

Minutes from TB Study Board meeting – February 2026

Date:	26-02-2026	Time: 12.30-15.00
Location:	AAL: RDB14 3.368 KBH: ACM15 2.001h (Gemini meeting room) Online via Teams	
Minute-taker:	Study Board Secretary Janni Rise Frellsen	

Name	Role	Attendance
Study Board Members (voting right)		
Maj-Britt Quitzau (MBQ)	Study Board Chairperson	Present
Lars Botin (LB)	Teacher representative TAN CPH	Present online
Jeppe Eriksen (JE)	Head of Education TAN AAL	Present
Andrés F. Valderrama Pineda (AVP)	Teacher representative SD	Absent (mandate to Søsser)
Søsser Brodersen (SB)	Head of Education BD-SD	Present online
Mette Simonsen Abildgaard (MSA)	Teacher representative for Dept. Of Communication and Culture (CPH)	Absent (mandate to Tom)
Anna Mathilde Erlang Dahlmann (AMED)	Student representative BD/SD	Present
Olivia Reffstrup Thor (ORT)	Student representative BD/SD	Present
Hans-Peder Gørtz Andersen (HPA)	Student representative and student study councillor TAN AAL	Absent (mandate to Jeppe)
Rune Holmgaard Andersen (RHA)	Student representative and student study councillor TAN CPH	Present online
Emilie Vitved Vesterager (EVV)	Student representative TAN AAL	Present
José Alexander Garrido Martínez	Student representativ TAN CPH	Present
Observers (no voting right)		
Janni Rise Frellsen (JRF)	Study Board secretary	Present
Tom Holmgaard Børsen (THB)	Head of Education TAN CPH	Present
Mette Brinch Rømer (MBR)	Student study councillor BD-SD	Present
Astrid Oberborbeck Andersen (AOA)	Teacher representative for Dept. of Kommunikation and Culture (AAL)	Absent
Versellis Elledi Earnest-DeYoung	Student observer BD/SD	Present

Abbreviations:

TB-SN: Study Board for Techno-Anthropology and Sustainable Design

BD: Bachelor in Sustainable Design

SD: Master in Sustainable Design

TAN: Bachelor & Master in Techno-Anthropology

MPBL: Master in Problem-Based Learning in Engineering and Science

BDx/SDx/TANx/MPBLx: Semester in the programme (e.g., BD2 is second semester of the BD programme)

AAL: Aalborg campus

CPH: Copenhagen campus

HE: Head of Education

Agenda

1. Approval of agenda and minutes from previous meeting
2. Information from chairperson, secretary and others
3. Follow-up status
4. Presentation of Study Board work and expectations
5. Constitution of TB Study Board (student representatives elect vice-chair)
6. Approval of work plan 2026 and case-handling guidelines
7. Initiating Teacher of the Year
8. New meeting dates
9. Drop-out rates
10. Any other business

Minutes

1. Approval of agenda and minutes from previous meeting	
Timeframe:	12.30 – 12.35 Responsible: MBQ/JRF
Presentation:	<i>The agenda is approved, and it is confirmed whether the Study Board is decision-making. Minutes from previous meetings are reviewed and approved.</i>
Appendix:	Appendix 1 – Minutes from TB-SN-meeting in January 2026
Quality:	Formality
Discussion:	The minutes from the study board meeting in January were approved without further comments. Søsser wished to add an item concerning enquiries from students regarding recommendations in connection with them applying for admission to other study programmes to ‘any other business’. The agenda was approved with this addition. The study board was quorate, as a majority of members were present or represented by proxy.
Conclusion:	Today’s agenda and the minutes from the previous study board meeting were approved. The study board was confirmed to be quorate with mandates from Andrés to Søsser, from Mette to Tom, and from HP to Jeppe.

