



Study Board for
Media Technology
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Chairman
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Secretaries
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Minutes from Media Technology Study Board Meeting 2025.1 Wednesday, February 5, 2025

Present members:

Claus B. Madsen (CBM)
David Meredith (DM)
Jesper Rindom Jensen (JRJ)
Ali Adjorli (AA)
Carlos Diaz (CD)
Vanilla Riis Mortensen (VRM)
Nikolas Bostrup Kull (NBK)
Jonas Korsgaard Holst (JKH)
Henderika Johanna Bots (HJB)
Swenja Christiane Flavia Kraus (SCFK)

Secretaries:

Anne-Marie Rasmussen (AMR)

Present observers:

Markus Löchtefeld (ML), observer, Head of Studies
Martin Tran Pham (MTP), observer, study counselor AAL

Absent:

Georgios Triantafyllidis (GT)
Vahid Haidari (VH)
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH
Nicolai Reinhold Schøler (NRS), observer, study counselor AAL
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Agenda		Enclosure
1.	Election of moderator	
2.	Approval of agenda and minutes from last meeting	2025-1-1
3.	Welcome to Study Board of Media Technology <ul style="list-style-type: none"> • Presentation round • Constitution of the new study board • Expectations to the study board by CBM 	2025-1-2
4.	Study Board state of the union <ul style="list-style-type: none"> • "Datapakken" 2024 	2025-1-3
5.	Sceme of delegation (info and approval)	2025-1-4
6.	Information from the Chairman <ul style="list-style-type: none"> • Open House 2025 (CPH 5/2-25, AAL 27/2-25) 	
7.	Status on the action plan from meeting no. 2024.09	2025-1-5
8.	Study plan revision <ul style="list-style-type: none"> • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc. 	
9.	Self-evaluation action plan <ul style="list-style-type: none"> • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc. 	



10.	Study Board economy and strategic funds 2024 and 2025	2025-1-6
11.	Guidelines for change of supervisor for a group project	2025-1-7
12.	Any other business	
13.	Dispensations <ul style="list-style-type: none">• Information from the study board secretariat• 1 case (info via mail)	

1. Election of moderator:

CBM was elected.

2. Approval of agenda and minutes from the last meeting

Approval of agenda: Agenda approved.

Approval of minutes from the previous meeting: Minutes approved.

3. Welcome to the Study Board of Media Technology

CBM gave welcome to all members of the new Study Board. We had a presentation round.

CBM informed a bit about the meetings.

Election: CBM was elected as Chairman.

The Vice Chairperson was not elected as one of the student members was absent. The students will arrange an election within one week. The secretariat will be notified about the outcome of this election as soon as possible.

Action: AMR will ask the student representatives to elect a Vice Chairperson.

"Forretningsorden" of the Study Board was presented without comments. CBM informed about how to run a Study Board meeting with agenda, closed topics, minutes, confidentiality etc. And he also informed about the way to handle cases in the meetings.

We also looked at the guidance for new Study Board members.

The secretariat has added the most important documents in the top of the Study Board Moodle page. Like "Guidance for new members", "Forretningsorden", "Scheme of delegation", budget etc.

4. Study Board state of the union

The Study Board runs several educations. Bachelor and master programs in both Aalborg and Copenhagen. It is a very broad range of topics.

CBM presented the "Datapakke 2024" to give a minor overview of what we are working with in the secretariat. In general, we receive the actual "Datapakke" every year in November.

We learned shortly how to read the numbers and how they are created. Unfortunately, the report is in Danish language.

We investigated drop out figures, students per VIP, VIP/DVIP etc. ML described how to read some of the figures.



5. Scheme of delegation (info and approval)

CBM showed the document in detail.

The secretariat has lately talked about changing the text for online exams, as we often receive applications for this very late in the semester. There will be a meeting about this later this month. The document is approved in the current format and will be placed on Moodle by the secretariat.

Action: AMR will place the scheme of delegation on the Study Board of Media Technology Moodle page.

6. Information from the Chairperson

Open house dates in both AAL and CPH (5/2-25 CPH and 27/2-25 AAL). Some of the student representatives will participate in the activities.

