Minutes

Subject:	Study board meeting – No. 2025.8
Date:	15 September 2025
Minute taker:	Tatiana K. Madsen
Participants:	Tatiana K. Madsen, Troels Bundgaard Sørensen, Lene Tolstrup Sørensen , Peter Koch, Henrik Schiøler, Rikke Gade, Marie Hastrup Brisson (CCT), Magnus Møller Knudsen (CE-AVS), Hans Henrik Dalgaard (ROB), Mathias Lykholt-Ustrup (ROB), Heidi Sørensen
Observer:	Ove Andersen, Jimmy Nielsen
Cancellations:	Stefan Alexandru Lazar (CYBER), Casper Dahlin Holst (COMTEK)

Agenda

1. Approval of agenda
2. Approval of minutes August 2025
3. Procedures for project allocations in case of etical or moral conflicts /Retningslinjer for omrokering af grupper ved etiske eller moralske konflikter
4. Update study regulations COMTEK
5. Update of the admission requirements
6. Update of Project oriented stay in a company module description
7. Uddannelsesevaluering / Evaluation of the educations
8. The standard rules of procedure for study boards / Forretningsordning for studienævnet
9. Messages
10. A.O.B.

Minutes

Ad.1. Approval of agenda
The agenda was approved.

Ad. 2. Approval of minutes August 2025
The minutes were approved.

Ad. 3 Procedures for project allocations in case of etical or moral conflicts /Retningslinjer for omrokering af grupper ved etiske eller moralske konflikter

Ove Andersen (OA) is invited to participate in the meeting to discuss this item.

The institute council discussed ethical and moral conflicts related to students' choice of project topics. When project groups are set up administratively, there is a risk that students may be assigned a project topic that conflicts with their ethical or moral convictions. The institute has therefore prepared the draft guidelines (attached). OA has presented the guidelines and they have been discussed.

The Study Board is not aware of any conflict involving ESN students and it is our impression that coordinators, supervisors and students are open and flexible and can find a good practical solution if case of conflict of interests. Nevertheless, the study board agrees that the guidelines are needed to protect our students and ESN agrees with the formulations presented in the draft.

To reduce a number of documents describing the procedures, it has been proposed to incorporate this procedure into already existing semester management procedures. It has been pointed out that students should be made aware of this during the semester start by coordinators. The English version of the document will be also prepared.

Action point: prepare final version, incl English version; make it available on ESN webpage; inform coordinators and supervisors. **Responsible**: OA, study administration, ESN secretariat

Ad. 4. Update study regulations COMTEK

Jimmy Nielsen (JJN), COMTEK education coordinator, is invited to participate in the meeting to discuss this item.

JJN has presented a suggestion for update of the curriculum based on the comments received from students and ideas on how to ensure a better transition to CE master.
Short description of the suggestion:
- A new course is introduced (Billedbehandlingo g Robotsansing, joint with ROB and MED) to include topics that are related to AVS specialization of CE master
- IoT and Cloud computing course is removed and the topics from this course are included in other courses, e.g. Network Technologies and Distributed Systems
- Some courses are moved to different semesters to allow for the above mentioned changes
- Courses OOAD is moved from 4th sem to 2nd sem and course Computer Networks is moved from 2nd sem to 4th sem to allow for better progression in teaching programming topics

Generally, ESN members are positive about the introduced adjustments. The received comments raise concerns 1) we need to be careful by introducing additional topics in the existing courses to ensure that the course is 5 ECTS and not 7,5 ECTS; 2) moving course Probability&Statistics to 6th sem may be too late for students to use the topics in other courses and projects.
Additionally, it has been noted that the course Signal Processing is a joint course with CCT5 and therefore moving it to spring semester is not recommended. It has been concluded that the education group will try to solve this puzzle.

Action point: reconsider placement of Signal Processing course and prepare a new course structure. **Responsible**: JJN

Ad. 5. Update of the admission requirements

Education groups from CE-CPH and CYBER have sent a request for update of the admission requirements on their programs.