2. Information from chairperson, secretary and others	
Timeframe:	12.35 – 12.50 Responsible: MBQ/JRF
Presentation:	<p>a. <i>News from chairperson</i></p> <ul style="list-style-type: none"> • <i>Welcome to new members & introduction rounds</i> • <i>The legal dept. has informed us that we are not allowed to share any material from the examination complaints. The argument is that only the involved parties should have access to this sensible material.</i> <p>b. <i>News from head of study programme and teachers</i></p> <p>c. <i>News from student study councillors</i></p> <p>d. <i>News from student representatives</i></p>
Appendix:	-
Quality:	-

Discussion:	<p>a. <i>News from chairperson</i></p> <ul style="list-style-type: none"> • New student representatives have just been elected to the study board. Maj-Britt welcomed the new members, and the meeting began with a round of introductions so that both new and continuing members could be introduced to one another. • The head of study programmes have previously requested insight into the exam complaints submitted within their respective programmes. Janni has investigated whether we are permitted to share these complaints with the head of studies. Our Legal Office for Education has informed us that we are <u>not</u> allowed to share the actual complaints or the material they contain, as this constitutes sensitive personal data. However, we are allowed to inform them that a complaint has been submitted, as well as provide general details and the outcome of the complaint. <p>b. <i>News from head of study programme and teachers</i></p> <p>Søsser mentioned that the revision process for the master’s programme in Sustainable Design has now begun. We expect the new curriculum to enter into force in September 2027.</p> <p>She also mentioned that we are in the process of having tote bags produced to be handed out to all our Sustainable Design students, so they can help promote the programme.</p> <p>Jeppe reported that the Open House event at the Aalborg campus, taking place today, is going very well. There are quite a few visitors, and we have had T-shirts made for our Techno-Anthropology staff, as well as tote bags to hand out to prospective students.</p> <p>c. <i>News from student study councillors</i></p> <p>Anna Mathilde and Mette reported that the Open House event on the Copenhagen campus at the beginning of February had gone very well for Sustainable Design. There were many interested visitors who stopped by the stand and who listened to the presentations, and they were able to speak with a large number of potential students.</p> <p>For Techno-Anthropology, we were somewhat dissatisfied with the placement of our stand in the conference room instead of in the main canteen area, and it did not seem as though promoting the TAN programme had been a high priority at the event. Rune felt that the programme had been somewhat tucked away together with a couple of other programmes that are being moved to the Aalborg campus. He experienced that people who already knew about the programme and were interested in it fortunately managed to find the stand and received a conversation and information about the programme despite the location, but very few people who were unfamiliar with the programme happened to pass by and approach them.</p> <p>d. <i>News from student representatives</i></p> <p>No news.</p>
Conclusion:	-

3. Follow-up status		
Timeframe:	12.50 – 12.55	Responsible: MBQ/JRF
Presentation:	<i>The action list contains an ongoing overview and status of important follow-up points from the Study Board meetings. The list helps ensure that we follow up on all items. Before each meeting, the list is updated by the chair of the Study Board. Members of the Study Board are encouraged to monitor the status continuously and provide comments if faster follow-up or additional focus on certain points is needed. The updated action list is inserted at the bottom of the minutes for each Study Board meeting.</i>	
Appendix:	Appendix 3 – Updated action list	
Quality:	Follow-up and execution of decisions and initiatives	
Discussion:	<p>Maj-Britt gave a brief introduction to the study board’s action list and its purpose. She explained that the items on the list are not reviewed during the study board meetings, but that the list is included as an appendix for all meetings to provide members with an ongoing status on the follow up items and tasks handled by the study board.</p> <p>Maj-Britt and Janni are responsible for continuously updating the list, and at the meeting Maj-Britt received a quick update on the items for which other study board members were responsible.</p> <p>Study board members are encouraged to skim through the list and point out any items or tasks they would like to have prioritized for quick processing.</p>	
Conclusion:	Maj-Britt and Janni have ongoing working meetings and handle the items and tasks on the list.	

