



Study Board for
Media Technology
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Minutes from Media Technology Study Board Meeting 2022.8 Wednesday, September 14, 2022

Present members:

Claus B. Madsen (CBM)
Jesper Rindom Jensen (JRJ)
Rodrigo Ordonez (RO)
Niels Christian Nilsson (NCN)
Hjalte Drejer Jørgensen (HDJ)

Secretaries:

Anne-Marie Rasmussen (AMR)
Signe Sølgaard Garp (SSGA)

Present non-members:

Kit Valentin (KV), observer MED student AAL
Jens Lindberg Hammer (JLH), observer, study counselor AAL
Atle Søbørg Nyhus (ASN), observer, study counselor CPH
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

Absent:

Nis Ovesen (NOVE), observer
Olga Timcenko (OT)
Cumhur Erkut (CER)
Julius Ebenau Winther (JEW)
Daniel Claes Thiesen (DCT), observer LID student
Alexandru Cristian Chiritescu (ACC), observer, study counselor AAL

Minutes keeper:

Anne-Marie Rasmussen

Agenda		Enclosure
1.	Approval of agenda and minutes from the last meetings	2022-8-1
2.	Information from the Chairman	
3.	Information from the Vice chairman	
4.	Status on the action plan from meeting no. 2022.7	2022-8-2
5.	Study plan revision and self-evaluation <ul style="list-style-type: none"> • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc., CPH • Service System Design MSc. • Lighting Design MSc. 	
6.	Meeting calendar, 2023	2022-8-3
7.	Quality of study board meeting minutes (see mail from CBM)	2022-8-4
8.	Preapproved credit transfer, MED1 fall 2022	2022-8-5
9.	Dispensation framework students fall 2022	2022-8-6
10.	Any other business	
11.	Dispensations <ul style="list-style-type: none"> • Information from the study board secretariat • Cases 	



1. Approval of the agenda and minutes

Approval of agenda: Agenda approved

Approval of minutes from the previous meetings: Minutes approved.

2. Information from the Chairman

CBM has previously informed the study board about the minimum admission requirements for our master programs. It is not exactly an easy task to describe this in the study plans into detail what kind of student backgrounds that we would like to see. It is important that it is operational for the program responsible staff. The task is not final yet, but we aim to finish the descriptions soon and will hopefully see the finalized descriptions in the next study board meeting.

The AAU Election for the period of 2023 will soon take place. This time it is the student seats in the study board that can be elected.

Unfortunately, our good vice chairman is no longer a student at Aalborg University. As we only have one more elected student in the study board (JEW) he is automatically the new chair.

We thank HDJ for the good work that he has done in the study board. CBM will contact JEW regarding appointment as new vice chair.

Action: CBM will contact JEW and inform him about the decision regarding the post as vice chair.

3. Information from the Vice chairman

HDJ has chosen to work in a company after the bachelor's degree and would like the other student in the study board to take the task as vice chair. See the text under topic 2.

HDJ has already stepped back with regards to the other posts that he also have held at Aalborg University.

And HDJ has recently informed some of the students in lower semesters at campus Copenhagen to look at the different possibilities in board and council work and expect that we will have three student representatives in the study board next year.

4. Status on the action plan from meeting no. 2022.07

Information from the Chairman – Employer panel meeting minutes

SSGA will send out the minutes from the employer panel meeting to the members of the study board. It is handled. **To be removed from the action plan.**

Re-visit the DADIU exam due to CBMs experiences

Maybe HSF can join a SN meeting where we can discuss this.

09.02.22: Not handled yet. Maybe we can have it as a point in an agenda at a meeting where we don't have a lot of other stuff.

09.03.22: CBM and HSF will arrange a meeting to debate DADIU exam experiences. And will they have to change anything in the future?

06.04.22: Not handled yet.

09.05.22: Not handled yet. We will look at it in the fall.

08.06.22: Not handled yet.

17.08.22: Not handled yet.

14.09.22: Not handled yet. **Remains in the action plan.**



Annual report: Computer Science censor corps

CBM will contact censors at AAU and investigate how the feedback works at AAU.

08.06.22: CBM has not handled this topic yet.

We had a minor debate about feedback from the reports.

17.08.22: Not handled yet.

14.09.22: Not handled yet. **Remains in the action plan.**

Formalized guidelines for reports and papers

CBM will send an email to the semester coordinators and teachers, saying that there are no formalized guidelines. If formalized guidelines are wanted, they must be in the semester descriptions before semester start.

