



AALBORG UNIVERSITET

## Minutes

Subject: Study board meeting – No. 2025.3  
Date: 19 March 2025  
Minute taker: Tatiana K. Madsen  
Participants: Tatiana K. Madsen, Troels Bundgaard Sørensen, Peter Koch, Rikke Gade, Peter Koch, Henrik Schiøler, Hans Henrik Dalgaard (ROB), Magnus Møller Knudsen (CE-AVS), Stefan Alexandru Lazar (CYBER), Anders Peter Bundgaard Kristensen (ES), Marie Hastrup Brisson (CCT), Helle Busk Jensen  
Observer: Lene Tolstrup Sørensen, Charlotte Høeg  
Cancellations: Jens Myrup Pedersen, Mathias Lykholt-Ustrup (ROB)

## Agenda

1. Approval of agenda
2. Approval of minutes February 2025
3. Draft for the semester evaluation form
4. Feedback to new AAU anti-harassment rules/ Høringssvar til nye anti-chikaneregler
5. Education evaluation 2024 – E-diplom
6. Semester evaluation reports for Fall 2024 semesters
7. Dispensations
8. Messages
9. A.O.B.

## Minutes

### Ad.1. Approval of agenda

The agenda was approved.

### Ad. 2. Approval of minutes February 2025

The minutes were approved.

### **Ad. 3 Draft for the semester evaluation form**

*Charlotte Høeg has been invited to participate in discussions for this item.*

*This item is directly related to item 2.10 in our HP (handlingsplan – "Indsats: Der er et ønske om at øge svarprocenten på uddannelses- og semesterevalueringer på ES").*

On behalf of student-members of ESN Anders has presented a possible update of the semester evaluation scheme and procedure. It was inspired by procedures implemented at other study boards at TECH. The main points of the discussion are summarized below:

*How to structure evaluation scheme (slides vs comment fields)*

- It is difficult to see why students are happy/ unhappy about the course, if only slides are given. Comments are important. Even though in rare cases there are comments formulated in an unpleasant manner, the comments generally provide a good insight.
- Additionally, in the current scheme used, it is not possible to see what comments are coming from a single person. Being able to see comments from a single person (e.g. answers are marked by different colors or being numbered) will provide better insight.

*What is being asked in the evaluation scheme*

- We can use SGMs (semester group meetings) to collect detailed feedback, while in the scheme the general evaluation of the semester can be performed by the students

*Several sub-schemes vs a single scheme*

- It has been concluded that sending several sub-schemes and/ or asking to fill them in groups will keep the answer present the same, as this does not solve the problem, but increase the need for administrative resources.

*Procedure*

- Anonymous semester evaluation should be combined with the semester evaluation done during a SGM. It seems that it is the most natural to place it in the beginning of the next semester. Such meetings were held previously; it seems to be a good idea to revive this tradition.
- Simultaneously, such semester evaluation meeting will allow to provide the students information on the actions taken based on their feedback and make the students engaged in the process

*Why the answer present is low*

- According to the feedback from the student members of ESN, students tend to provide answers only if they would like to report something extraordinary good or extraordinary bad.
- This gives an idea to introduce a "quick" way of answering the scheme with one click if a student is satisfied with a semester and does not have any additional comments that were already provided during SGMs.

Taking these comments into account, a draft will be further updated and presented during next meeting.

**Action point:** to prepare a new draft. **Responsible:** Anders

#### **Ad. 4. Feedback to new AAU anti-harassment rules/ Høringssvar til nye anti-chikaneregler**

Formulations of the document's items 1 and 2 can be interpreted in multiple ways and there will be an advantage if it is stated who and how decisions are made. There are no comments concerning items 3 and 4.

ESN will formulate feedback.

#### **Ad. 5. Education evaluation 2024 – E-diplom**

Evaluation scheme received from graduates of E-diplom has been discussed during the meeting.

**Conclusion:**

- *5 alumni have filled in the questionnaire. According to their response, the program has high academic quality. In the comments some alumni expressed that the education can be more practically oriented and this is already taken into account in the last revision of E-diplom.*

In the responses received from the alumni, one person writes that he/she has experienced sexual harassment. Even though the details are not known, it is important that we take it seriously. Currently, at Crete and ES departments there are workshops on prevention and handling of offensive behavior, including sexism organized for employees.