4. Presentation of Study Board work and expectations		
Timeframe:	12.55 – 13.10	Responsible: MBQ/JRF
Presentation:	<i>A welcome package has been prepared for the new representatives on the Study Board. A brief overview of the elements included in the package and the expectations for the representatives will be outlined. Questions and input are welcome. The new representatives are expected to read the welcome material and may always contact MBQ and JRF if they have any questions. A more detailed discussion of the case-handling guidelines will follow in order to align expectations regarding these.</i>	
Appendix:	Appendix 4 – Welcome package with information about working in the Study Board	
Quality:	Onboarding	
Discussion:	<p>Maj-Britt gave a brief introduction to the study board and its purpose, responsibilities, and work.</p> <p>AAU’s study boards are responsible for ensuring the quality, organisation, implementation and development of the study programmes and</p>	

	<p>teaching affiliated to the study board as well as for ensuring active staff and student involvement. The study board is responsible for one or several study programmes under a department.</p> <p>Maj-Britt emphasized that the students' perspectives and inputs are very valuable to the study board and encouraged the student representatives to participate actively in discussions.</p> <p>Welcome materials have been prepared and uploaded as an attachment to the meeting, and all new study board members are encouraged to read them to gain a more detailed insight into the work of the study board.</p>
Conclusion:	<p>The new study board members were introduced to the study board's areas of responsibility and work and were encouraged to read through the prepared welcome materials. In case of any questions, Maj-Britt and Janni can always be contacted.</p>

5. Constitution of TB Study Board (student representatives elect vice-chair)	
Timeframe:	13.10 – 13.35 Responsible: MBQ
Presentation:	<i>The Study Board constitutes itself, and a deputy chair is elected from among the student representatives. In practice, this takes place by the student representatives meeting privately to discuss and decide who will serve as deputy chair of the Study Board.</i>
Appendix:	-
Quality:	Quality area 2
Discussion:	<p>At the first meeting of the new study board year, the study board must constitute itself. Maj-Britt will continue as chair of the study board, but a deputy chair must be elected from among the student representatives. Maj-Britt therefore gave a brief introduction to the role of deputy chair, so that the students could get an idea of the responsibilities and scope of the position. In addition to the study board meetings, the deputy chair participates in a number of meetings with the pro-dean and the pro-rector together with the chair of the study board. The deputy chair is also responsible for the selection and announcement of the Teacher of the Year during the spring semester and oversees the distribution of the study board's funds to students twice a year together with the study board chair.</p> <p>The student representatives were given the opportunity to choose, in private, which of them would take on the role of deputy chair of the study board for the coming year.</p> <p>They elected Olivia, who was therefore appointed deputy chair of the Study Board for Techno-Anthropology and Sustainable Design for the upcoming year.</p>
Conclusion:	Janni will inform the Faculty of IT and Design about the study board's constitution and the election of Olivia as deputy chair, and Maj-Britt will ensure that Olivia receives invitations to all relevant meetings.

