**Study Board of Energy**Date of document: 24 September 2021  
Responsible: Study Secretariat  
Latest revision: 15 March 2024

# Minutes of the Semester Group Meeting

|  |  |
| --- | --- |
| Study programme and semester |  |
| Campus | Aalborg |
| Date |  |
| Minute taker |  |
| Semester coordinator(s) |  |
| List of attendees |  |

## Write your comments below each box with focus on both positive and negative comments

|  |
| --- |
| **Attention points for the study board:** (Special or clarifying comments or matters from the below minutes requiring the study board’s attention) |

Write here… (matters that must be acted upon by the study board as soon as possible)

* *Example: The upcoming exam in the course 'Advanced underwater welding' will be held in two rounds, both oral and written. The individual student will be assigned an oral or written exam, depending on how well teacher Bent Bentsen likes the student. The students want the study board to investigate whether this is legal for a teacher.*

***[Delete the above example in the minutes]***

|  |
| --- |
| **Action points for semester coordinator:** (Comments or matters from the below minutes requiring the semester coordinator’s attention) |

Write here…

- *Example: PED semester coordinator Ulla Ullasen must talk to lecturer Bent Bentsen about not being late for all classes and blaming it on his slow coffee machine.*

*- Example: TEPE semester coordinator Rasmus Rasmussen must talk to teacher Mogens Mogensen about the fact that it is not acceptable for him to practice writing with his left hand in class when the students have repeatedly asked him not to.****[Delete both examples in the minutes]***

|  |
| --- |
| **Action points for the students:** (Comments or matters from the below minutes requiring the students’ attention) |

Write here…

- *Example: Student Søren Sørensen must talk to lecturer Bent Bentsen about the fact that no power points have ever been uploaded for the course 'Advanced underwater welding'.****[Delete the above example in the minutes]***

|  |
| --- |
| 1. **Appointment of minute taker** |

Name:

|  |
| --- |
| 1. **Follow-up and approval of minutes from last meeting** *(2nd and 3rd semester group meeting)* |

Write here…

|  |
| --- |
| 1. **The semester coordinator informs about the study board's follow-up on attention points (2nd and 3rd semester group meetings) and refers to the processing of and follow-up on semester evaluations.  In addition, the semester coordinator and the students inform about follow-up on the action points (2nd and 3rd semester group meetings)** |

Write here…

|  |
| --- |
| 1. **Announcements/guest lectures/excursions** |

Write here…

|  |
| --- |
| 1. **Course modules** (copy and evaluate the following bullets for each course and insert the comments below this box)  * Name of course and lecturer(s) * Content in relation to curriculum and semester description * Is the teaching satisfactory (incl. assistant teacher), is the quality as it should be, and do the lecturer(s) get around during exercises? * Does the literature fit and is it available, is the amount appropriate and does it support the learning objectives? * Are the exercise sessions satisfactory? * Does the course run as planned/as described in the semester description? |

Write here…

|  |
| --- |
| 1. **Project module** (copy and evaluate the following bullets for each group and insert the comments below this box)  * Group number and name of supervisor(s) * Project status * Does the project proceed as expected? * Problems which may influence the completion/quality of the project * Evaluation of supervision * Relevance in relation to the semester description and curriculum * Coherence with the course modules |

Write here…

|  |
| --- |
| 1. **AAU ProLab: PBL workshops** (2nd and 3rd semester group meetings) (only relevant for the spring semester. The point should be deleted for the autumn semester)   • Name of workshop  • Name of teacher  • Do you develop your own skills? |

Write here…

|  |
| --- |
| 1. **Entrepreneurship on 5th semester** (only relevant for the autumn semester. The point should be deleted for the spring semester)   • Name of guest lecturer  • Name of company  • Is the teaching satisfactory?  • Is the lecture relevant in relation to being able to carry out an economic analysis yourself?  • Relevance in general? |

Write here…

|  |
| --- |
| 1. **PBL competence profile of the 2nd semester of the master's programme** (only relevant for the spring semester. The point should be deleted for the autumn semester)   • Name of lecturer  • Did you gain an increased awareness of your PBL skills?  • Is the teaching satisfactory?  • Relevant in relation to future employment? |

Write here…

|  |
| --- |
| 1. **PBL workshops** (for exchange students)   • Number of workshop  • Name of teacher  • Is the teaching satisfactory? |

Write here…

|  |
| --- |
| 1. **General evaluation of the semester until now** *(e.g. information level, timetable, exam planning, IT, physical working environment, laboratory accessibility, study environment and well-being)* |

Write here…

|  |
| --- |
| 1. **Suggestions for *Teacher of the Year*** *(last semester group meeting)* |

The recommendation is sent separately to the study secretary.

|  |
| --- |
| 1. **Semester evaluation of the former semester** *(the report is prepared separately using the template of the semester evaluation report)* |

|  |
| --- |
| 1. **Any other business** |

Write here…

|  |
| --- |
| 1. **Next meeting** |

Write here…