academic discussion in the study board about how Master's day is best done. The student study councilors provide input about how it is run today and the concept for this event is discussed.

Rasmus stressed that it is important to tell the students why they should take a Master's degree within the same area as their Bachelor's.

Postponed for a later meeting.

8. **Approval of new Entrepreneurship elective project on SD3 (appendix)**

Andrés has asked for the possibility of including a fifth elective project on SD3, since many students from this programme are happy about following the entrepreneurship course. The entrepreneurial course is difficult to integrate in the current 4 electives, because the learning goals are very specifically oriented

towards gaining experience with starting up a company. For that reason, a specific elective project is developed for this specific purpose with learning goals that resonate better with the entrepreneurial elements.

André has made a draft for an extra elective for the 9th semester on SD as this is needed. We will need to get an exemption from the curriculum for this because of the Learning objectives.

It was discussed what kind of company cooperation would be part of this with regards to the documentation that Janni must fill out. Since they are in internship in their own company it does not make sense for them to be included regarding external collaboration.

Emphasis in the description of this new project module is that the groups develop an understanding of the value of their positions and product and can justify it.

Approved.

9. Case handling – follow up (appendix – in Danish)

As a follow up from the last meeting, it is discussed whether there are any comments to the updated way of handling cases in the study board. Members of the board have been asked to read through the appendix carefully and to comment on the practices.

The study board members had all gone through the updated general table of practices regarding case handling in the study board and **it was approved.**

Maj-Britt and Janni presented a specific student case which they would like to discuss with the study board. It is a case where one of our first year BSc students did not participate in the S22 ordinary examination without the presence of extraordinary circumstances and therefore is not allowed to participate in the reexamination due to a rule in 'Rules for Course and Exam Registration and Credit Transfer at AAU'. This rule states that a student who has not participated in the ordinary examination cannot participate in the reexamination within the same exam period but can only register for the following ordinary examination.

The purpose of the rule is to avoid students deliberately not participating in the ordinary examination but instead waiting for the reexamination to gain more time for the exam preparation. Normally the only consequence is that the students being absent at the ordinary examination will have to wait for the following ordinary examination, but for first year BSc students it will also result in them not complying with another rule stating that students who have not participated in all examinations before the end of their first year of study following enrolment will be withdrawn from the University. Thus, it will have great consequences for BSc first year students who as a result will have their enrolment at AAU terminated by the study board (unless there are documented extraordinary circumstances).

This is a great dilemma for the study board because of course we must follow the rules, when handling student cases, but for us this rule does not make much sense, as students can still hand in blank at the ordinary exam and get the grade 'not assessed' and hereby gain more time for preparation by waiting for the reexamination. Thus, the rule has no real effect, but causes students who might have misunderstood the rules and not handed in blank at the ordinary examination to end up in a really bad situation, where they are to be unrolled from AAU. This is a difficult situation, as both students and the study board do not wish for this result. In the given case we would therefore like to grant the student an exemption since he is still new to AAU and the rules, and since it will have great consequences for him if he is not granted an exemption. Thus, the study board agrees to grant the student an exemption from the rule, so that he can participate in the reexamination.

It is discussed that it would make sense to grant BSc students at first study year an exemption from the rule to avoid having to terminate their enrolment at AAU. Also, it would be great to be able to offer other students an exemption, as the rule is only causing challenges for both students and staff.

However, we will have to discuss the handling of such cases with the AAU Legal Department. Also, it would be good to have a discussion with them about the possibility to change or remove the rule, as it does not have the desired effect. **Janni will contact the AAU Legal Department regarding this matter.**

10. Distribution of the rest of the UFM2 funds (appendix)

TB-SN discusses how to prioritize the rest of the UFM2 funds. We did not get approval for using our representational account for the Friday Outlook and Project Narrative, so it should be considered

whether we want to prioritize some for this or whether it should benefit the students more directly.

Postponed for the next meeting.

11. New TB-SN meeting to be moved to another day

Suggestion to move the meeting on the 30th of May to e.g. the 23rd of May due to student project submissions. TB-SN talks about what fits the calendars best.

Monday 23rd is chosen.

12. Any other business (AOB)

This is a standard point on the agenda if some of the members of the study board should have any issues that they would like to raise. Please do also remember that you can always ask for having points on the agenda.

The list of students in the study board must be updated online.

(After the meeting: Janni has updated the page:

<https://www.plan.aau.dk/Uddannelser/Studien%C3%A6vn+for+Teknoantropologi+og+B%C3%A6redygtig+Design/>