



## Minutes of meeting (2023-08) in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg 08.11.2023

### *Present:*

Matthias Mandø (MMA) (Chair), Daniel Ortiz Arroya (DOA), Jesper Liniger (JEL), Mads Pagh Nielsen (MPN), Anette Larsen (ALL) (secretary)

### *Absent:*

Rokas Sukauskis, Visnu Ritesh Vijayakumaar Palanisamy, Basira Khaksar

### *Copy:*

Sara Lindberg Hildebrandt, Britta M. Jensen, Anne Linde Poulsen, Pia Vestergaard Jensen, Christian Winther Dissing, Mads Pagh Nielsen, Tamas Kerekes, Gitte Hageman Christensen, Head of department, Rikke Steensbæk.

*Minute taker:* ALL

## Agenda

1. Approval of agenda
2. Approval of minutes of meeting 11.10.2023
3. Follow-up from last meeting 11.10.2023
4. General announcements
5. Election to the study board, both VIP and students, follow-up
6. Minutes of semester group meetings
7. Analysis of results from study start test 2023
8. Revision of study programmes:
  - a. Status for Energy, AIE, SEE, APEL
  - b. Approval of Build and Mechanics
9. AOB
  - Bullets for info screen
  - Items for next meeting's agenda
10. Delayed students, oral information
11. Exemptions and credit transfer

## Minutes

### 1. Approval of agenda

Agenda approved without comments.

### 2. Approval of minutes of meeting 11.10.2023

Minutes approved.

### 3. Follow-up from last meeting 11.10.2023

#### MA3 – not satisfied that exam will be in English

- MMA has talked to teacher, who is new and learning Danish. Also, we must remember that Mechanics students must have English B to begin this study programme. No action for the time being.



### AIE3 – math and buying components

- Funds for buying components for student projects. This has not been resolved and remains an action point for MMA, MPN – to talk to LAR, RST about how to proceed.
- *Follow-up after meeting: MMA has talked with Simon. According to him there are talks about increasing the Section account. Also there were some misunderstanding on which account the electronics components should be taken from. MMA believes the issues have been resolved for now. He will bring it up when Mads, Tamas and he discuss action plan.*

### EN3 - math

- See MA3 above.

### Changed practice regarding exemptions

- A general rule that automatically grants an exemption from the rules for course and exam registration if an individual study plan is made where the student takes same semesters again. ALL to update delegation instruction. This remains an action point for ALL.

## 4. General announcements

- DRU-møde 13-10-23:
  - a. MPN, TAK and MMA participated.
  - b. Presentation of webpage for students in relation to Sustainable Development Goals (SDG). Knowledge bank with student videos, <https://www.micro.aau.dk/available-aau-micros/aau-sdg-knowledge-bites>
  - c. Discussion of Student work places in Aalborg. In Esbjerg we will do the as they do in Aalborg. We hope we get these rooms ready by the time we are to leave the old rooms.
- DSUR 16 nov
  - a. Introduction of behavioral Codex for students+ better guidance. We have guidelines, but now DSUR wants a behavioural codex and improve the guidance.
  - b. Discussion of gender balance for teacher of the year -> more communication
- Talk with study secretary Sara about sending minutes around to teachers. (They did not do this on first study year previously.) Semester group minutes are to be sent to coordinator and then to the study board and to teacher.
- Talked with teacher about continuum mechanics, next year this will be removed from the study programme in Mechanics, the head of department at Build does not allow trips to Esbjerg.
- Talked with teacher -> arranged a guest lecture for Applied Engineering Mathematics by Frederik (PhD student)
- Reexam in 10 ECTS Programming course – extra workshops, students want lay representative (bisidder).
  - a. DOA agrees that the exam should be oral based on a mini-project and that DOA and AKH gets 10 hours each to prepare students for the exam.  
*Follow-up after meeting: The students have a right to have somebody by their side, however this person cannot participate in any way and is a passive observer.*
- Analysis of KOT (slide 4), Ledighedstal (slide 5), Frafalds registrering (slide 6)
  - a. Please see PP presentation, nothing unusual to remark.

## 5. Election to the study board, both VIP and students, follow-up

Both DOA and JEL have accepted nominations.

About the students: We have not heard from Rokas, and we may be in a situation where we have three VIP and zero or one student. If this happens, MMA will try to find students who will be observers. Student feedback is extremely important.



## 6. Minutes of semester group meetings

### AIE1

- Introduction to the digital tools (Maple, MatLab, etc.) would be greatly appreciated (IN-PERSON and mandatory)  
Action point for MMA (Sara): we will resend MatLab mail to both Energy and AIE, we do not use Maple.  
*Follow-up after meeting: MMA has talked to Sara.*
- Requested that the lab safety course be moved up to earlier in the 1st semester  
The question is when do we want the students in the labs? MMA will talk to MVB.  
*Follow-up after meeting: MMA has talked to MVB.*
- “Due to a significant number of students having to travel long distances, fewer 8:00 lectures in general would be appreciated”. We don’t know what to say to this, a lot of planning is taking place to make the time schedule for the lecture. No action.

