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AALBORG UNIVERSITET

Minutes

Subject:	Study board meeting – No. 2024.3
Date:	13 March 2024
Minute taker:	Tatiana K. Madsen
Participants:	Tatiana K. Madsen, Peter Koch, Jens Myrup Pedersen, Troels Bundgaard Sørensen, Heidi Sørensen, Steffen Tidou Pedersen (CE), Anders Peter Bundgaard Kristensen (ES), Mathias Lykholt-Ustrup (ROB), Julie Holm Bengtsson (CYBER), Marie Hastrup brisson (CCT), Ronja Katharine Pihl (PDP)

Observer:

Cancellations: Thomas B. Moeslund, Henrik Schiøler

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in February 2024
3. Semester evaluations – Fall 2023
4. Education evaluation - Diplomingeniør
5. Exam passing statistics for winter 2024 exam period
6. AI in educations: further steps
7. Information about exams: procedures and deadlines
8. Dispensation applications and complains
9. Messages
10. A.O.B.

Minutes

Ad. 1. Approval of agenda

Agenda was approved.

Ad. 2. Approval of minutes from meeting in February 2024

With minor corrections received from ESN members, the minutes were approved via email correspondence 2 weeks after the meeting in February.

Ad. 3 Semester evaluations – Fall 2023

A number of semester evaluation reports for last semester have been already received by ESN. They have been discussed during the meeting and the following observations have been made:

CCT1: positive feedback on the before-semester-start arrangement. It will be repeated again next year.
At the beginning of their studies it was overwhelming for the students with many lectures and project work start in large groups. The following has been mentioned during the meeting that potentially could help:
- A larger number of intro arrangements (also proposed by CCT coordinator). Potentially ESS can stand for arrangements about the transition from high schools to university given by students from higher semesters
- Reduce the number of lectures during the first 2 weeks to give more time to start on project work

Action point: discuss with CCT coordinator and other 1st semester coordinators, since it is also relevant for them to develop a plan. **Responsible:** LST, TKM

CCT3: according to students feedback, information about the exams (exams procedures) came late. This will be discussed during the meeting under item 7 and therefore, it was not discussed at this point.

CCT5: no attention points for ESN

ROB3: expectation of certain knowledge in maths, physics and electronics in 2 courses, which the students do not have. This will be further discussed with education group. During the meeting it has been discussed whether we should attract more attention of the students to the math brush-up course. It could be also an advantage if the course would be also given as an online version (since it can be difficult to follow a physical version for those who are moving to Aalborg/CPH or working until the study start).
Action point: see what possibilities brush up course gives and how it can be better promoted among our students. **Responsible:** TKM

COMTEK1: positive feedback on Python crash course. Positive feedback on adjustments in implementation of Intro to CE course.

DCLead9, CE9/AVS: no attention points for ESN

ICTE7: students has not shown commitment and it was also reflected in poor performance at the exams. The coordinator is aware of the problem and puts a lot of efforts in motivating the students and create a good study environment.
Partly this problem is due to late arriving students. The situation was especially pronounced for September 2023 intake. Students who are arriving late (due to visa delays) waste also time for finding accommodation and student job and they do not contribute positively to creation of a good study

environment. Based on experience from ICTE and other master educations, it has been decided that for 2024 intake on master education we do not expect late arrivals and the latest arrival date is September 5 for 2024.

Action point: inform study secretariat and international office. **Responsible:** HSO

Ad. 4. Education evaluation - Diplomingeniør

During the meeting ESN went through the anonymous answers from DE alumni about their education. The answers have been received from 2 responders. Even though the number of answers is low, the provided feedback points out the same tendencies and challenges that we have already observed earlier, e.g. during the meeting with DE-students and ESN or via semester evaluation reports. What we see in DE education evaluation answers are the same opinions and feedback that ESN has already collected, processed and based on it , we have initiated a number of action points and changes in implementation of some modules. It has been also discussed during the quality assurance meeting with vice-dean in February 2024 and it is already a part of our HP (handlingsplan). Therefore, no new action points are defined.