6. Approval of work plan 2026 and case processing guidelines		
Timeframe:	13.35 – 13.50	Responsible: MBQ/JFR
Presentation:	<i>The Study Board’s work plan for the coming year is reviewed and approved. The Study Board discusses which items in the work plan should be prioritised for more indepth consideration and discussion. It is also discussed which other items, both more general and more urgent, it may be relevant to include and address at the meetings when time allows. In addition, the guidelines for case processing are reviewed and updated if necessary.</i>	
Appendix:	Appendix 6 – TB-SN work plan for 2026 and case processing guidelines	
Quality:	Formality	
Discussion:	<p>Maj-Britt presented the study board’s work plan for 2026, which outlines the tasks handled by the study board in connection with the meetings throughout the year and indicates when these are addressed. The work plan includes both recurring tasks - many of which are related to AAU’s quality assurance system - as well as one-off items for discussion by the study board.</p> <p>Examples of tasks on the work plan include the review of semester evaluations, ongoing monitoring of dropout rates, follow-up on the action plans for our programmes, processing of the annual reports from the external examiner corps, review of semester descriptions for new semesters, hosting of advisory board meetings, allocation of the study board’s funds to academic staff and students, evaluation of study programmes, and much more.</p> <p>Maj-Britt specifically highlighted the importance of the study board discussing potential input for the study unit’s budget for the coming year at the August meeting, so that any wishes and needs that could benefit our students can be submitted in due time.</p> <p>The study board also wishes to dedicate time at meetings with lighter agendas to ensure deeper discussions and workshops on selected relevant themes that require our attention. Topics such as the group formation process and the master’s study start were mentioned in this context.</p> <p>Maj-Britt also reviewed the guidelines for case processing in the Study Board for Techno-Anthropology and Sustainable Design, giving everyone insight into the study board’s procedures and the opportunity to comment on them.</p> <p>Many of the cases received by the study board - such as applications for exemption, credit transfer, and pre-approval of credit transfer - are handled by the study board secretary in accordance with established practice. In cases where there is uncertainty regarding practice and/or doubt about the submitted documentation, the chair of the study board is involved in the case processing. Cases in which a rejection would</p>	

	have significant consequences for a student, such as withdrawal from the university, are handled at a study board meeting.
Conclusion:	The study board's work plan for 2026 as well as the guidelines for case processing were approved by the study board. The topics of group formation process and the master's study start will be added to the work plan as possible workshop themes.

Pause

7. Initiating Teacher of the Year	
Timeframe:	14.00 – 14.15 Responsible: MBQ
Presentation:	<i>Procedure for choosing the Teacher of the Year is presented and discussed based on experiences from last year.</i>
Appendix:	Appendix 7 – Procedure for Teacher of the Year
Quality:	Related to quality area 5 (research-based teaching and pedagogical competences)
Discussion:	<p>Each year, the study board selects Teacher of the Year from among the academic staff who have taught on our programmes during the given academic year. It is time to begin the process of selecting nominees for Teacher of the Year for the 2025/2026 academic year, and the actual announcement of the Teacher of the Year will take place at the study board meeting in May. The student representatives on the study board, led by the deputy chair, are responsible for this process.</p> <p>Olivia, who has just been elected deputy chair of the study board, will therefore initiate the process. Since Olivia is new to the role and will be running the process for the first time, Maj-Britt and Janni have agreed with the outgoing deputy chair, Toke, that she is welcome to reach out to him for help and advice. In addition, Olivia should of course also contact Maj-Britt and Janni if she has any questions or needs assistance.</p> <p>To help spread the word about the opportunity to nominate a lecturer for Teacher of the Year among the students, a message can be sent out via Moodle, it can be brought up at the steering group meetings or announced in the programmes' Facebook groups.</p> <p>Maj-Britt emphasized the importance of the students referring to the established criteria and providing thorough reasoning in their nominations, explaining why the lecturer in question should be considered for the title of Teacher of the Year.</p>
Conclusion:	Olivia will contact Toke to be introduced to the Teacher of the Year process and have him send her the procedure that he has used the previous years, and she will then initiate the process.

8. New meeting dates	
Timeframe:	14.15 – 14.30 Responsible: JRF
Presentation:	<i>The Study Board agree on meeting dates for 2026.</i>
Appendix:	-

Quality:	Practical item
Discussion:	<p>A new study board year has begun, and the study board needed to decide on dates for this year's meetings. The study board chose the following dates:</p> <ul style="list-style-type: none"> • March: 24/03 (subsequently changed to 27/03) • April: 30/04 • May: 28/05 • June: 22/06 • August: 25/08 • September: 29/09 • October: 27/10 • November: 24/11 • December: 14/12 <p>It was agreed that the meeting dates for the autumn semester are only preliminary, as it is difficult to plan that far ahead. We will review these meeting dates again once the autumn semester schedules are finalized.</p>
Conclusion:	Janni will arrange room bookings for the meetings and send out the meeting invitations.

