

**Minutes of meeting (2024-11) in the Study Board of
Build, Energy, Electronics and Mechanics in Esbjerg
16.12.2024**

Present:

Matthias Mandø (MMA) (Chair), Daniel Ortiz Arroya (DOA), Jesper Liniger (JEL), Jeppe Akash Bundsgaard Sørensen, Visnu Ritesh Vijayakumaar Palanisamy, Mads Pagh Nielsen (MPN), Christian Winther Dissing (CWD), Anette Larsen (ALL) (secretary)

Absent:

Ulisse Valeriani

Copy:

Sara Lindberg Hildebrandt, Charlotte Slot Lolk, 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 meetings 30.10.2024 and 13.11.2024
3. Follow up after meetings 30.10.2024 and 13.11.2024
4. General announcements
5. Minutes of semester group meetings
6. Data packages (CWD) (2 hours)
7. Action plan (handlingsplan) (CWD)
8. 2025 meeting dates (ALL)
9. Annual report from the censor chairmanship
10. Project submission dates
11. Teacher of the year
12. AOB
13. Credit transfer and exemptions (confidential)

Minutes

1. Approval of agenda

Agenda approved.

The agenda is quite comprehensive. ALL will talk to Anne, to see if we can plan better, so that semester group meetings and study board meetings are better matched.

Follow-up: ALL has talked to Anne, and the study board meetings in November 2025 have been switched. No further action.

2. Approval of minutes of meeting 30.10.2024 and 13.11.2024

Minutes approved without comments.

Action points, incl. responsible people – Study board meeting 13.11.2024 (evaluation)

1. The semester's coherence and planning

- BA2: A student asks for more concrete use cases/examples on how to use the content from the courses Linear algebra and "Introduction to mechanics and thermodynamics".

- Sometimes, e.g. in PBL, the students cannot see the relevance. As a rule, the general subjects form a prerequisite for other things further on in the study programme and must be viewed as general engineering tools. This can also be subjects that are taught in the bachelor study programme, which are then required in the master's programme. Action: Lecturer to try to include an example in his lectures. MMA has followed up. No further action.

3. Courses

- Mechanics.
 - In time, we should have our own lecturer in Esbjerg. Action: Maybe Bilal could cover some of the lectures.
Follow-up: Bilal will take locally the lectures in Statics and then Sergey will come and do Dynamics.
- Numerical methods
 - Action: Long term: possible changes can be included in the next study programme revision. No date for this.
MMA has talked with TAK who will talk to Tom and Erik.
- Non-linear Control and Reliability, type of exam. This has been dealt with.

5. Study programme evaluation

- There is a wish for company projects on earlier semesters. MMA has emphasized company cooperation on section meeting.
- There are, as always, various issues with online-hybrid teaching. Among them is that external lecturer presents on blackboard. There was also a minor issue with other lecturer which was resolved on the day.
- Exam planning – not yet commenced (early exam in one module in one specialisation). Item to be kept on agenda.

Action points, incl. responsible people – Study board meeting 30.10.2024

Energy 1

- Some students prefer Calculus to be taught on the blackboard.
- PBL:
 - Similar issues as Civil 1 with PBL.
 - Students need to understand the purpose when it is not hardcore engineering science.
- No mention of exams.
- There is a wish for an Overleaf / LaTeX course. MMA has talked to student guidance about course offered outside of AAU (IDA /Edu Esbjerg), but the best option seems to be if it is turned into an AAU Micro. Currently, tutors seem to be doing a good job introducing new students to Latex.

Civil 3

- Comments about Advanced Statics and Mechanics of Materials. Course materials are now in Moodle. Teacher did not show up for one lecture, students hope for rescheduling.

Civil 5

- Dynamic and Fatigue:
 - Lack of connection between teaching and assignments.
 - No input for the study board.
 - MMA has talked to the students and the teachers with regards to giving clear instructions to the exam and listing required reading. The criticism has been dealt with and the situation is expected to improve in the future.
 - JEL says it is the same for Mechanical. Good teaching feedback but lack of coherence between teaching and exercises.

4. General announcements

- Prorector's meeting
Online participation was allowed

Study Board of Build, Energy, Electronics and Mechanics in Esbjerg

- MSc reform
 - Limits on international students (the number is approx. 220 for the entire university)
 - AAU will make project teams regarding implementation
 - We will know more in January 2025, first students 2028
- Minimum procedure regarding graduation
 - Printing of diplomas for all students... (also see below: graduation for BSc)
- GenAI update
The library is offering tailor-made courses.
 - [‘Skolebot’](#)
 - Course in ‘Prompt Engineering’
 - AI bot on uni-library
- Graduation for BSc
 - Asked Study office → practical concerns + no precedence
A decision has been made by the university management, that all master (and BE) graduates are to receive a congratulatory note at the graduation ceremony. BSc is not included. MMA will talk direct to Head of Campus in Esbjerg. There is a big wish for something to take place in connection with BSc graduation.
- Head of department’s ‘Flexible Master’ workgroup
 - Process has stalled due to a disagreement.
- Drop out rates:

