



Study Board for  
Media Technology  
[mtstudyboard@create.aau.dk](mailto:mtstudyboard@create.aau.dk)  
[www.create.aau.dk](http://www.create.aau.dk)

**Chairman**

Claus B. Madsen  
Phone: +45 9940 8788  
[cbm@create.aau.dk](mailto:cbm@create.aau.dk)

**Secretaries**

Anne-Marie Rasmussen  
Phone: +45 9940 8792  
[amr@create.aau.dk](mailto:amr@create.aau.dk)

## Minutes from Media Technology Study Board Meeting 2025.4 Wednesday, May 7<sup>nd</sup>, 2025

**Present members:**

Claus B. Madsen (CBM)  
David Meredith (DM)  
Jesper Rindom Jensen (JRJ)  
Ali Adjorli (AA)  
Carlos Diaz (CD)  
Vahid Haidari (VH)  
Swenja Christiane Flavia Kraus (SCFK)  
Henderika Johanna Bots (HJB)

**Secretaries:**

Anne-Marie Rasmussen (AMR)  
Trine Dalsgaard (TD)

**Present observers:**

Markus Löchtefeld (ML), observer, Head of Studies

**Absent:**

Georgios Triantafyllidis (GT)  
Vanilla Riis Mortensen (VRM)  
Nikolas Bostrup Kull (NBK)  
Jonas Korsgaard Holst (JKH)  
Martin Tran Pham (MTP), observer, study counselor AAL  
Nicolai Reinhold Schøler (NRS), observer, study counselor AAL  
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH  
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2025-4-1
2.	Information from the Chairperson	
3.	Information from the Vice Chairperson <ul style="list-style-type: none"> <li>Teacher of the year, election (2024/2025)</li> </ul>	2025-4-2
4.	Status on the action plan from meeting no. 2025.3	2025-4-3
5.	Study plan revision <ul style="list-style-type: none"> <li>Artificial Intelligence Engineering, B.Eng</li> <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>	
6.	Self-evaluation action plan <ul style="list-style-type: none"> <li>Artificial Intelligence Engineering, B.Eng</li> <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>	
7.	Self-reported reasons for leaving the study program (2020-2024)	2025-4-4
8.	Group size policy, debate	2025-4-5
9.	Evaluation of Study Activities, Fall 2024 (1 report)	2025-4-6
10.	Semester group meeting minutes, Spring 2025	2025-4-7
11.	Coordinator list fall 2025	2025-4-8
12.	Any other business	



10.	Dispensations <ul style="list-style-type: none"><li>Information from the study board secretariat (none)</li></ul> 0 case (info via mail)	
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### 1. Approval of agenda and minutes from the last meeting

#### Approval of agenda:

CBM would like to add a topic regarding "Deadlines" under Topic 12: Any other business.

Agenda approved.

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

### 2. Information from the Chairperson

The online employer panel meetings for Media Technology programs are planned for Friday, May 23<sup>rd</sup>, 2025. We have arranged meetings for the programs in Medialogy (both BSc and MSc in AAL and CPH), Artificial Intelligence Engineering (DAKI), Lighting Design (LID) and Service System Design (SSD). It is a bit awkward to have the meetings for LID and SSD programs as they are scheduled for closure, but if we have students in the "pipeline", it is mandatory to have these meetings. There is a plan to invent new EVU programs in the LID and SSD areas and will be debated at the meetings.

In the other programs we will look at proper progression in the study plans. Another topic will be the exchange agreements that we have or could have. A list made by the international office at AAU will be presented. Please feel free to contact the Study Board-secretary if you have any proposals regarding new exchange possibilities.

The Study Board will see the minutes from the employer panel meetings in the June or August Study Board meeting.

We had a debate about coordinators and informing students about possibilities of **studying abroad** rather than going into Internship abroad.

**Action:** CBM will contact GT and the other MSc09 coordinators regarding going into an exchange program.

### 3. Information from the Vice Chairperson

#### Teacher of the year, election (2024/2025)

Regarding Teacher of the Year 2024/2025 we have received 8 nominations, which is fine. Last year we had 10. The nominations were generally very fine with good content.

