



## Minutes of meeting (2023-02) in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg 13.03.2023

### *Present:*

Matthias Mandø (MMA) (Chair), Daniel Ortiz Arroya (DOA), Morten Eggert Nielsen (MEN), Rokas Sukauskis, Visnu Ritesh Vijayakumaar Palanisamy (Vicechair), Kasper Niemann Kolmos (observer), Anette Larsen (ALL) (secretary)

Absent: Basira Khaksar, Mads Pagh Nielsen (MPN)

### *Copy:*

Sara Lindberg Hildebrandt, Britta M. Jensen, Anne Linde Poulsen, Pia Vestergaard Jensen, Christian Winther Dissing, Mads Pagh Nielsen, Tamas Kerekes, Gitte Hageman Christensen, Head of department, Rikke Steensbæk, Outreach

*Minute taker:* ALL

## Agenda

1. Approval of agenda
2. Appointment of study board, including election of vicechair
3. Follow up after meeting 08.02.2023
4. Approval of minutes of meeting 08.02.2023
5. General announcements
6. Minutes of semester group meetings
7. Approval of submission dates
8. Accreditation
9. Study programme revision, status
10. Electives autumn 2023 semester, including new elective Intrapreneurship
11. Information on admission (master's admission)
12. Invitation to participate in pilot projects regarding the integration of SSH and STEM competences in AAU's study programmes
13. Credits and exemptions
14. AOB

## Minutes

### **Re 1. Approval of agenda**

Agenda approved without comments.

### **Re 2. Appointment of study board, including election of vicechair**

There has been an election for the students, Rokas Sukauskis is elected vice-chairman.

ALL will inform the election office that we have elected a new vice-chair. Visnu has forwarded invitation to accreditation meetings to Rokas. ALL to check if there are mailing lists Rokas should be on.

### **Re 3. Follow up after meeting 08.02.2023.**

### **Action points, incl. responsible people – Study board meeting 08.02.2023**

**Control Theory**



- A working group is formed. Participants are SMS, HCP, MMB and MPN. Mohsen coordinates.

This item is closed, will be taken up when there is news.

#### **Scheme of delegation (decision making authority) (in Danish) (there is a small change)**

- There has been a hearing by mail in the study board. There were no comments. Therefore, the amendment is approved. ALL will file in WorkZone and web page.

#### **Change of form of exam in course**

- Change from written to oral exam based on mini-project. ALL will prepare exemption and home-page changes. The change has been approved by Uddannelsesjura.

#### **Semester descriptions: Discussion about procedure to be followed by the Esbjerg study board**

- There are project-, semester- and course rooms in Moodle. MMA will inform the study secretaries about the task which they have previously discussed with MMA.

#### **Template for project writing**

- This is an option for the students, and we can put the link in the student information page. ALL will coordinate with study secretaries. Was done by mail 22.02.2023.

#### **ITX Flex**

- Could someone in Esbjerg also do this? What do you think? This is a managerial task. It has been resolved that Sara in Esbjerg will be responsible for ITX Flex.

#### **Eduroam**

- Students have problems with connecting to the Wifi on their phones and the IT department are not helpful. Rokas says that this issue has been solved.

#### **Re 4. Approval of minutes of meeting 08.02.2023**

Minutes are approved.

#### **Re 5. General announcements**

##### **Proposal for a new elective: Intrapreneurship**

There has been a proposal for Intrapreneurship, from another department. It can be suggested for the 3<sup>rd</sup> semester master's students even though we do not present it officially. MMA suggests that "Intrapreneurship" is put on the list of electives for the students.

##### **Meeting in DRU 13.02.2023 (Dekanens rågivende udvalg/The Dean's advisory board)**

MMA and Bashira participated online in this meeting which was conducted in Danish. There was a discussion about ChatGPT. It is not considered a problem. We have ITX Flex which is a control mechanism. AAU is discussing the issue with the other universities, and we will await what the university does. Also, the university's policy on ChatGPT will be added to the AAU Handbook.

Comments:

- Rokas - It is a grey area, and you can ask ChatGPT to rewrite a text so it cannot be seen you have done it.
- MMA – if you cannot answer questions about your report, we will know there may be cheating. The issue with ChatGPT is mainly for written exams.

Furthermore, PBL workshops was discussed at the DRU meeting. ALL will see to it that the semester meeting templates are updated with PBL workshop.

##### **"kvote 2" admissions**

Generally, the numbers are OK.

Many applications to OES, however there is a limit to our admission due to "dimensioning". MPN is investigating with the Dean whether more places can be allocated. In the meantime, applications will be evaluated with points awarded.



### Other meetings

In addition to the DRU meeting, MMA has participated in a number of meetings:

- Meeting in the recruitment panel
- Meeting regarding integration of SSH and Engineering
- Meeting regarding students that are delayed, 09.02.2023 (they get an offer of an interview or will be contacted by counsellors)
- Quality meeting regarding status of action plans (TAK, MPN, CWD, MMA)
- Rector's meeting for study leaders and study board chairmen. Discussion about wellbeing, please also see this page: <https://www.studerende.aau.dk/studieliv>. Also, from this meeting, it was stressed that written exams must be new every year.

MMA gave an account to the study board of the most important points from these meetings.

### Mail reply regarding physical study environment at AAU Energy

ASK has organised talks, there are no action points for Esbjerg and only one for Aalborg.

### Re 6. Minutes of semester group meetings

#### AIE2

Please also see EN2 – same issue with linear algebra (regarding having more time at the exam). MMA will follow-up.

