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## Minutes from Media Technology Study Board Meeting 2023.2 Wednesday, February 8, 2023

**Present members:**

Claus B. Madsen (CBM)  
Niels Christian Nilsson (NCN)  
Cumhur Erkut (CER)  
Olga Timcenko (OT)  
Rodrigo Ordonez (RO)  
Mads Nyborg Jespersen (MNJ)  
Lukas Gade Ravnsborg (LGR)  
Frederik Hald Stappert (FHS)  
Kit Valentin (KV), observer MED student AAL  
Jens Lindberg Hammer (JLH), observer, study counselor AAL  
Doğa Gürler (DG), observer LID student

**Secretaries:**

Anne-Marie Rasmussen (AMR)  
Signe Sølgaard Garp (SSGA)

**Absent:**

Jesper Rindom Jensen (JRJ)  
Asger Arendt Langhoff (AL)  
Nis Ovesen (NOVE), observer  
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH  
Atle Søbørg Nyhus (ASN), observer, study counselor CPH

**Minutes keeper:**

Anne-Marie Rasmussen

Agenda		Enclosure
1.	Welcome to Study Board of Media Technology <ul style="list-style-type: none"> <li>Presentation round</li> <li>Constitution of the new study board (Election of chairman and vice chairman)</li> <li>Expectations to the study board by CBM</li> </ul>	
2.	Study board state of the union <ul style="list-style-type: none"> <li>"Datapakken" 2022</li> <li>Semester evaluation report example</li> <li>Scheme of delegation (info and approval)</li> </ul>	2023-2-1
3.	Approval of agenda and minutes from the last meeting	2023-2-2
4.	Information from the Chairman <ul style="list-style-type: none"> <li>Open House 2023, CPH 8/2-23, AAL 3/3-23</li> </ul>	
5.	Status on the action plan from meeting no. 2023.1	2023-2-3
6.	Introduction to the new Bachelor of Engineering Programme in Artificial Intelligence Engineering, 2023 by Andreas Møgelmoose	
7.	Study plan revision <ul style="list-style-type: none"> <li>Medialogy BSc.</li> <li>Medialogy MSc.</li> <li>Sound and Music Computing, MSc.</li> <li>Service System Design MSc.</li> <li>Lighting Design MSc.</li> </ul>	
8.	Self-evaluation action plan <ul style="list-style-type: none"> <li>Medialogy BSc.</li> <li>Medialogy MSc.</li> <li>Sound and Music Computing, MSc.</li> <li>Service System Design MSc.</li> <li>Lighting Design MSc.</li> </ul>	



9.	Results of the analysis of 1 <sup>st</sup> year drop-out, standard time + 1 year drop-out and exceeding of study time (orientation)	
10.	POSEO contracts, Fall 2022	2022-2-4
11.	Any other business	
12.	Dispensations <ul style="list-style-type: none"><li>• Information from the study board secretariat</li><li>• 0 Cases (closed point)</li></ul>	

## 1. Welcome to Study Board of Media Technology

CBM gave welcome to all members of the study board. Especially the new student representatives. After that we had a small presentation round.

### Constitution:

CBM was re-elected as chairman.

The vice-chairman was not elected, as one of the student representatives was absent. CBM asked the student representatives to have an election within one week from now by using online meeting. The study board secretariat will communicate with the students about the outcome.

### Expectations to the study board:

CBM oriented about the expectations to the study board work. The study board is especially responsible for all our study plans and the contents of the same. Both maintenance and development are important as well as handling the programs in the quality system at AAU. By this means semester descriptions, semester evaluation reports etc. It is also important that there is a potential for the programs to lead to a job in the industry.

As a member of the study board, you are bound of confidentiality.

## 2. Study Board state of the union

Every year in November we receive a report called "Datapakke". It is part of the AAU quality system. CBM showed the report from 2022. It is statistic material regarding indicators for our programs. The indicators are shown in green, yellow and red. It could be indicators regarding drop out figures, unemployment figures, grade statistics etc. We need to investigate the figures that are in yellow and red. In the self-evaluation plan we will refer to this and give some analysis work with an overall reference to the students that affects these figures. Regarding collaboration with the industry and unemployment in the group of graduated students, the department has employed a person in CPH as ambassador to secure and develop this collaboration.

CBM also showed a semester evaluation report as a tool in the study board quality work. This is to show that the evaluations and survey results e.g., from the students are handled in the study board, mainly to maintain and develop our programs.

CBM showed the scheme of delegation to the study board members. The scheme of delegation describes what responsibilities we have and which decisions can be made by the study board secretariat, the vice-chairman and the study board. This document needs to be approved by the study board and will be handled under "Any other business".



One of the lines in the document is about group sizes. We had a small debate about the group size policy, especially in the MSc04 semester. The max is 3 students in a group and some semesters ask for maximum 4. There are different tendencies among our programs. Most of our MSc04 semesters have a lot of 1 person groups.

It was decided that we will bring this topic to a future study board meeting. OT will send a document as attachment to this topic. The secretariat will add the topic in an agenda for a future meeting when the document is received.

**To be handled in another meeting:**

Group size policy - OT will prepare a document for this topic.

### **3. Approval of the agenda and minutes**

**Approval of agenda:** Agenda approved

**Approval of minutes from the previous meeting:** Minutes approved.

### **4. Information from the Chairman**

CBM informed that "Open House 2023" is today in CPH, and March 3 in AAL.