### BA1

#### Calculus

Comments from teacher:

- *Students are surprised the lessons are in English*  
The lectures are in Danish, some books are in English and the students are required to read English literature within engineering.
- *We only receive correct answers and nothing more*  
The students are given more than correct answers to the exercises. They are given detailed solutions to all exercises, as a supplement to the correct answers.  
No action.
- Video teaching  
MMA has no solution to this, there is always a new technical problem. It is frustrating.  
MMA suggests that the way forward is to prerecord lectures and then have a teaching assistant in Esbjerg to help with exercises.

### BA5

- Continuum Mechanics, Three-Dimensional Beams and Stability  
MMA has talked to teacher. There was a technical problem which has been resolved  
No further action from the study board.

### APEL1

Nothing to remark.

## 7. Analysis of results from study start test 2023

The results looked fine and comparable with previous years. No further action taken.

## 8. Revision of study programmes:

- a. **Status for Energy, AIE, SEE, APEL**  
AIE and SEE have been revised as per discussions since December 2022.  
One module is changed in APEL.  
Changes in Energy are related to changes in modules that are Energy-Aalborg modules.  
All these curricula have been forwarded to Study Service for approval.
- b. **Approval of Build and Mechanics**  
We have revised the mechanical engineering study programme, as per discussions since December 2022.  
However, as civil and mechanical engineering have a number of modules in common, we have also had to revise the civil engineering study programme.  
When we know whether we will be changing all study programmes to English, we will make a more thorough revision of the civil engineering study programme.

All changes are approved by the Study Board.



### The new master in AI and autonomous systems

MPN and MMA have had a meeting with the prodean, Olav Geil. He has rejected our application to make a new candidate – a master in AI and Autonomous Systems.

There are a couple of other options:

1) That we rename APEL to Sustainable Electronics Engineering and add the new master as a specialisation. However, as per AAU rules, specialisations must have 60 ECTS in common with other specialisations under the same study programme. Read more [here](#) (Danish only).  
(It turns out all that our specialisations are not fulfilling this, which means that we will have to make changes for all specialisations.)

We will incorporate one more elective course and we must make sure that master semester is similar for all.

The master project is one of the constituting parts of the study programme so it should be allowed to be made joint.

This solution is not allowed for a new master.

2) The other option is to cancel the decision to discontinue the IRS study programme and maybe modify that master's into a new candidate – that could fit the AI. If we want the specialisation option, we have to get back to the prodean quickly.

The procedure to approve a new candidate is difficult, therefore we could use IRS; we want to create something that works for the AIE cyber specialisation.

Having fewer candidate options will be difficult for the department because we cover a range of subjects from high voltage to thermal.

A decision has to be made, and MPN will call for a meeting with MMA, SPE, ASKR and maybe LAR.

## 9. AOB

- Bullets for info screen
- Items for next meeting's agenda

MPN has one item to add to AOB: LeadENG projects

### [LeadENG projects](#)

These projects are now part of the faculty's strategy, however, it is difficult in Esbjerg, as we do not have SSH here. On 06.12.2023 there is a "speed dating" event in Aalborg with video participation from Esbjerg. Please spread the word.

We need a special event for Esbjerg, MMA will coordinate (ask coordinators and talk to Tanmay).  
*Follow-up after meeting: MMA has talked to coordinators/Tanmay.*

## 10. Delayed students, oral information

- Survey of list from WorkZone:  
MMA and the study secretaries have reviewed the students at risk of dropping out, one at a time. It looks good, as not so many students are late.  
Yellow traffic lights missing 6-15 ECTS and are invited to an interview with the study counsellor.  
Red traffic light missing more than 15 ECTS and is invited to an interview with MMA  
If we have sent a rejection letter or created an individual study plan, the students will not receive a letter.  
One student receives a red letter with an offer for a special interview with MMA  
We have the rest under control with individual study plans.  
ALL stores the case in the Workzone.



## 11. Exemptions and credit transfer

- Survey of list from WorkZone
- Discussion of applications
  - One student has applied for exemption to the 24-month rule: passing of all first year exams before the end of the second study year. There is no documentation and no unusual circumstances. Therefore rejected.
  - One student has applied for a fourth attempt in second semester project and exemption from passing requirement (deltagelseskrav/1. Studieår). The documentation is not aligned with exam dates. Therefore rejected.

## Action points, incl. responsible people – Study board meeting 08.11.2023

Most of the action points have been resolved, please see above.

### Changed practice regarding exemptions

- A general rule that automatically grants an exemption from the rules for course and exam registration if an individual study plan is made where the student takes same semesters again. ALL to update delegation instruction. This remains an action point for ALL.

### New master

- MPN will call for a meeting with MMA, SPE, ASKR and maybe LAR.