08.06.22: Not handled yet. NCN and Sofia Dahl will work with the guidelines during August. The guidelines should contain expectations in general. Mainly for students in master semesters. The study board would like to see the outcome of this meeting. Possibly in the September meeting.

17.08.22: NCN and Sofia are in process with the guidelines.

14.09.22: NCN informed that he and Sofia Dahl have created formalized guidelines for the students regarding hand in material for projects, mainly to avoid misunderstandings. See attachment to this topic. There has mainly been some confusion regarding scientific papers as hand in material. KV and JLH were both involved in the process and had comments to the document, which was very fine. We had a debate whether it is possible to hand in a scientific paper in other semesters than MSc01 (maybe MSc02 or MSc03) or not. It seems that the study board can grant dispensations to this according to the exam rules at Aalborg University. It would be a good idea to mention this in the document and refer to the paragraph in the rules.

CBM and JRJ will look at the guidelines for reports and papers prepared by NCN and Sofia Dahl and give reflections before it is informed out to all colleagues. **Remains in the action plan.**

Semester descriptions, Fall 2022

The study board secretariat will make a specification regarding the exam in IP, MED3 AAL/CPH. It is handled. **To be removed from the action plan.**

5. Study plan revision and self-evaluation

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
- **Sound and Music Computing MSc. CPH**
- **Service System Design MSc.**
- **Lighting Design MSc.**

The only program revising the study plan is Service System Design. We expect to see a draft from the revision group soon; no later than at the next meeting.

Action: CBM will ask for a draft of the new SSD study plan, so it can be approved at the next study board meeting.

New topic for the next meeting:

Topic 5 will split into two and there will be a topic for both study plan revision and for self-evaluation in the future.

6. Meeting calendar 2023

The meeting calendar for 2023 was approved by the study board.



7. Quality of study board meeting minutes (see mail from CBM)

The vice chair participated in a meeting with the pro dean for education at our faculty around summer time and one of the tasks from that meeting was evaluation of the study board meeting minutes.

CBM has asked the study board to give feedback through mail regarding the minutes from the last year. It seems that the minutes are aligned with what was decided or oriented about.

JRJ looked at three of the minutes. Overall, it looks very fine. Sometimes it is not quite clear what the problem was, but it is not super critical.

CBM – it can be hard to describe the actual problem in each topic. How much detail must we put into the minutes? How much background information must be included, so as to make it possible for outsiders to understand what has been discussed and decided at a study board meeting? We will keep doing our best in the future. Other study boards claim that minutes have too many abbreviations and acronyms; it does not really seem to be a problem for us.

We also talked about the language of the minutes. We will keep the English format.

8. Preapproved credit transfer, MED1 fall 2022

To this topic we have an attachment with an overview over how many preapproved credit transfers that the study board secretariat has granted. It is typically the activity PBL, that we grant merit for.

This week we have received a complaint from one of the students. We have rejected to grant merit for P0 and P1 from another study at Aalborg University. We will have to look at the case again.

SSGA: For your information, the student must upload documentation for former education that might give merit. If the merit is not granted, the student is informed in a rejection letter. In this letter they are also informed about how to make a complaint.

In the case with a complaint CBM will contact MED1 coordinator (Ali) and hear if he can see a link between the two programs. The study board secretariat will give a new decision on behalf of the suggestion from Ali.

KV: If the student is granted credit for all MED1 activities, there might be issues with "SU".

9. Dispensation framework students fall 2022

CBM gave orientation about the number of students that have applied for dispensation framework to a master program. See attachment to this topic. These students have not finished their bachelor program and can only study 30 ECTS at the master and at the same time finish their bachelor. In some cases, we will have to offer extraordinary exams in fall 2022. We look at each application and make an individual decision.

10. Any other business

Nothing.

11. Dispensations

- **Information from the study board secretariat**

None

- **Cases**

None



Actions:

Information from the Chairman - Appointment of new vice chair:

CBM will contact JEW and inform him about the decision regarding the post as vice chair.

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CBM and JRJ will look at the guidelines for reports and papers prepared by NCN and Sofia Dahl and give reflections before it is informed out to all colleagues.

Study plan revision

CBM will ask for a draft of the new SSD study plan, so it can be approved at the next study board meeting.



Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Study plan revision in one topic (this text can be removed when it is carried out)
- Self-evaluation in one topic (this text can be removed when it is carried out)