### **5. Status on the action plan from meeting no. 2022.11**

#### **Minimum admission requirements 2.0 for the 2024 intake**

All master programs must make new, more specific admission requirements for the 2024 intake. Not handled yet.

15.12.22: Not handled yet.

18.01.23: Not handled yet.

08.02.23: Not handled yet.

**Remains in the action plan.**

#### **POSEO contracts – group or individual + group sizes in general**

OT will ask Henrik S. Fog about the group size cap and CBM will ask the program responsible staff and coordinators for MSc 03 semesters and hear what they prefer and their opinions to this topic.

08.02.23: CBM has asked the coordinators, and they all reply, that it is fine with groups on POSEO.

**To be removed from the action plan.**

### **6. Introduction to the new Bachelor of Engineering Programme in Artificial Intelligence Engineering, 2023 by Andreas Møgelmoose**

A new study plan under our study board was introduced. The Danish name of the program is "Professionsbachelor i Design og anvendelse af kunstig intelligens" (Diplomingeniør). It is a Danish program.

It is made in collaboration with Department of Computer Science, Department of Electronic Systems and IT, and Department of Health Science and Technology.

We have about 80% of the responsibility for the program. The research group that supports the program is situated under Professor Thomas B. Moeslund in our department.

Assistant Professor, Andreas Møgelmoose participated in this study board meeting. Andreas is drafting the plan for this new program. He presented very briefly the plan. Two weeks from now, **Monday February 27, at 14.30** the study board members will be invited to an extraordinary study board meeting to approve this study plan. The tight schedule regarding approval of the



study plan is important so the first intake of students will be from September 2023. The study board members will receive a detailed plan of the program next week, to be able to reflect on the plan before the meeting.

The plan is to create engineers that can get jobs in software companies and others that need AI as a main field.

40 students will be able to start in September 2023. Next year 60. We expect and hope for 20 students this year.

We had a question regarding the course lines. Andreas explained that some of the courses will change names and content in the final study plan and maybe also change place.

Very nice presentation and a nice program. What about validation of data and models? The idea is that it will be implemented in the programs.

RO: A lot of data acquisition will be more present and should be implemented. Andreas: We will not have a specific course regarding cameras and microphones but advise them to go to a master that can provide this.

CER: How will we approve this program? CBM: On February 27 we will vote for this study program with a majority decision. However, we will have to rely on Andreas and the group working on this program. Hopefully we will have the learning goals for every single activity presented before the meeting.

Andreas has a draft where 85% of the study plan is completed. The steering group has a meeting Monday afternoon next week. After that a lot more will be decided.

RO: What about candidate programs after this?

Andreas: We are considering AVS, Health Tech, Data Science etc. to be possible programs.

RO: Maybe it is important to look at elective courses that leads to the candidate programs?

CBM: Also, an idea of collapsing the courses into the projects?

Andreas: Yes. The working group are looking at both parts.

CBM: Sorry that we must rush this process, but it has taken some time to get an approval of the program. The appointment of the minister of Higher Education and Science came late.

The study board secretariat will send material to the study board members next week and an invitation to the extraordinary meeting as soon as possible.

## 7. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
- **Sound and Music Computing MSc. CPH**
- **Service System Design MSc.**
- **Lighting Design MSc.**

From next meeting we will add the new education "PBA i design og anvendelse af kunstig intelligens, AAL.

CER: Is it possible that we can look at elective courses in our Medialogy study plans.

CBM: In the process with semester evaluation reports we will look at them.

As mentioned in previously meetings, we expect to work with implementation of SMC activities in the MSc. Medialogy study plan during spring 2023.



## 8. Self-evaluation action plan

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
- **Sound and Music Computing MSc. CPH**
- **Service System Design MSc.**
- **Lighting Design MSc.**

Nothing new for this meeting. In the next meeting we will present the latest status plan.

## 9. Results of the analysis of 1st year drop-out, standard time + 1 year drop-out and exceeding of study time (orientation)

CBM explained the analysis of 1<sup>st</sup> year drop-out, standard time + 1 year and drop-out and exceeding of study time. The secretariat has prepared a document for this topic, but it is not available due to GDPR. Generally, the programs have students that drop out for various reasons. There are no systematics in the reasons. It can be health issues, financial aspects, the study does not meet the students' expectations etc. In few cases the students are unenrolled by AAU, as the student failed too many exams in the same activity or was inactive.

## 10. POSEO contracts, Fall 2022:

### Contracts Fall 2022:

As an attachment to this topic, you can see where students from MSc03 were in project-oriented study in an external organization (POSEO), Fall 2022. It is fine to share the document with fellow students and colleagues if you like.

## 11. Any other business

Scheme of delegation to be approved:

See information under topic 2. Approved by the study board.

## 12. Dispensations

- **Information from the study board secretariat**  
None.
- **Cases**  
None.



**Actions:**

**Minimum admission requirements 2.0 for the 2024 intake**

All master programs must make new, more specific admission requirements for the 2024 intake.

Not handled yet.

15.12.22: Not handled yet.

18.01.23: Not handled yet.

08.02.23: Not handled yet.

**Topics/actions to the next meeting agenda:**

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps (April)
- ChatGPT debate (March)
- Group size policy (April) OT will prepare a document