	ENGINEERING	1. december 2024		
		I alt	Antal	%
	ENG i alt	618		-2.7%
	Absolut frafald			
STUDIENÆVN	I ALT ESBJERG	90	-1	-1.1%
BEEM	AIE	25	-1	-3.8%
BEEM	EGI	10	0	0.0%
BEEM	BA, dipl.	9	0	0.0%
BEEM	M, dipl.	9	0	0.0%
Kemi, Miljø og Bioteknologi	KMB, dipl.	8	0	0.0%
Kemi, Miljø og Bioteknologi	KMB	29	0	0.0%

Minutes of semester group meetings

AIE1

- Calculus. Dialogue about time for upload of slides. No action.
- Electro physics, electronics. Physics books, Sara sends out booklist. ALL to ask Sara. Follow up: ALL has talked to Sara, who coordinates with teacher. No further action.
- MMA has talked to teacher about Moodle structure. No further action.

BA1

- Calculus. The study board expect that teachers read these minutes and decide how to answer. No action from the study board. MMA and JEL do not understand why students want to begin with the result.
- PBL. Complaints about too many teachers. MMA will contact teacher. It is important that the teachers are aligned.
- Fundamental Design Methodology. Teacher was present at SGM, no further action.

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EN1

- Ventilation in A215. Visnu says there does seem to be an issue. MMA, ALL will make CAS aware. Follow-up: There is currently no ventilation in A wing. This is to be fitted in upcoming renovation. No further action.

AIE3

- SGM was cancelled due to very few attendees, this also applied to EN3.
- Discussion in the study board about number of semester group meetings: There are two meetings per semester, so only four hours in one year. There could be only one physical meeting and maybe a SurveyXact for the other meeting. Physical meeting to be held in the middle of the semester.
MPN points out that in Aalborg, the students use SurveyXact, they fill out the form together in the group room, and this works well.
In Esbjerg there is wish for less surveys and semester meetings. The problem in Aalborg is that they use representatives in semester meetings which necessitated the use of forms.
This has also been discussed in a section meeting. There is a majority wish from study board, students and teachers for only one semester group meeting which the study board will implement.
Follow-up: MMA has already talked with study secretariat.
MMA will write to course responsible encouraging self-evaluation of course by teachers. For example, by Moodle quiz or discussion in plenum.

MA3

- One course had problems with teacher's attendance, some of these lectures have been moved. No other action.
- As for the general evaluation of the semester, the students ask for better planning of the lectures in terms of course planning. The criticism has been dealt with. ASK and MMA have talked to teacher. We must know when there is an issue so we can cope with it. No further action.

EN3

- Nothing to remark. However, they also want fewer SGM.

BA3

- Nothing to remark.

AIE5

- Electrical machines. Too many online lectures.
- General discussion about online teaching:
It can be a good solution, but this depends on the teacher.
MMA would like to require that lectures are recorded but that is not allowed.
We know that we do not have any other possibilities than online teaching.
- Complaint about noise in group room. Students are always encouraged to work out the problems among themselves or address the issue with coordinator. The problem has been resolved.
- Late project proposals. MMA will take this up at section meeting.
- Access to equipment – MMA write the procedure in the start-up slides. Students do not always listen.

BA5

- Dynamics and fatigue. Two lectures missing. This has been resolved.
- Continuum mechanics. Teams is much better than video rooms. However, JEL points out that he needs the video room for videos.
- In the future video should be streamed to Teams and not to a video room. This has been communicated to the study secretariat.

MT5

- Nothing to remark.

EN5

- Modelling of thermal systems. Comment about lack of specific exam questions. MPN disagrees and does not understand what they are complaining about. No action.
- This semester has been particularly vocal about online teaching. We will continue the discussion about online teaching and how we can best improve the experience.

APEL1

- System identification. Comment about lack of justification for part of the course. The study board note that background and context must be provided to what is being presented. JEL to talk to teacher.
- Machine learning. This is the first time the course is running. There may be new students who do not have the proper requirements as they are missing a course in introduction to artificial intelligence on BSc which is offered for AIE. If we have too strict requirements, we do not get any international students though. The study board will observe the result at the exam and reexam to see the extend of the issue.

FPS1

- Online teaching. MMA has talked to one teacher who has also responded. No further action.

OES1

- Group 1, collaboration/engagement. MMA has talked to supervisor (JEL). No further action.

OES3

- Fault tolerant control. MMA will write to teacher about use of blackboard. Action at a later time.

6. Data packages / 7. Action plan (CWD)

This item concerns processing of the data package for the study board's programmes, including the status of their action plans.

The Head of department must ensure that the status of the implementation of the educational action plans is discussed at a study board meeting with participation of Head of study and the department's quality assurance officer.

The meeting discussions must include:

- The educational action plan, including the study board's review and the status of the initiatives described in the action plan.
- The data package.
- Other information about the quality of education in the quality areas, collected in connection with the ongoing quality assurance and development of the study programmes.

