



Minutes

Subject: Study board meeting – No. 2022.7
Date: 24 August 2022
Minute taker: Heidi Sørensen/Tatiana K. Madsen
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Troels Bundgaard Sørensen, Thomas B. Moeslund, Henning Olesen, Rikke Skov Udengaard, Christian Winther Rønnest, Anton Bjørndahl Mortensen, Steffen Tidou Pedersen
Observer:
Cancellations: Carsten Lunde Nielsen, Daniel Vitagliano

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in June 2022
3. Update of ICTE curriculum
4. Specification of admission requirements for master educations
5. Semester descriptions
6. Education evaluation 2022
7. Messages
8. A.O.B.

Minutes

Ad. 1. Approval of agenda

The time allocated for the item 6 is extended to 30 min. With this change the agenda was approved.

Ad. 2. Approval of minutes from meeting in June 2022

With a minor reformulation of an item on implementation of written exams the minutes were approved.

Ad. 3 Update of ICTE curriculum

Following the minor updates in Nordic master program (approved during last ESN meeting), the corresponding changes have been prepared by the education group for ICTE. HO has presented these improvements:

- ICTE2: 10 ECTS project is substituted with 15 ECTS project. The learning goals are updated to highlight sustainability aspect and to harmonize it with the learning goals for Nordic master specialization, thus allowing for formation of the mixed groups.
- ICTE2: one elective course is included



AALBORG UNIVERSITET

Conclusion: The presented changes are approved by ESN.

Ad. 4. Specification of admission requirements for master educations

The Study Board has been informed that the admission requirements need to be updated, including information on which topics and to what extent (in ECTS) should be covered at a bachelor education to be admitted for the specific master education. From email received from Master Admission office at AAU:

"Af Adgangsbekendtgørelsens §30, stk. 2 fremgår det, at universiteterne ud fra en faglig bedømmelse skal vurdere om en bacheloruddannelse, der ikke giver direkte adgang til en kandidatuddannelse, kan være adgangsgivende. Bacheloruddannelsen skal således "vurderes ud fra på forhånd fastsatte krav til særlige fag eller fagområder opgjort i ECTS-point (...)". Dette betyder, at ALLE kandidatuddannelser skal fastsætte krav til særlige fag eller fagområder opgjort i ECTS, der skal være opfyldt for, at en bacheloruddannelse, der ikke giver direkte adgang til en kandidatuddannelse, kan være adgangsgivende. "

The education coordinators have prepared drafts for updating the admission requirements. These suggestions have been discussed during the meeting. The following points summarize the discussions:

- The choice of wording describing the topics should be precise and at the same time general enough , such that students from other universities in Denmark and abroad could recognize the subjects (even if different titles are used at their universities compared with AAU)
- We should avoid the situation when students choose not to apply because they misinterpret the requirements and think that they do not fulfill them. Such situation might appear if we are too specific in wordings and using directly titles from the courses and modules from AAUs bachelor programs
- For our master educations, especially for CYBER, ICTE, CE/AVS, CE/NDS, the intake is broad , covering different bachelor educations. This poses a challenge of formulating strict requirements, and at the same time maintaining the flexibility.
- The presented drafts are good, however there is a need for harmonization across the received descriptions.
- Concrete ways of structuring the requirements and wordings used have been discussed

Action points:

- Based on the drafts and suggestions during the meeting, to prepare a guideline to be used by the education coordinators. Responsible: TBS and TBM. Deadline: Friday, Aug 26
- Guideline to be sent to the education coordinators; collect the updated requirements. Responsible: TKM and HSO. Deadline: mid September

Ad. 5. Semester description

Semester descriptions placement on moodle pages makes it easy for the responsible persons to update them. Unfortunately, there is still a lot of manual processing used, when the study secretariat extracts the files from moodle and puts them on one drive and afterwards HSO archives them in WorkZone. Digital solutions minimizing this manual processing would optimize the use of valuable resources. This manual process introduces some extra delays and a few of descriptions were not ready for inspection by ESN.

The semester descriptions for the 1st semester of bachelors are delayed, since previously another procedure was in use at the 1st year for all educations. Now the same procedure is used as for all other of ESN educations. They are available for the students before the semester start.

In the future ESN will involve education coordinators and semester coordinators into the process of validating the semester descriptions.



AALBORG UNIVERSITET

Conclusions: The majority of semester descriptions are updated based on versions from previous years. For ESD1, CE7 and ES7 new semester descriptions are prepared, since these semesters are running under the updated study regulations and are considerably different compared with the previous year. Additionally, random sampling of descriptions is performed and these descriptions are found satisfactory. The Study Board approves the semester descriptions for Fall 2022 semester.

Action points:

- Email to semester coordinators with request to check semester descriptions for their semesters. Responsible: TKM. Deadline: end of August
- Follow up to ensure that all documents are archived in WorkZone. Responsible: HSO. Deadline: mid September

Ad. 6. Education evaluation 2022

General comment for all evaluations: a low number of responders. However, the comments and evaluation tendencies observed in the questionnaires are in line with the feedback received during the semester group meetings and semester evaluations. Additionally, the missing response can be considered as an indication that the students are satisfied with the education and that they do not have any specific comments or a need to express their attitude.

For all educations: the educations get high rating from the students, including courses and supervision. The students underline high academic level of the programs.

The drafts for conclusions for each program have been presented by TKM and they have been discussed. All drafts are approved as presented, except for ROB master. There are comments in the evaluation from the graduates about the relevance for the program of the health technology related subjects. There are repetitions between the courses and these courses are not very distinct from the courses on the bachelor covering similar topics. Some graduates suggest to remove these courses from the curriculum or to make them elective. The Study Board forwards these comments to the education group for considerations how these comments can be addressed, potentially including adjustments in the study curriculum.

Action point:

ROB graduates response is forwarded to ROB master education group and SL. The education group is asked to comment and consider possible adjustments in the curriculum. Responsible: TKM. Deadline: September 2022 . Follow-up: Spring 2023.

Ad. 7. Messages

- Positive evaluation of DCLead program by European Commission
- TKM has had a meeting at CPH campus with study councellors on Aug 22
- TKM has had a meeting with education coordinators at CPH campus on Aug 22
- TKM and HSO have attended a meeting organized by Quality and Analysis service about minutes of the SN meetings, Aug 24
- Upcoming challenge: the change in the study programs will affect possibility to retake courses for students who are delayed in their studies
- ESN processing time is too long in some cases due to resource shortage
- Dispensation application for start on master with missing ECTS – for this year we continue with the same principles: if a student is missing 5 ECTS, the dispensation is granted. If a student is missing up to



AALBORG UNIVERSITET

10 ECTS, there should be a convincing study plan approved by TKM to receive a dispensation. For anything above 15 ECTS a dispensation can not be granted. ESN agrees with these principles of granting dispensations to continue on the master education with non-complete bachelor degree.

Ad. 8. A.O.B.

None