



Minutes

Subject: Study board meeting – No. 2023.10
Date: 15 November 2023
Minute taker: Tatiana K. Madsen
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Henning Olesen, Heidi Sørensen, Miad Anbari (ROB), Thomas Gundgaard Mulvad (CE), Marianne Enslev Mikkelsen (EIT), Mads Steentoft (COMTEK), Daniel Vitagliano (CCT), Rikke Skov Udengaard (EIT)

Observer:
Cancellations: Miad Anbari (ROB), Thomas B. Moeslund, Troels Bundgaard Sørensen

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in October 2023
3. Datapakken
4. Handlingsplaner
5. Alumni evaluation
6. Evaluation of the study start
7. Minutes of semester group meetings – Fall 2023 semester
8. Status on dispensation applications and complaints
9. Messages
10. A.O.B.

Minutes

Ad. 1. Approval of agenda

Agenda is approved.

Ad. 2. Approval of minutes from meeting in October 2023

The minutes were approved.



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Ad. 3 Datapakken

Charlotte Høgh in her role of Quality assuring officer at ES is participating in the meeting and participate in discussions on this item.

The document with the updated statistics for 2023 has been received by ESN. During the meeting, the document has been discussed, with extra focus on the “red” categories. Generally, the numbers indicate that there are no major concerns about the educations under ESN. The following observations have been made:

- **PDP employability:** the numbers have improved, even though still in the red category
- **CE drop out rate** (17%; 4 students out of 23): the numbers are for VGIS and CT master programs. 3 students have decided not to continue their education, without taking a contact and we are not able to come in contact with them. They have had personal challenges.
- **ES drop out rate** (17%; 6 students out of 34): the numbers are for SPA and CA. We can see that one student has chosen to change the program to diplom and one to ROB master.
- **ITCOM:** 2 students are still registered. They do not participate in the exams due to illness (medical documentation has been received)
- **COMTEK drop out rate** (39%): it can be explained that individual students had different personal challenges and decided to stop.
- **DE drop out rate (50%):** there has been a big drop out for ESD and DE for September22 intake. There has been started already many initiatives and after this semester we will be able to evaluate if it has had a positive effect. According to the semester group meetings minutes, there is a positive feedback on the study start, involvement of tutors and good feedback on Programming course (its implementation has been adjusted compared with 2022). The idea of having a practical oriented project for DE students is discussed and currently it is planned for their 4th semester. There have been organized an event= a guest lecture on SDR, with a good feedback from the students. Such events are appreciated by the students, even though it takes time and resources to prepare a good event of this type. **Conclusion:** ESN recommends that we continue with the already planned action items, without introducing new. First we would like to see the effect of those. We have started with the updated study regulation in 2022 and we need to run it for several years , before we can speak about adjustments in the study regulation. There is a large freedom in implementation of the modules and such implementation adjustments should be done based on the feedback and teachers observations, especially when we are rolling out the new study regulation.
- **Exceedance of study time**
 - **ROB, ICTE:** we are in contact with the most of delayed students and have individual study plans
 - **ESD:** negative value can be explained by the fact that some students are changing from DE to EIT
 - **CE:** negative value can be explained by the fact that one student has changed from another master
 - **CYBER:** negative value can be explained by the fact that some students gets credit transfer and some guest students have decided to stay and finish education here



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Ad. 4. Handlingsplaner

Charlotte Høgh in her role of Quality assuring officer at ES is participating in the meeting and participate in discussions on this item.

Charlotte has explained that there are currently 61 active HP in the list and for 10 of them ESN is responsible. Charlotte has explained about the new platform for HP. During the meeting we went through the 10 items. The following has been discussed:

- **HP 1.14:** the newest status has been discussed under the previous item
- **HP 1.15:** it has been implemented. It can be moved to drift.
- **HP 1.18:** the current status for the used language for teaching has been discussed during one of the previous ESN meetings. From Fall 24 we admit guest students on 5th and 6th semesters on all of our bachelor educations. It can be closed.
- **HP 1.19:** it has been implemented. It can be moved to drift.
- **HP 1.21:** Anders Henten, DECLEAD coordinator, is contacted by CH for status
- **HP 1.22:** it has been implemented. It can be moved to drift.
- **HP 1.25:** TKM finds out the status
- **HP 2.10:** we are in process to implement procedure where all coordinators at the semester start meeting give students time to fill in the scheme. AP: TKM sends reminder to coordinators before the semester start. Study secretariat continues to send the reminder to the students on the study start day. Additionally, there are ongoing work to simplify the scheme. Other SNs at TECH have similar challenges; experience exchange is ongoing. AP: CH, TKM and students from ESN prepares a new version of the evaluation scheme. It is planned to be presented in April 2024 meeting to ESN for approval.
- **HP 2.15:** ongoing work in the study team. CH has prepared template. It will be updated manually twice a year. Current systems do not support automatic updates.

Ad. 5. Alumni evaluation

This year alumni evaluation has been received for the following educations: ITCOM, ROB, PDP, ICTE and DCLEAD. The evaluations have been discussed during the meeting and the following observations and conclusions have been made:

- **ITCOM:** ITCOM bachelor education is closed. CCT education that runs at CPH campus has changes the character significantly, and thus the experience obtained from ITCOM can not directly be applied to CCT. Alumni feedback indicates that they are generally happy with the education and used it or part of it at their job
- **ROB:** Importance of programming skill is underlined by the alumni. Majority answer that received skills contributed to the development and were useful.
- **PDP:** Alumni say that corona made the job search more difficult. Alumni are applying for a first job at different regions of Denmark, not only North Jutland. Few answers indicate that analog



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electronics part of education is not used. However, it is unclear how representative these few answers are, since simultaneously there are answers that knowledge in electronics helps the designers to speak with the developers.