Teacher of the Year election 2024/2025 was: **Ivan Adriyanov Nikolov.**

Nominee of the best TOTY award goes to: **Emilie Høj Slente, MED4C.**

**Action:** CBM will on behalf of the Study Board inform Ivan about the election.

**Action:** VH will together with AMR prepare a TOTY report, that can be forwarded to staff and students.

**Action:** AMR will inform the student and prepare documentation for the teacher and the graduation ceremony.



#### 4. Status on the action plan from meeting no. 2025.3

##### Semester group meeting minutes, Fall 2024

###### MED5C

CBM will contact the coordinators and teachers in both AAL and CPH to find out what academic focus should be on that semester. Is the Curricula appropriate? Needs focus before MED5 next year.

05.02.25: Too much discrepancy between the two semesters. CBM will arrange a meeting before summer.

05.03.25: Not handled yet.

02.04.25: Will be handled early summer. Not handled yet.

05.03.25: Not handled yet.

07.05.25: Not handled yet. **Remains in the action plan.**

##### Evaluation of Study Activities, Fall 2024

Many reports mention challenges with group formation and dynamics, which impact on the learning environment.

- CBM will encourage the coordinators at the coordinator meeting to make use of the various types of group formation processes described in the [group formation policy](#), as there is a tendency only to use type 1 (administrative – random) and type 4 (free – not administrative).

07.05.25: Not handled yet. **Remains in the action plan.**

**MED3A:** The survey identifies concerns regarding mathematics (matematik til multimedia-applikationer).

- CBM contacts the teachers from Mathematics to ask them to internally evaluate what works well and what challenges exist.

07.05.25: Not handled yet. **Remains in the action plan**

**MED5C:** Issues regarding the AMMI course have been noted. It is proposed that the AMMI course is replaced with a course on Perception, and the Study Board should discuss this suggestion. Similarly, the DIE course has received some negative feedback.

- CBM sets up a meeting with coordinators of MED5A and MED5C and the course teachers to discuss the course.

07.05.25: This topic is not handled yet but will be merged with the top topic so this **can be removed from the action plan.**

##### Semester group meeting minutes, Spring 2025

**MED8A SGM1** CBM will organize a meeting with Cumhur and DM to investigate the progression - is the study plan okay with regards to AI and machine Learning?

07.05.25: Not handled yet. **Remains in the action plan.**



**MED6C SGM1** There are too large variations from the demands from the supervisors and the demands regarding exams on various courses. CBM will contact the semester coordinator on MED6C and hear if the Study Board needs to do something about this.

07.05.25: To see if it is really a problem, CBM has decided to wait for the semester-evaluation report from this semester and see if the students have any opinions about the topic.

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

## 5. Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Nothing new.

## 6. Self-evaluation action plan

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc. CPH**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Nothing new.

## 7. Self-reported reasons for leaving the study program (2020-2024)

The study board discussed the data with the following comments:

- The number of students who have left the studies due to the self-reported reason "the content of the education did not meet my expectations", has dropped since 2020, which indicates a positive development.
- It is important that the online description of the study matches the content of the education
- Perhaps the name Medialogy is misleading
- Some students might have the impression that the study is about games
- There has been critique of some of the teachers from the students.

The study board has investigated the numbers and will continue to monitor them.

CBM will investigate the topic made about the critique of certain lecturers.



## **8. Group size policy, debate**

The Study Board discussed the group size policy with the following comments:

- BSc: The Study Board argues for a cap of 4-5 students.
- MSc: The Study Board has no comments about the group size.
- It is good with clarification regarding lesser supervision in smaller groups and regarding group rooms

The Study Board sees several advantages in having a limitation of 4-5 members for project groups in the B.Sc. semester (in no particular order):

1. With this limitation, it becomes possible in a "natural" and predictable way to break up well-established groups. Groups that have worked together for several semesters with the same composition of six people will be told in advance that the B.Sc. semester has a lower group size limit, making it natural for them to split up—perhaps even before the B.Sc. semester begins.
2. The Study Board believes that for learning purposes and "personal growth," groups from the B.Sc. semester and beyond, including at the master's level, should not be too large. The board considers groups of 2-4 members to be an appropriate size. In practice, this is also the de facto group size throughout the master's program. There are exceptions where groups are smaller or larger, but an official limit of six members at the master's level is not seen as problematic, as groups of that size are rarely formed.
3. The Study Board finds that large groups provide too much opportunity for certain students to hide. Additionally, there are concerns about whether grading in the project exams can be sufficiently precise and well-founded if groups consist of six members.

