



**Study Board of Energy**

Date of document: 24-09-2021

Responsible: Study Secretariat

Latest revision: 23-03-2023, 28-02-2024,  
28-02-2025

Last revised by: ghc

# Rules of Procedure for Semester Group Meetings and Semester Evaluation Reports

## Semester Group Meetings and Minutes

The first subject on the agenda is '*Attention points for the Study Board*'. This subject may contain special or clarifying comments from the minutes requiring the study board's attention. Regarding particularly important or urgent matters, the Chair of the Study Board or the Head of Studies should be contacted directly, so that action can be taken immediately on the point of criticism.

The semester coordinator is responsible for facilitating the semester group meetings, and the study secretary participates as far as possible.

2-3 meetings are held during the semester. The first meeting is held 3-4 weeks after the start of the semester. As an extension of the first semester group meeting, the students prepare a draft of a semester evaluation report.

On the 4th semester of the master's programme, no semester group meetings are held, and the students therefore receive a reminder from the study secretary when the semester evaluation report must be started for the 3rd semester of the master's programme. 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.

## Digitization of student input for semester group meetings

Approx. one week before the semester group meeting, the study secretary sends a meeting invitation to the students, lecturers, supervisor(s) and co-supervisor(s). In the meeting invitation, there is a link to a digital evaluation of courses and projects during the semester, which the students should answer no later than 2 days before the semester group meeting. As a starting point for the semester group meeting, the semester coordinator downloads the completed online responses in SurveyXact for each course and project and reviews the students' inputs requiring clarification or follow-up.

At the semester group meeting, one of the students should take the minutes of the meeting, which are to contain the following:

1. Appointment of minute taker (*the students take turns at writing the minutes of meeting*)
2. Follow-up and approval of the minutes from the last meeting (*2nd and 3rd semester group meetings*)
3. Follow-up on attention and action points

The semester coordinator informs about the study board's follow-up on points of attention (2nd and 3rd semester group meetings)

The semester coordinator informs about his or her follow-up on action points (2nd and 3rd semester



group meetings)

Students inform about their follow-up on action points (*2nd and 3rd semester group meetings*)

4. Announcements/guest lectures/excursions

5. Course modules

*Evaluation of each course should contain the following:*

- *Names of course and lecturer*
- *Contents in relation to the curriculum and the semester description*
- *Is the teaching satisfactory (including assistant teacher); is the quality adequate and do the lecturers get around during exercises?*
- *Does the literature fit and is it available? Is the quantity appropriate and does it support the learning objectives?*
- *Are the exercise sessions satisfactory?*
- *Does the course run as planned?*

6. Project module

*Evaluation from each group should contain the following:*

- *Names of group and supervisor*
- *Project status*
- *Does the project proceed as expected?*
- *Issues that may influence the completion/quality of the project*
- *Evaluation of supervision*
- *Relevance in relation to the semester description and curriculum*
- *Coherence with the course modules*

7. AAU Prolab: PBL workshops (2nd and 3rd semester group meetings)

*Evaluation of PBL workshops must include the following:*

- *Name of workshop*
- *Name of lecturer*
- *Do you develop your own skills?*

8. Entrepreneurship on 5th semester (*autumn semester only*)

*Evaluation of entrepreneurship must include the following:*

- *Name of lecturer*
- *Name of company*
- *Is the teaching satisfactory?*
- *Is the lecture relevant in relation to being able to carry out an economic analysis yourself?*
- *Relevance in general?*

9. PBL competence profile on 2nd semester of the master's programme (*spring semester only*)

*Evaluation of the workshop in the PBL competence profile must include the following:*

- *Name of lecturer*
- *Did you gain an increased awareness of your PBL skills?*
- *Is the teaching satisfactory?*
- *Relevant in relation to future employment?*

10. PBL workshops (*for visiting students*)



- *Number of workshop*
- *Name of lecturer*
- *Is the teaching satisfactory?*

11. General evaluation of the semester until now, including

- *information level*
- *timetable*
- *exam planning*
- *IT*
- *physical working environment*
- *laboratory accessibility*
- *study environment*
- *well-being*

12. Teacher of the Year (*discussed at the last semester group meeting. The nomination should be sent separately to the study secretary*)

13. Semester evaluation of the previous semester

14. Any other business

15. Next meeting

#### Minutes of the semester group meetings

The study secretary receives the minutes of meeting from the minute taker and reads them through before sending them to the semester coordinator(s) for approval. If there is any uncertainty of the contents of the minutes, the semester coordinator sends back the minutes to the minute taker for clarification. In case there are comments to the minutes, they are sent to the study secretary who will incorporate them in the minutes.

When the minutes have been approved, the study secretary sends them to the students, study board, lecturers, supervisors, and co-supervisors of the semester **no later than one week after the meeting**.

A template of the semester group meetings is available at the [Department education website](#).

#### Semester Evaluation Report

By the time of the invitation of the first semester group meeting, the students also receive an e-mail from the study secretary regarding the compilation of a semester evaluation report. This e-mail includes minutes of the previous semester's semester group meetings.

The student coordinator manages the compilation of the evaluation report in cooperation with the rest of the students of the given semester.

Names of lecturers and supervisors are allowed to be included in the report. All students must be consulted before the final report is sent to the study secretary. The study secretary then arranges for the report to be sent for perusal with the previous semester coordinator, who can comment before he/she finally approves the report.

**The deadline for sending the approved semester evaluation report to the study board is 15 March and 15 October.**



The semester evaluation report must contain the following:

1. Summary and recommendations (*what worked well or not so well, changes and recommendations for adjustments, etc.*)
2. The semester in general (*e.g. semester start, group formation, semester group meetings, information level, timetable, exam planning, IT, physical working environment, laboratory accessibility, study environment and well-being, etc.*)
3. Project exams (*e.g. supervisor support, has the supervisor informed you about the exam process before the exam, the role of the examiner, etc.*)
4. Course exams, one by one (*level of difficulty, exam format, were questions part of the syllabus, did the exam align with the teaching and assignments, was information about necessary and permitted aids made available in a timely manner (at least 4 weeks before the exam, etc.)*)

The semester evaluation report of the fourth semester of the master's programme

At the beginning of the semester, the students receive an e-mail from the study secretary. The student coordinators from the previous semester initiate the preparation of the report in collaboration with the other students, i.e. those who have followed an ordinary semester as well as those who have been in a company or abroad during the third semester of the master's programme.

A template of the semester evaluation report is available at the [Department education website](#)

The semester evaluation report must reflect the entire collective evaluation of the semester and include an evaluation of all course and project exams.

On the bachelor's programmes each semester is to make a common evaluation report while master's students should make an evaluation report for each specialisation (electrical, thermal, mechatronic).

The semester evaluation report is communicated only to the study board, the students, lecturers, and supervisors of the given semester. The study board addresses the attention points and other feedback from the report at the forthcoming study board meeting. The result of the semester evaluation and the follow-up of the study board are published at the website of the Department of Energy in a version where the qualitative data and the evaluation of each of the courses have been left out.