**Action point:** to report to Head of Studies. **Responsible:** TKM

#### **Ad. 6. Semester evaluation reports for Fall 2024 semesters**

Semester evaluation reports were discussed during the meeting. A few reports have not been received by ESN. A reminder has been sent and these reports will be processed on the meeting in April. The conclusions presented by TKM have been approved. The formulations of conclusions for each education can be found in Appendix.

Additionally, comments in the semester evaluation reports led to a number of minor action points:

- **ROB3:** TKM follows up on comments on Actuators, Drivers and Electrical Components course
- **ROB7:** lectures in Robot Navigation course were running late in December. This is explained by extraordinary circumstances on the course holder side, and it is not something that is expected to repeat. No action points.
- **ES7:** TKM follows up on the comments received about ML exam and exam in Perception course
- **ES7:** clear procedure on selection of elective courses. Action point: formulate the procedure and distribute it to coordinator, course holders, study secretaries. Responsible: TKM, HBJ
- **CYBER3:** The education group is asked to consider whether an option for 30 ECTS project oriented stay in a company should be included in the curricula.



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- **ICTE1:** some of the students admitted to the program with non-AAU bachelor are challenged to follow the program, even though the admission requirements are met. There was hold a meeting with the admission office and master program coordinators on March 18, 2025 about the process of evaluation of applications without admission rights. No further actions are planned.
- **All semesters:** there is a wish from coordinators to be informed whether any guest students are expected. Action point: study administration informs coordinators before semester start. Responsible: HBJ

#### **Ad. 7. Dispensations**

Dispensation applications were processed during the meeting.

#### **Ad. 8. Messages**

- NovoNordisk teaching prize was awarded to Jens Dalsgaard , Simon Bøgh and Israel Mayorga. Congratulations! ESN would like to express gratitude to Anders and Jonas for preparing the nomination. Thanks!
- TKM will be present at CPH campus several times per semester, where teachers and students have possibility to drop by and talk.

#### **Ad. 9. AOB**

It has been asked whether somebody knows about a word template for students report. People are aware of latex template, but it seems that a word template does not exist.

#### **Appendix. Conclusions on semester evaluation reports**

- CCT1: ESN does not have any additional comments to the coordinator's conclusions.
- CCT3: ESN does not have any additional comments to the coordinator's conclusions.
- CCT5: ESN does not have any additional comments to the coordinator's conclusions. Proposed changes in semester implementation will be coordinated by semester and education coordinators.
- COMTEK1: ESN does not have any additional comments to the coordinator's conclusions.
- COMTEK3: ESN does not have any additional comments to the coordinator's conclusions. The wish if having guidance for teaching assistants is communicated to Head of Studies.
- COMTEK5: ESN does not have any additional comments to the coordinator's conclusions. Based on the comments received from the students during and after the semester, the education group will considered whether some adjustments are necessary involving multiple semesters.
- ESD3: ESN does not have any additional comments to the coordinator's conclusions.
- ESD5: ESN does not have any additional comments to the coordinator's conclusions.
- ROB3: ESN does not have any additional comments to the coordinator's conclusions.



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- ROB7: ESN does not have any additional comments to the coordinator's conclusions.
- ROB9: ESN does not have any additional comments to the coordinator's conclusions.
- ES7: ESN does not have any additional comments to the coordinator's conclusions.
- ES9: ESN does not have any additional comments to the coordinator's conclusions.
- CE/NDS7: ESN does not have any additional comments to the coordinator's conclusions.
- CE/NDS9: ESN does not have any additional comments to the coordinator's conclusions.
- CE/AVS7: ESN does not have any additional comments to the coordinator's conclusions.
- CE/AVS9: ESN does not have any additional comments to the coordinator's conclusions.
- PDP9: ESN does not have any additional comments to the coordinator's conclusions.
- CYBER1: ESN does not have any additional comments to the coordinator's conclusions. The Study Board gives dispensation to run additional extraordinary reexams in CYBER1 courses during August 2025.
- CYBER3: ESN does not have any additional comments to the coordinator's conclusions. The education group is asked to consider whether an option for 30 ECTS project oriented stay in a company should be included in the curricula.
- ICTE1: ESN does not have any additional comments to the coordinator's conclusions.
- ICTE3: ESN does not have any additional comments to the coordinator's conclusions.