- **ICTE, DCLEAD:** no surprising answers.

Conclusion: the received feedback does not call for adjustments in implementation or study regulations.

Ad. 6. Evaluation of the study start

The document with study start evaluation has been discussed during the meeting. The following has been pointed out:

- Answer percentage is over 50%
- Satisfaction
 - Majority of students are satisfied with the start of studies (approx. 80% green); 1 person is not satisfied (red)
 - Good social connection
 - more detailed data in section 2 does not provide additional information/ insight
- Activities
 - Best activities in connection with the start of studies are City tour with tutors and students
 - Only one from CCT mentioned the meeting before the start of studies
 - There is a wish for more social events at the beginning of the semester; rus tour
 - Participation in activities: not everyone has participated
- Knowledge of AAU is mainly from AAU's website and Open house; Not facebook or Instagram

Generally, the answers indicate that the students are happy with the study start. We have compared the answers with the evaluation from 2022 and the answers are almost identical. However, there was a significant drop out on ESD and DE and apparently, the answers for study start evaluation in 2022 did not capture the coming problems. If we would like to have a detailed picture how it is going on with the students, their studies and their satisfaction, individual talks with students give a lot of information. These talks provide a lot of value for both coordinator for better planning and for the students to get a direct and quick answer on their potential doubts and uncertainties; even though it requires resources to conduct these talks.

Conclusion: ESN recommends that individual talks with students are conducted by coordinators during 1st or beginning of 2nd semester of studies, incl bachelor and master. **Action point** : TKM informs coordinators. **Responsible:** TKM

Ad. 7. Minutes of semester group meetings – Fall 2023 semester

During the meeting we went through the minutes of semester group meetings. The detailed overview with comments can be seen in Appendix.



From ES9 minutes there is a request from a single student to include the course "Applied Experimental Psychology and Psycho-physics" as an elective course for ES9. The Study Board has considered this request. Since this course is from PDP program that is closed, ESN finds it not possible to continue to offer this course. **Conclusion:** the request of inclusion of "Applied Experimental Psychology and Psycho-physics" to ES program is not approved.

Ad. 8. Status on dispensation applications and complaints

TKM has provided a detailed status on the received and processed application.

The number of application to use Linux at the written exams is less compared with the previous year.

Ad. 9. Messages

None

Ad. 10. AOB

None

Appendix – minutes of meetings for bachelor programs

Semester	Items for ESN	Action point	Responsible
ESD1	No attention points for ESN		
COMTEK1	No attention points for ESN		
CCT1			
ROB1	<ul style="list-style-type: none">• En link mellem intro til programmering og RPRO kurset?• Førstudiestart arrangement er god	coordinator and education group	KMN and JDB
ESD3	Placering af PCB design og fabrication	Discussion in education group	PK
COMTEK3	PBL workshop bringer intet nyt	PBL feedback is discussed during meeting in December	TKM
ROB3	1) Manglende viden om imaginære tal og fourier rækker; det bruges I Actuators, drivers and electronic modules kurset.	1) Education group 2) Digital løsning	1) JDB 2) HS



	<ul style="list-style-type: none"> • Brush up I fysik for Robot dynamic? • lynkursus i Python og OpenCV for Robot Sansing og Perception • mangler intro til Simulink i Actuators <p>2) Ide til Brugt for hjælp”/”Do not disturb tag”</p>		
CCT3	Online lectures for Algorithms do not work well	Discuss teaching at CCT from Aalborg campus	OA, TKM, LTS
EIT5	No attention points for ESN		
ROB5	Overlap mellem Rehabilitation robotics and biological sensing – afklaret af underviserer; intet for ESN		
PDP5	PBL workshops ligger sent på semester	PBL feedback is discussed during meeting in December	TKM
COMTEK5	Overlap i emner i programmerings kurser	Education group	JJN
CCT5	Increase technical level for ML course	Education group and course holder	LTS
General for all semesters	<ol style="list-style-type: none"> 1. Literature list should be available well before the semester start 2. Mening med PBL workshopper er uklar. Studerende oplever dem som en repetition af PBL kurset. Information om PBL workshopper kommer for sent – kun en uge før 	<ol style="list-style-type: none"> 1) Reminder to coordinators before next semester 2) PBL feedback is discussed during meeting in December 	<ol style="list-style-type: none"> 1) TKM 2) TKM

Appendix – minutes of meetings for master programs

Semester	Items for ESN	Action point	Responsible
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ES7	scheduling an exam in December	solved	
CE7/NDS	No attention points for ESN		
CE7/AVS	Social events/ getting to know each other before group formation	Coordinator responsibility	TKM
ROB7			
PDP7			
ICTE7			
CYBER7			
ES9	1) Report structure for POOV 2) Inclusion of course Applied Experimental Psychology and Psycho-physics as elective	1) Can be found in POOV description document – done 2) Was considered during the meeting – done	
CE9/NDS			
CE9/AVS			
ROB9			
PDP9			
ICTE9			
CYBER9			
DCLEAD9	No attention points for ESN		
General for all semesters	1)Complains about B3-104 2)Relevance of Intro to PBL course	1) included in study environment evaluation 2) will be considered during December meeting	1) MBi 2)TKM