7. Status on the action plan from meeting no. 2024.09

Information from the Chairperson

AMR will prepare diplomas to the student members that will end after this period.

05.02.25: It is handled. 5 diplomas were made. **To be removed from the action plan.**

Evaluation of Study Activities, Spring 2024

MED8C: CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time.

11.12.24: Not handled yet.

05.02.25: It is handled. **To be removed from the action plan.**

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. **Remains in the action plan.**

SMC7C:

CBM will contact the coordinator to figure out what they would like the Study Board to help with regarding the scheduling and the content of the Study Plan for Medialogy MSc.

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

Any other business

"Education day" 2025

CBM will bring the topics to the department. And he will investigate the different semesters if there is a need for some extraordinary topics in our Study Plans that could be debated at the "Education Day" in 2025 as well.

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

Dispensations:

AMR will contact the supervisor for a statement regarding application for an extra exam attempt.

05.02.25: The secretariat received a statement from the supervisor, and we decided to grant the extra exam attempt based on this. **To be removed from the action plan.**



8. 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.**

The Sound and Music Computing, MSc is closed. Last intake was September 2024. From fall 2025 it will be possible to specialize to Sound and Music Computing in the Medialogy MSc. Program in CPH. The new study plan is online and can be found here:

<https://studieordninger.aau.dk/2025/53/5887>

9. 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**
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- **Lighting Design, MSc.**

For each education there is a document where it is possible to put items if we need to improve things in the programs. Here in February, there will be a "Kvalitetsstatusmøde" with focus on these topics that we find in the action plans.

10. Study Board economy and strategic funds 2024

CBM informed that the Study Board normally has 50.000 DKK to support funding each year. In 2024 we had spent 41.000 DKK to study trips, social activities etc.

If you have good ideas to activities that supports study environment or semester cohesion, that we can support, please feel free to contact the Study Board secretariat.

11. Guidelines for change of supervisor for a group project

Attached to this topic the secretariat has received a document from Head of Studies that states some guidelines or framework for the change of a supervisor in a group project. It is fine to have this document, especially with a clear procedure.

It is important that the focus should be on the learning goals in the study plan.

If the supervisor assigned is not qualified, then it would be important to contact the semester coordinator. It is important to bring this up, if the students or the supervisor needs help either when a change is needed due to having the same supervisor multiple times or to collaboration issues. It is expected that the guidelines should be activated 1 or 2 times at the most a year.

DM: It is important that it is stated in the document that it is an example and that it happens rarely. If that could be part of the document, then it is fine.

Action: AMR/CBM will inform Head of Studies that the document is approved with minor changes.



12. Semester group meeting minutes, fall 2024

CPH

MED5C SGM3 – comments for the Study Board – A separation between the AMM course and the project. It is not possible to handle now as the semester is handled. We will probably see it in the semester evaluation report also.

The semester suggests having a course on Human perception. Can be part of a potential new study plan.

AAL

DAKI1 SGM3 – nothing for the Study Board

MED1A SGM3 – nothing for the Study Board

MED3A SGM3 – nothing for the Study Board

MED7A SGM3 – nothing for the Study Board

13. Any other business

Nothing.

14. Dispensations

- **Information from the study board secretariat**

None.

- **Cases (closed point)**

One case was handled.



Actions:

Welcome to Study Board of Media Technology

AMR will ask the student representatives to elect a Vice Chairperson.

Scheme of delegation (info and approval)

AMR will place the scheme of delegation on the Study Board of Media Technology Moodle page.

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CBM will contact the coordinator to figure out what they would like the Study Board to help with regarding the scheduling and the content of the Study Plan for Medialogy MSc.

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Any other business

"Education day" 2025

CBM will bring the topics to the department. And he will investigate the different semesters if there is a need for some extraordinary topics in our Study Plans that could be debated at the "Education Day" in 2025 as well.

05.02.25: Not handled yet.

Guidelines for change of supervisor for a group project

AMR/CBM will inform Head of Studies that the document is approved with minor changes.

Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps - the report is still not available (17-12-2024)
- Student exchange agreements available for MTSB students
- Students time planning and miniproject structures