



AALBORG UNIVERSITET

## Minutes

Subject: Study board meeting – No. 2022.9  
Date: 7 November 2022  
Minute taker: Heidi Sørensen/Tatiana K. Madsen  
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Troels Bundgaard Sørensen, Henning Olesen, Christian Winther Rønnest, Steffen Tidou Pedersen, Rikke Skov Udengaard, Anton Bjørndahl Mortensen, Daniel Vitagliano  
Observer:  
Cancellations: Carsten Lunde Nielsen, Thomas B. Moeslund

## Agenda

1. Approval of agenda
2. Approval of minutes from meeting in September 2022
3. Smaller changes in curriculum
4. Semester Evaluation Spring 2022
5. Use of ITX Flex for written exams
6. Complain
7. Evaluation of semester start for MSc educations
8. Minutes from semester group meetings
9. Brainstorm: How do we give feedback to the students/follow up on various evaluations and questionnaires
10. Study environment
11. Messages
12. A.O.B.

## Minutes

### Ad. 1. Approval of agenda

The agenda was approved.



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## **Ad. 2. Approval of minutes from meeting in September 2022**

The minutes were approved.

## **Ad. 3 Smaller changes in curriculum**

There are a number of small changes / adjustments for curriculum that are suggested by education groups. These adjustments include addition of bachelor educations which give admission to certain master educations; change in the exam form; change in course placements. The detailed list can be found in Appendix A.

**Conclusion:** ESN approves the proposed adjustments.

**AP:** Apply for the curriculum update. Responsible: HS

## **Ad. 4. Semester Evaluation Spring 2022**

The following evaluation reports for bachelor educations have been received and discussed: CCT2, ROB2, EIT4, COMTEK4.

On CCT2 and COMTEK4 the students have expressed a wish to form groups of smaller sizes of 3-4 persons. The study board believes that on lower semesters the optimal group size is 5-6 persons. Reasons: 1) a group size of 5-6 persons gives sufficient amount of supervision resources; 2) students practice PBL skills in groups; 3) learning how to collaborate in a group of 5-6 persons prepares them to work in a development department of a company, where a unit size is often around 6 persons.

**Action point:** TKM speaks with coordinators and reasons for a preferred group size on the lower semesters are explained to the students by coordinators.

The following evaluation reports for master educations have been received and discussed: VGIS8, SPA8, ROB8, PDP8. The semesters went as planned and no actions are required from ESN side.

## **Ad. 5. Use of ITX Flex for written exams**

For digital written exams ITXFlex should be running on students computers. A number of students on ESN programs have laptops with Linux and ITXFlex can not run on Linux OS and Chrome OS, only on Windows and MAC OS. For some of ESN education programs it is essential that students use Linux and become professional users of it, since this skill can be also demanded at the job market, and that's why a request that students have a computer with Windows or MAC OS for the exam would contradict the fact that the students are encouraged to use Linux computers during the semester.

Different technical solutions have been discussed: 1) a dual-bot configuration; 2) run Windows in a virtual machine; 3) use Wine; 4) alternative monitoring solutions based on network traffic monitoring. Unfortunately, none of these approaches give a proper solution to the problem. It has been decided that the study board gives a dispensation on the use of ITXflex for students with Linux machines given that extra observers are present in the examination room. Procedure for use of ITXFlex at ESN educations is described in Appendix B and it is approved by the Study Board.

**Action point:** inform the relevant course-holders. Inform the students about how to apply for dispensation.

**Responsible:** TKM; study secretariat



#### **Ad. 6. Complain**

A complain on a dispensation application has been considered.

#### **Ad. 7. Evaluation of semester start for MSc educations**

The Study Board has evaluated how the semester start went for the master educations. Information about semester start be found in the first item of the minutes of semester group meetings for PDP, ES, CE, ROB, CYBER, ICTE.

The following have been noted from the semester group meetings minutes:

- ES7: chaotic group formation; new students do not know the "old" ones ; wish for social arrangements
- CE7: no issues reported with group formation. Difficult to navigate for new students
- ROB7: Administrative group has been announced; however due to some students have never showed up, the groups had to be restructured.
- PDP7: special case; easy group formation process
- CYBER7: no issues reported
- ICTE7: went well

The Study Board has noted that for the education with a small number of students with non-AAU bachelor it works well when mixed groups are formed and the "new" students learn from "old" students how the things are arranged at AAU. For the educations with a large number of non-AAU bachelor students, we have good experience on SPA and CYBER and this knowledge should be shared with the coordinators of other programs for inspiration.

**Action point:** experience on SPA and CYBER to be shared; before the ext 7<sup>th</sup> semester start panning. Responsible: TKM

#### **Ad. 8. Minutes from semester group meetings**

A number of minutes from semester group meetings have been discussed. The discussions and action points are summarized in Appendix C.

#### **Ad. 9. Brainstorm: How do we give feedback to the students/follow up on various evaluations and questionnaires**

Students are often asked to provide their feedback, e.g. in form of questionnaires, feedback during semester group meetings, semester evaluations etc. Currently, we do not have a procedure/ way to inform the students what actions have been taken based on their feedback. During the meeting several ideas on how to provide feedback has been discussed:

- 1) Coordinators provide feedback during semester tart and during semester groups meetings



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- 2) How students members of ESN can be more visible? How they can communicate with the other students? What platform could be used, e.g. DE club?
- 3) Information board next to Heidi's office

Among the generated ideas, several ideas have been selected to start with and they are noted in the AP.

**Action points:** 1) Information board; 2) info sent to all students after the election about who are the new members of the study board; 3) HS is present at CPH campus a day every two months **Responsible:** TKM, HSO

#### **Ad. 10. Study environment**

In the study environment evaluation the students have raised only issues related to physical study environment. This is communicated to CAS by the department. The main issues raised are about ventilation and room acoustics. Many places problems with acoustics are solved by putting sound absorbing boards on walls and ceilings. Problems with ventilations are not easily solvable due to old building that requires restoration.