9. Drop-out rates	
Timeframe:	14.30 – 14.40 Responsible: MBQ/UL
Presentation:	<i>The Study Board consider the drop-out rates for each education in the last period. Obligatory item.</i>
Appendix:	Appendix 9 – Document with link to drop-out rate status
Quality:	Quality area 1 & 2
Discussion:	<p>The Study Board reviewed the dropout rates for first study year as of February 1st.</p> <p>BD has a dropout rate of 6.3%, with one student who has withdrawn and two at risk of withdrawal. However, Versellies believes that the actual number is slightly higher and that there is also a student who withdrew during February. She assessed that some of the dropout is related to the given students' challenges with the technical courses.</p> <p>TAN Aalborg still has a dropout of two out of the four students admitted, corresponding to a dropout rate of 50%. This is challenging with such a small cohort, but Maj-Britt and Jeppe have held a meeting with the two remaining students, who are in good spirits and happy with the programme. We are trying to adapt the teaching to the small cohort and highlight the positive aspects of the students almost receiving one-to-one instruction. Maj-Britt is also looking into the possibility of project collaboration with other programmes, such as BEM, so that there are more fellow students to work with.</p>
Conclusion:	Apart from the very high dropout rate in TAN Aalborg due to the small cohort, the dropout rates generally look fine, and consequently no

	feedback will be sent to head of studies this month. We will continue to monitor the dropout rates closely.
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10. Any other business	
Timeframe:	14.40 - 15.00 Responsible: All
Presentation:	<i>The participants at the Study Board meeting are invited to share information and points of attention relevant to the Study Board's study programmes. No formal decisions can be made under this item.</i>
Appendix:	-
Quality:	-
Discussion:	<p>Søsser has been contacted by several students asking for a recommendation in connection with their applications to DTU. However, Anna Mathilde has been in contact with DTU and informed us that this is due to an error on DTU's website, as Danish applicants are not required to submit recommendations.</p> <p>Regarding recommendations, Tom mentioned that he usually only writes recommendations for students he has supervised and therefore has academic insight into which makes good sense.</p> <p>Olivia asked for a status update on the Climate Meeting in August. Lars has submitted an application for TAN for one of the meeting's stages ("HOPE not as a strategy but as a recommendation"), but Søsser did not have the time or resources to prepare a presentation, which is why BD did not submit an application. We would still like to participate, so we will discuss possible activities or events as we get closer. We will reach out to Kristina Contaioi if we need sparring or support.</p>
Conclusion:	<p>Anna Mathilde will make sure to inform her fellow students about the mistake and that they do not need to obtain recommendations for their application to DTU.</p> <p>In general, it would be a good idea for the study board to decide on the situations in which recommendations can be prepared for students who request them.</p> <p>We would like to organise some events at the Climate Meeting in August, where PLAN will participate with a stand. We will look into this in more detail as we get closer.</p>

Action List – TB–SN Meetings 2026

Last updated 14-02-2026

Urgent item

Important item

Less important item (follow-up)