Ad. 5. Exam passing statistics for winter 2024 exam period

During the meeting ESN went through the percentage for exam passing for different course modules. The following courses have the high failure rate:

BCE (COMTEK3): failure percentage is 65%; after reexam there are 7 students that have failed. This is the first time this course is running under the revised study regulation, where the students follow LA during the 2nd semester, but they do not have Calculus during first year of education. The high failure rate indicates that the choice of topics for the course and implementation of the course was not fully aligned with the students prerequisites and the general math level that students have after high school (e.g. recurring problem of being able to make integral calculations with CAS toolbox but not by hand etc). Potentially, adjustments of course description in the study regulation should be done. Together with COMTEK3 coordinator (RLO), TKM had an evaluation meeting with the students. Taking into consideration the received feedback, the following action plan has been agreed upon:
1) Extraordinary exam in BCE will be organized in August 2024. The need for extra consultancy hours should be clarified.
2) Discussions with the course holders are ongoing with focus on adjustments in the course implementation to make it more digestible for the students
3) Discussions with the education group on potential adjustments in the course description

Action point: to follow up on the developed plan. **Responsible**: TKM

ICTE7, ICTE9: generally high failure rate for all modules. The coordinator is aware of the problem. See also under item 3.

Stochastic systems (multiple semesters): 19 out of 49 has failed. 6 has not passed after the reexam. This course is known to be challenging and the failure rate is not exceeding one from the previous years.

Security and compliance (Cyber9): failure rate is 75%; however only 2 students have not passed the course after the reexam. It is a known phenomena that some students chose to fail the first attempt by not showing up, if they believe that wont get a good grade.

Ad. 6. AI in educations: further steps

The use of Generative Ai in educations has been discussed during ESN meeting in October 2023. At DRU meeting in February 2024 all study boards under TECH have been requested to follow a plan regarding initiatives for inclusion of AI and generative AI in modules. TKM has presented this plan for ESN.
During the meeting, the following points have been raised:
- What is industrial perspective on use of generative AI? This has been discussed during last meeting with Employer panel. Potentially, it can be an item also for next meeting with "afterpanel"
- How students use it currently?
- Potentially it can be incorporated in PBL course
- Development goes very fast and it is difficult to see where we are in 2-4 years. It makes sense to couple it with PBL
- Courses on master level on ML and DL help students to understand how also generative AI algorithms work and understand potential traps
- Generative AI and plagiarism rules

As the first step in the process it has been agreed to find out how currently students are using generative AI; what problems/ challenges they experience. This can help to identify the "holes" and help to formulate the rules on usage of generative AI in ESN (if required) .
Action point: ESN student members speak with students and present received info during next ESN meeting. **Responsible:** ESN student members

Ad. 7. Information about exams: procedures and deadlines

In the semester evaluation reports there are received feedback from students saying that the exam information is received late (not the exam dates; but the detailed info on how an exam will be running). The exam info procedures at ESN (see appendix) has been reviewed. It has been concluded that the current practice is in accordance with the Exam rules (Eksamensordning), however not all course-holders are aware that the exam form should be announced 2 weeks after the course start. This information will be included in the information email sent to course-holders.
Action point: to ensure that the information on when the exam information should be available to students is known to course-holders. **Responsible:** TKM, study secretariat

Ad. 8. Dispensation applications and complains

TKM gave an overview of the received and processed applications.

Ad. 9. Messages
- Revised plan for PBL agreement between the faculties is on the way

Ad. 10. AOB

Next ESN meeting has been moved to April 3, 2024.

Information om prøverne til de studerende

Reglerne findes i Eksamensordning for prøver ved Aalborg Universitet (link: https://prod-aaudxp-cms-001-app.azurewebsites.net/media/fbffi4ff/eksamensordning-for-prøver-ved-aalborg-universitet-26-05-2023.pdf)

Fra Afsnit 1.1:
Studienævnet fastsætter og meddeler de studerende datoen for afholdelse af en prøve senest 4 uger før ordinære prøver og senest 2 uger før reeksamener og sygeeksamener.

Senest 2 uger før prøvens afholdelse meddeles prøveform, sted og begyndelsestidspunkt for prøven.

Fra Afsnit 4.1:
Er prøve-formen i et kursusmodul ikke udførligt beskrevet i studieordningen, meddeler underviseren senest to uger efter kursusstart de studerende og studienævnet om kursets prøveform og prøvens varighed.

ESN Procedurer (nuværende):

Datoer for prøver: HS laver en forslag; TKM godkender; forslaget sendes ud til undervisere (evt for justeringer) . Datoerne offentliggøres på es/education hjemmeside. Det findes link fra moodle semester sider. Datoerne ligges også i DE.

Eksamenspecifikation: skal være på DE senest 4 uger før eksamen + bruges af studieadministration for detaljeret planlægning + ekstra tjek om reglerne er overholdt

Info fra kursusholderer: senest 2 kursusgang skal de studerende informeres om eksamens form og eksamens proceduren.

Potential mangler:
Det er uklar om alle kursusholderer kender reglen "2 kursusgang".
Forbedring af nuværende proceduren:
- Email til undervisere før semester start
- Information til de studerende: har ESN nogle krav? Mundtligt eller skriftligt? Special skema eller implementations frihed?