Overall, the Study Board argues for groups smaller than six members, ideally with a maximum of four members. A limitation of 4-5 members at the B.Sc. semester has previously contributed constructively to keep group sizes down and break up tightly knit groups.

## **9. Evaluation of Study Activities, Fall 2024 (1 report)**

The study board had the following comments for MED1C:

- Response rate 77%
- Grade statistics are fine
- The semester generally worked well. There are some comments related to IKDU. The Study Board encourages the semester coordinator to investigate how IKDU can be changed to address some of the challenges.



## 10. Semester group meeting minutes, Spring 2025

### AAL

MED2A SGM2	No comments
MED4A SGM2	No comments
MED6A SGM2	No comments
MED8A SGM2	No comments
MED10A SGM1	No comments

### CPH

LID8 SGM2	No comments
MED2C SGM2	No comments
MED6C SGM2	No comments
SMC8 SGM2	No comments
SSD8 SGM2	No comments

## 11. Coordinator list fall 2025

The coordinator list for Fall 2025 has minor changes compared to last year. It looks fine and the list was approved.

## 12. Any other business

### Deadlines:

When is the correct deadline for splitting up a group or deadline for applying for extension of a project report/Master thesis project report?

We already have rules for splitting up a group. It is 4 weeks before hand in time. You can read more about it in this link: <https://www.en.create.aau.dk/studies/group-work> (group sizes).

Regarding project hand-in-time, it will normally also be 4 weeks before the deadline. But it might differ depending on the case. It can be Force majeure, or it can be a documented reason. Perhaps a medical document.

If it is because the student did not handle the project carefully timewise it cannot be a reason that we can accept. The student will have to hand in blank and extend the project time.



**Action:** CBM will present documentation at the June meeting regarding rules for deadlines and project hand in.

### **Plagiarism and ethics (CD)**

Previously, the Study Board decided to inform current first semester students about plagiarism and ethics. DM and CD had agreed to prepare workshops on both campuses, but did not have the time. CD has instead prepared a video containing this information so the students and coordinators of the first semesters of the bachelors and masters could use it.

You can find the video here: <https://youtu.be/LZ1QqDMMtGO>

### **13. Dispensations**

- **Information from the study board secretariat**  
None.
- **Cases (closed point)**  
Nothing.



## **Actions:**

### **Information from the Chairperson – studying abroad**

We had a debate about coordinators and informing students about possibilities of **studying abroad** rather than going into Internship abroad. CBM will contact the MSc09 coordinators regarding going into an exchange program.

### **Teacher of the Year 2024/2025**

Teacher of the Year election 2024/2025 was: **Ivan Adriyanov Nikolov**.

Nominee of the best TOTY award goes to: **Emilie Høj Slente, MED4C**.

- CBM will on behalf of the Study Board inform Ivan about the election.
- VH will together with AMR prepare a TOTY report that can be forwarded to staff and students.
- AMR will inform the student and prepare documentation for the teacher and the graduation ceremony.

### **Semester group meeting minutes, Fall 2024**

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- CBM will contact the coordinators and teachers in both AAL and CPH to find out what academic focus should be on that semester. Is the Curricula appropriate? Needs focus before MED5 next year.
- Issues regarding the AMMI course have been noted. It is proposed that the AMMI course is replaced with a course on Perception, and the Study Board should discuss this suggestion. Similarly, the DIE course has received some negative feedback.

05.02.25: Too much discrepancy between the two semesters. CBM will arrange a meeting before summer.

05.03.25: Not handled yet.

02.04.25: Will be handled early summer. Not handled yet.

05.03.25: Not handled yet.

07.05.25: Not handled yet. At this meeting we combine two actions. See above text about the AMMI course.





### Evaluation of Study Activities, Fall 2024

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- CBM will encourage the coordinators at the coordinator meeting to make use of the various types of group formation processes described in the [group formation policy](#), as there is a tendency only to use type 1 (administrative – random) and type 4 (free – not administrative).

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### Semester group meeting minutes, Spring 2025

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07.05.25: Not handled yet.

### Any other business – Deadlines

CBM will present documentation at the June meeting regarding rules for deadlines and project hand in.

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

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Student exchange agreements available for MTSB students
- Students time planning and miniproject structures