#### EN2

**Project module.** Students wish to have guidelines on budget. Students should always talk to their supervisor which is responsible for acquisition of funds. MMA have talked to teacher/coordinator about this. As a general guideline, if the amount is below DKK 1,000, the supervisor can just ask Henry to order it. However, if it is more expensive, SPE has to decide. Also, it will be considered whether this equipment can be used further on.

**Linear Algebra exam.** Exam sections are a bit short. Seems like 15 minutes is too short, but maybe an agreement under "first math" Same course as AIE2. MMA will follow-up.

Comments re room temperature. MMA is taking this to the department's cooperation committee.

#### BA2

At lectures, there is noise from other students.

- Kasper: it is disrupting, annoying that people show up late. It is 5-6 every time and always the same. Maybe if the teacher said something?
- MMA will speak of this at next GMT lecture.

#### MA2

Remarks about receiving many unimportant mails. We have to say – this cannot be changed. Confusion about the schedule, if not direct teaching. Please contact your secretary if you have questions to the schedule. Sara says it includes non-mandatory items and she will mark this as "tilbud" (offer).

#### AIE4

**Mechanics.** This may be a difficult course, not intuitive for the AIE students. (The course is on AIE 4, 6 and EN4). Students prefer physical lectures rather than online lectures. Sometimes the lecture has to be online, taught from Aalborg because of lack of lecturers. It would be appreciated to get the most out of having online lectures – make a recording, make it possible to watch from home. Often the rule is, the students have to come to an auditorium and watch the lecture live on the screen. This defeats all the advantages it could have, only the disadvantage of not being able to ask right away remain.

Morten will talk to teacher.

#### EN4

Same comments as AIE4 regarding Mechanics.



**Real time programming and programming languages.** The course will run one more time. No action.

#### **BA4**

Comment to study programme revision received.  
Comments about semester evaluations about previous semesters.  
Comments about the workload on some of the courses.  
Teacher will take note of this.

#### **MA4**

No comments.

#### **AIE6**

Comments about online teaching. No action.

#### **EN6**

No comments.

#### **BA6**

Comment to study programme revision received.  
About Laplace transformations: this is a prerequisite, but the students have not learned this. MMA has talked to teacher who will reiterate. Will also be changed in the next version of the study programme.

#### **APEL2**

**Advanced Power Electronics and Applications.** Problems with online teaching. MMA will talk to teacher, however, there are GDPR that we cannot overrule.  
Rokas suggests that we establish a procedure for online lectures. This is already established: [Video conferences](#).

**Computer based analysis** will not be part of the revised study programme, it will also be a new teacher.

#### **IRS 2**

No comments.

#### **OES2**

There has been some confusion with cancelled lectures. No action.

#### **PECT2**

There has been a problem with online use of black board. MMA will write to teachers.

#### Comments

- Rokas suggests that there could be a discussion and collection of minutes by the end of the semester, so someone can speak on behalf of the students.
- MMA finds that the current structure makes sense and is careful about introducing more meetings.
- One proposal could be to put highlights from study board meetings on the info screens. We will consider this.

#### **Re 7. Approval of submission dates**

Dates for submission of projects should be approved by the study board. ALL will contact study secretaries and ask for their suggestions, so that dates for the next semester can be approved at the meeting in May with a view to approval before the next semester.

#### **Re 8. Accreditation**

The vice-chairman of the study board will be interviewed by the accreditation panel, Visnu has received invitation for 25-26 April and has forwarded this to Rokas.

A timeline for the process has been received. There will be a second visit in September: 19-21.09.

Link to further information on accreditation [here](#).



### **Re 9. Study programme revision, status**

Please see MMA's slides. This is only MMA's suggestion, he has not discussed this yet.

The study board discusses MMA's suggestion. MMA will adapt his proposal accordingly. The study board approves of the proposed process.

### **Re 10. Electives autumn 2023 semester, including new elective Intrapreneurship**

Comments:

Please see the attached list which cannot be changed. The list plus intrapreneurship will be presented in Esbjerg after which it will be decided which electives will be offered.

### **Re 11. Information on admission (master's admission)**

For your information. Please see list in enclosures.

### **Re 12. Invitation to participate in pilot projects regarding the integration of SSH and STEM competences in AAU's study programmes**

Please see enclosures. We were invited to a kick-off meeting re integration. However, we do not have SSH in Esbjerg.

### **Re 13. Credits and exemptions**

Survey of list from WorkZone.

ALL to add column stating reason for decision.

## **Action points, incl. responsible people – Study board meeting 13.03.2023**

**Appointment of study board, including election of vicechair.** ALL will inform the election office that we have elected Rokas as a new vice-chair and check if there are mailing lists Rokas should be on.

**Scheme of delegation (decision making authority)** There has been a hearing by mail in the study board. ALL will file revised document in WorkZone and web page.

### **Semester descriptions: Discussion about procedure to be followed by the Esbjerg study board**

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### **AIE2, EN 2**

**Linear Algebra exam.** Exam sections are a bit short. Seems like 15 minutes is too short, but maybe an agreement under "first math" Same course as AIE2. MMA will follow-up.

### **BA2**

At lectures, there is noise from other students. MMA will speak about this at next lecture for 2 semester.

**Mechanics.** (The course is on AIE 4, 6 and EN4). It would be appreciated to use the most out of having online lectures – make a recording, make it possible to watch from home. Morten will talk to teacher.

### **PECT2**

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**Approval of submission dates.** Dates for submission of projects should be approved by the study board. ALL will contact study secretaries and ask for their suggestions, so that dates for the next semester can be approved at the meeting in May with a view to approval before the next semester.

**Electives autumn 2023 semester, including new elective Intrapreneurship.** The list plus intrapreneurships will be presented in Esbjerg.

**Credits and exemptions.** Survey of list from WorkZone. ALL to add column stating reason for decision.