#### **Ad. 9. Messages**

Students on EIT5 and COMTEK5 have to make their choice of specialization/ line on the 6<sup>th</sup> sem by November 1. This info has been communicated late and on October 28 TKM hold an info meeting. The deadline has been extended. The students would like to see examples of projects on different specializations. This information could be also available on the web pages of these educations.

#### **Ad. 8. A.O.B.**

None



## Appendix A

Listen over de små ændringer i studieordninger:

- Bacheloruddannelsen i ingeniørvidenskab med specialisering i elektronik og reguleringsteknik og Bacheloruddannelsen i ingeniørvidenskab med specialisering i informations- og signalbehandling er tilføjet listen over uddannelserne med adgangskrav i studieordningerne for MSc in Computer Engineering og MSc in Electronics Systems
- Bacheloruddannelsen i Cyber- og computerteknologi er tilføjet som adgangskrav i studieordningerne for MSc in Cyber Security, MSc in Computer Engineering og MSc in Innovative Communication Technologies and Entrepreneurship
- Bacheloruddannelsen i Elektronik og IT med specialiseringerne er tilføjet som adgangskrav til studieordningerne for MSc in Electronic Systems og MSc in Computer Engineering
- Kurset "Numerisk videnskabelig beregning" er der ansøgt om ændring af prøveformen fra skriftlig eller mundtlig til løbende evaluering.
- Vi har tilføjet teksten om at valgkurserne kun udbydes hvis der er mindste 10 studerende
- ROB bachelor: Sansyndlighed og Statistik er flyttet fra 4. sem til 3. semester. "Actuators, Drivers and Electronic Modules" er flyttet fra 3. sem til 4. semester.
- COMTEK bachelor: Sansyndlighed og Statistik er flyttet fra 4. sem til 5. semester. "Signal Processing for CE" er flyttet fra 5. sem til 4. semester.

## Appendix B

### Brug af Linux computere til skriftlige digitale prøver

Skriftlige stedprøver skal som udgangspunkt afvikles via Digital Eksamen (DE) og studerende er forpligtigede til at have overvågningsprogrammet ITX Flex kørende.

ITX Flex kan dog ikke køre på Linux og ChromeOS platforme. Studienævnet kan dispensere fra kravet om brug af ITX Flex mod, at der er skærpet overvågning på anden måde.

På institut for elektroniske systemer er der fastlagt flg. rammer for skærpet overvågning:

- Studerende er informeret om, at uden brug af ITX Flex vil der være skærpet overvågning
- Eksamensvagter skal inden eksamen have en liste med navne på studerende, der skal være under skærpet overvågning.
- Studerende under skærpet overvågning placeres samlet (evt. i separat lokale)
- Eksamensvagter skal inden eksamen have oplyst hvilke værktøjer de studerende må anvende under eksamen.
- Eksamensvagter skal være i stand til at identificere om studerende bruger ikke-tilladte hjælpemidler
- Eksamensvagterne skal løbende tjekke, at studerende under skærpet overvågning ikke bruger ikke-tilladte værktøjer.



- Eksamensansvarlig underviser opfordres til at gå runder i eksamenslokalet under eksamen for at sikre, at der kun bruges tilladte hjælpemidler.

Proceduren for dispensationsansøgning, hvis en studerende vil gerne søge om brug af Linux computer til en digital skriftlig eksamen:

- Ansøgning sendes til [study@es.aau.dk](mailto:study@es.aau.dk) senest d. 1. december (eller en måned før eksamensdato, hvis eksamen ligger i december)
- Studieadministration samler en liste af studerende som har søgt dispensation
- SN formand godkender på vejen af studienævnet

## Appendix C

### Referater – Fall 2022 – bachelor

Semester	Items for ESN	Action point	Responsible
ESD1	Students would like to have more help with social arrangements	Will be considered under “study start” evaluation . No separate AP	
COMTEK1	Nothing for ESN		
CCT1	A lot of good initiatives that could be “borrowed” by other programmes	Will be considered under “study start” evaluation . No separate AP	
ROB1			
EIT3	Nothing for ESN		
COMTEK3	Nothing for ESN		
PDP3	2 courses are running partly as a self study	Investigate whether extra hours can be granted	TKM
ROB3	Nothing for ESN		
CCT3	Exams date	Dates are already approved by ESN. No AP	
EIT5	Wish for info about master programs	Mater programs presentations are already planned at the end of November – beginning of December. No additional actions required	
ROB5	Nothing for ESN		
PDP5	Nothing for ESN		
COMTEK5			



General for all semesters	Ventilation in room, both CPH and AAL campus  Info om student kitchen is missing		
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Referater – Fall 2022 – master

Semester	Items for ESN	Action point	Responsible
ES7	Comments on work load with 4 courses and a project  How to make it a nice experience for new students  High work load in ML course  Request for info about internships	To be considered by EG	EG
CE7	High work load in ML course  Many mini-projects in different courses	To be considered by EG	EG
ROB7	AI in the curriculum?	EG is working on the revision, with the inclusion of ML and AI in the curriculum No separate AP.	
PDP7	Question about the number of pages and template for the paper	Coordinator has cleared it up with JDB	
ICTE7			
CYBER7	Nothing for ESN		
CA9	Nothing for ESN		
CT9			
VGIS9			
SPA9	Nothing for ESN		
ROB9			
PDP9			
ICTE9			
CYBER9	Nothing for ESN		
DCLEAD9	Nothing for ESN		
General for all semesters	Bicycle parking space is not enough Indoor environment; ventilation: acoustics		