1) Update in formulations received for CE-CPH master improves the current decription and follows the pattern used for other ESN educations. It has been discussed and approved.
   Conclusion: the update is approved by ESN.
   Action point: prepare an application to be sent to the faculty. **Responsible**: HSO
2) CYBER education group has faced a challenge when applicants from non-technical bachelors are applying to CYBER. These applicants do not have qualifications to follow the program, however in some cases they can fulfill a formal requirement of 60 ECTS credits of computer engineering, software engineering, computer science, electronics and mathematics subjects in their bachelor. It has been discussed that raising it to 90 ECTS is a wise and sensible choice.
   Conclusion: ESN has decided that in all ESN master education the admission requirement should be increased from 60 ECTS credits of computer engineering, software engineering, computer science, electronics and mathematics subjects to 90 ECTS.
   Action point: prepare an application to be sent to the faculty. **Responsible**: HSO

Ad.6. Update of Project oriented stay in a company module description

Two issues related to POSC (Project oriented stay in a company) module have been discussed.

1) During spring and summer 2025 students that would like to take POSC in Fall 2025 semester have sent their contracts to ESN for approval. There were a few cases when a student was missing a significant number of ECTS from 1st and 2nd semester of his/her master education and was applying for POSC. According to the procedures used by ESN such contracts are not approved. It has been discussed whether a prerequisite should be added to the module in the study regulation putting the procedure into a formal requirement. Suggested and approved formulation: *module prerequisites: successful completion of minimum 45 ECTS on the 1st and 2nd semesters of the education*.
   Conclusion: ESN approves addition of a prerequisites to POSC module for all ESN master educations.
   Action point: prepare an application to be sent to the faculty. **Responsible**: HSO

2) Current formulations in POSC module are focusing a lot on an internship in a company and business aspects of an internship. The students are also taking internships at e.g. ESA, CERN, different external organizations and laboratories at different universities world-wide. Therefore, current formulations can be misleading and they need to be updated reflecting a variety of companies and external organizations for an internship.
   Action point: prepare an updated description of POSC module. **Responsible**: TKM and TBS

Ad. 7. Uddannelsesevaluering / Evaluation of the educations

Students that have graduated from bachelor and master programs in June 2025 have provided their anonymous feedback. Based on this feedback, TKM has prepared conclusion drafts. Conclusion drafts were presented during the meeting and discussed. Based on the received feedback, the formulations have been improved. They can be found in the appendix.
Conclusions: ESN has approved the conclusions for the education evaluations.

Ad. 8. The standard rules of procedure for study boards / Forretningsordning for studienævnet

With the most recent amendment to the statutes, gender-neutral terminology was introduced, whereby "formand" and "næstformand" in the collegial bodies are now referred to as "forperson" and "næstforperson." The standard rules of procedure for collegial bodies should therefore be updated so that the terminology in the rules of procedure is consistent with the statutes. The standard rules of procedure for ESN have been updated accordingly.

Ad. 9. Messages
- On September 18, 2025, a new vice-dean for education, Louise Pape-Haugaard, has visited our department. The visit included also presentation of our educations and labs visit.

Ad. 10. AOB
None.

Appendix.
Conclusions for education evaluations.

ESD6: 3 out of 10 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations and is of high academic quality. No changes or action points are planned based on the received response.
COMTEK6: 12 out of 20 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations and is of high academic quality. No changes or action points are planned based on the received response. The curriculum update is planned based on the feedback received from the students from the education evaluation meeting hold by the coordinator in June 2025.
ROB6: 6 out of 38 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations and is of high academic quality. The received detailed comments are forwarded to the education group for considerations. Currently, the education group is working on the revision of ROB master program, which potentially can lead to some adjustments on ROB bachelor.
CCT6: 5 out of 29 students have filled in the questionnaire. According to their response, the program has lived up to their expectations and is of high academic quality. 3 students have answered that they used less than 25 hours per week on studies. Due to a low number of responders it is difficult to draw

a statistically significant conclusion. No changes or action points are planned based on the received response.

ES10: 5 out of 39 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations. No changes or action points are planned based on the received response.

CE10: 5 out of 22 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations and alumni are happy about the completed education. No changes or action points are planned based on the received response.

ROB10: 3 out of 28 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations. No changes or action points are planned based on the received response. ROB education group has initiated work on the revision of the curriculum. Due to a low number of the responders, the feedback provided in the education evaluation is limited and can not be used in the revision process.

PDP10: 4 out of 18 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations and is of high academic quality. No changes or action points are planned based on the received response.

CYBER10: 6 out of 31 alumni have filled in the questionnaire. According to their response, the program has lived up to their expectations and is of high academic quality. No changes or action points are planned based on the received response.

ICTE10: 1 out of 7 alumni have filled in the questionnaire. The student is very satisfied with the education. No changes or action points are planned based on the received response.