Completed items

- Rune is aware of the Open House event, where he will be responsible for the presentation on the TAN Copenhagen Master's programme.
- Line Vittrup has confirmed that the numbers relating to the social and academic study environment are from the Danish Student Survey, so they do not need to be addressed this year.
- Janni has aligned with the PL study board regarding the procedure for diabetes-related exam accommodations.
- Maj-Britt has sent feedback to the external examiner corps for Anthropology for April–November 2024.
- An email was sent on 3-2-2026 to Educational Law regarding whether we are allowed to share decisions in exam appeals with programme directors, or whether this poses confidentiality issues. We are awaiting a response.
- Janni has followed up on the students identified by the Outreach Initiative who require follow-up from us.
- Maj-Britt has sent an e-mail to the head of the department and the economy section regarding the possibility of having the head of educations to participate in meeting about manning of the educations.
- Janni has sent emails to semester coordinators regarding the spring 2026 funds from the Study Board.
- Janni has given notice to the MPBL semester coordinator regarding approval of the MPBL2 semester description.
- Maj-Britt has noted down the wish to discuss SPS initiatives in relation to group formation and well-being for the quality status meeting.
- Maj-Britt has sent a response to the Head of Studies at PLAN regarding naturgeografi as an admission course for our educations.
- Janni has updated the December minutes with the comments from Søsser.
- Maj-Britt has informed Kristina Contaoi about our inputs to the Climate meeting in Middelfart.
- Maj-Britt has informed Nanna about the approval of TB-SN housing her EVU module.
- Maj-Britt has sent an e-mail to the Head of Studies at PLAN regarding red numbers in drop-out rate for TAN AAL.
- Maj-Britt has sent out updated information to each of the head of educations regarding their timeslots for the quality status meeting in February.
- Janni has contacted the legal department regarding changes in the TAN6 AAL course.

Items for Others to Follow Up On

- Mette and Astrid will prepare a proposal for changing the external examiner setup for the TAN5 portfolio course – moving it to the TAN3 anthropology course. (Reminder sent 3-2-2026.)
- Lars/Tom will inform the TAN Copenhagen semester coordinators regarding follow-up on the action plan concerning challenges with workload and well-being.

- Tom and Jeppe will follow up on the yellow evaluations for TAN to ensure that the semester coordinators are aware of the challenges.
- Tom and Jeppe will follow up on student workload for TAN BSc Copenhagen on 4th, 5th, and 6th semester. Semester coordinators must be informed.

Items for Janni and Maj-Britt to Follow Up On

- MBQ and JFR will follow up on monitoring the student workload to compare patterns in the semester evaluations with the numbers from the larger survey.
- MBQ and JRF will follow up on drop-out data and compare it to last year.
- MBQ and JRF will follow up on whether students exceeding the prescribed study time are international or Danish students – for both BD and TAN.
- MBQ and Janni will explore options for better supporting the transition to the Master’s programme via Moodle and during the 5th semester.
- Maj-Britt and Janni will prepare a draft of guidelines for handling students’ reported challenges, including cases of “free-riders.”
- Janni and Maj-Britt will prepare feedback to AUB regarding Generative AI.
- Janni and Maj-Britt will follow up on the POF forms concerning the low reported response rates.
- Follow up on exam results for TAN MSc Aalborg to see whether they remain low.
- We will investigate whether there are existing guidelines on what a project must include, and if not, consider whether such guidelines should be developed (related to challenges with USB students and their knowledge of project requirements).
- Maj-Britt will follow up on the workshop on group formation – see the June minutes for specific names under the action plan.
- Janni will investigate where inspiration for exam formats is located and distribute it.
- Janni will bring the suggestion of including the exam format in the overview on the exam pages to the study team meeting.
- Maj-Britt will organise a meeting with programme directors and student representatives during the autumn to establish a working group addressing the challenges (both academic and administrative) related to the increasing number of students applying for pre-approval of credit transfers and going on exchange during the bachelor programmes.
- Maj-Britt and Janni will contact Educational Law regarding guidance on cases involving long-term illness (August 2025 meeting) and input for creating good practice guidelines. We will then discuss this at a study board meeting and decide on overarching principles for the study board's handling of such cases. (Email sent to the study board chairs for experience sharing on 3-2-2026.)
- Maj-Britt will initiate the establishment of a working group with Mette Brixen, Tom Børsen, student representatives, and a representative from the UCPBL group concerning the reformulation and improvement of the evaluation of students’ experiences with PBL principles in the semester evaluations. (Added to the agenda for the coordination meeting on 27-2-2026.)
- Maj-Britt will schedule a meeting on the “red thread” in TAN.

- Maj-Britt will raise the challenge regarding the technical integration in DRU and how it could be approached.