



Rules of procedure for semester group meetings

Planning and format requirements for semester group meetings and minutes

The semester coordinator is responsible for holding the semester group meetings, and the study secretary participates, if possible.

2 meetings are held during the semester. The first meeting is held 3-4 weeks after the start of the semester.

In the 4th semester of the Master's programme, no semester group meetings are held.

The chairman of the study board calls the students for a study evaluation meeting in mid-May in connection with the SurveyXact evaluation form being sent to the students for the graduation semester. In connection with this meeting, exams from the previous semester are also evaluated.

Although semester group meetings are not held during the 4th semester of the Master's programme, students can always contact the semester coordinator if they experience problems during the semester.

Before each semester group meeting, study secretaries send a template for semester group meeting minutes (first meeting) or minutes from the last meeting to the students. In this connection, study secretaries appoint a student to take minutes for the semester group meeting and ask that person to bring a laptop to the meeting.

In connection with the 1st semester group meeting, the exams of the previous semester, as well as other activities, such as the CES student conference, are evaluated.

In continuation of the last semester group meeting, the students draw up a draft for the teacher of the year. In this connection, study secretaries send additional criteria for appointing the teacher of the year.

The agenda for the semester group meeting follows the template for semester group meeting minutes, which contains the following points:

1. Appointment of minute taker (if the appointed student has not appeared, a new minute taker is chosen from among the students)
2. Follow-up and approval of minutes from the last meeting
3. Announcements (Incl. planned guest lectures and company visits)
4. Course modules, guest lectures and workshops (Incl. PBL and entrepreneurship)
5. Project module
6. General evaluation of the semester so far
7. Any other business
8. Next meeting (Date and name of minute taker for the next meeting will be provided by the study secretary)



A1. Semester evaluation from the previous semester (The semester evaluation report is prepared by the students immediately after the first semester group meeting and sent to the study secretary. The semester coordinator is the moderator.)

A2. Proposal for teacher of the year (The proposal is prepared independently by the students immediately after the last semester group meeting and is sent separately to the study secretary. A responsible person is appointed from among the students to take the initiative in preparing the proposal.)

Coordinator's special obligations

- The coordinator is the moderator and ensures that the semester group meeting takes place in a good tone.
- The coordinator encourages the students to contact the course holders in the event of minor deficiencies, e.g. late uploading of course materials, requests for more examples, etc.
- The coordinator takes action on concrete issues that it is possible for the coordinator to do something about. For example, clarification by the course instructor or supervisor, arranging company visits and guest lectures, etc.
- **The coordinator makes sure to keep the chairman of the study board informed of significant problems which it is not possible for the coordinator to solve. The coordinator informs the students of the actions he/she or the Study Board has initiated to solve the problem.**
- The coordinator approves the minutes and ensures that offensive language and inappropriate critique do not appear and provides clarifications in relation to points of critique.

Subsequent handling of minutes from the semester group meetings

The study secretary receives the report from the minute taker and sends it to the semester coordinator for approval.

When the minutes have been approved, the study secretary sends them to students, the Study Board, lecturers, supervisors and co-supervisors for the semester as soon as possible and no later than 1 week after the meeting.

Comments and responses from lecturers and supervisors are forwarded to the Study Board and processed in connection with the minutes.

The template for the semester group meeting minutes can be found on the department's [education website](#).