The Head of department must ensure that minutes of the meeting are taken and that the action plans are subsequently adjusted based on the meeting discussions. The adjusted action plans must address the challenges/improvement potentials identified through the quality status based on the quality system's indicators.

We receive a data package every year from the university's central finance department. It contains all quantitative data regarding the quality of the study programmes, so this task will be repeated every December.

We will go through the packages and our previous action plan and focus on issues that must be addressed.

There are six quality areas:

1. Recruitment and study start

2. Development, organisation and operation of the study programmes
3. PBL (this area is not included in the data package)
4. Study environment
5. Research coverage and teaching competences
6. Job and career

0. Overview

Overview of drop-out rates, prolonged study times

Comment:

- These figures changes from year to year.

1. Recruitment and study start

Admission

Comments:

- These figures are too low compared to what level they should be at.
- It is now Study Service that makes recruitment strategies.
- APEL: great that we now have AIAS; many would have left AAU otherwise (if this programme was not offered).
- AAU play video: Baran would be a good candidate to make a video. This task is placed under the Rectorate, not AAU Communications.

Action plan

MMA does not want study start to be part of the action plan, as this is not a problem area.

Esbjerg as an international campus

Comments:

- AAU has been allocated 180 study places for international students. This does not include those who pay tuition. We have exceeded the allocated number, maybe there will be a dimensioning, but we must remember that it is part of the AAU strategy that Esbjerg should be an international campus.

Update of recruitment material

Comments:

- We are working on web pages, ug.dk and studyindenmark.dk have both been updated. Match-checkers have also been revised.
- Note: the match checker for Energy in Esbjerg. There must be a difference between Bachelor of Science and Engineering match checkers.

Action point

Energy: all programmes should include the word sustainable in the name.

Dropout first study year

Comments:

- This is one indicator where we are challenged.
- We will not add this as an action point, as part of the problem is the small population (small uptake).

2. Development, organisation and operation of the study programmes

Competence profiles

Comments:

- We have revised competence profiles for both Energy, AIE and the Bachelor of Engineering programmes.

- The descriptions are suitable, even though they are somewhat similar.

Microcredentials

Comments:

- This is inherited from previous study board; a micro credential has been made which leads to a certificate within project management.
- Please note that APQP is a project management tool, so the two subjects are more or less the same.

AIE students exceeding study time

This has been investigated; many have received exemptions based on doctors' notes. There were three students which caused the average to be quite high.

Study job database in cooperation with Education Esbjerg

This has been established – not as a database as such, but as a concept where you can get a mentor and other help.

Action point

We will keep this action point and clarify with Education Esbjerg what the status is in terms of virtual job stands.

Continuous quality assurance of type of exam

MPN and TAK have taken rounds to all section in Aalborg, and MMA has introduced this in Esbjerg. We will keep this as an action point, changed to “working”. This is a good subject to keep discussing.

Revision of the academic content of the Civil engineering study programme.

There has been a dialogue with our recruitment panel, our head of department and the study board. A compromise has been made: Wood construction has been added, but construction of energy systems was not included.

Drop out within the standard time limit plus one year

This concerns the students that began their studies in 2020.

This figure seems to develop positively. It is a small population.

We will investigate the fact that almost two out of four has left the Energy programme. MMA does not believe there is just one reason. We have few students to start with so any student who drops out have a great impact on the statistics. There are also great challenges with group work when there is so few students. The studyboard will monitor the development and possibly identify actions which can be taken.

3. PBL (this area is not included in the data package)

This action point remains. We await evaluation from the next semester, spring 2025.

4. Study environment

A plan to strengthen digital teaching

This action point continues.

Evaluation culture among civil and mechanical engineering students must be strengthened.

MMA has talked to ASKR and there has been an improvement. No further action.

5. Research coverage and teaching competences

A plan to secure sustainable teaching competences for especially the two bachelor of engineering programmes

We are working to consolidate the teaching competences at Mechanical engineering. Only one researcher has been employed and that is not robust. We will remove this action point.

DVIP sparring with department VIP

This is difficult because DVIP are paid by the hour and are therefore only at the department when they have specific tasks. We will remove this action point.

6. Job and career

Theses prepared in cooperation with companies

This work is finalized.

8. 2025 meeting dates (ALL)

To be confirmed via email-hearing.

9. Annual report from the censor chairmanship

- Arcanic to replace Censornet by March 2026
- Express worry about MSc reform
- Express worry about GenAI and Written Exams
- Still... want to change the grading system

10. Project submission dates

The dates are approved by the Study Board.

11. Teacher of the year

The student members of the study board examine incoming proposals for Teacher of the year – autumn 2024. Decision to be sent to ALL by the end of January.

12. AOB

Nothing to discuss.

13. Credit transfer and exemptions (confidential)

A group has applied for postponement of project submission. This application is rejected by the study board.

Survey of list in WorkZone.

Action points, incl. responsible people – Study board meeting 16.12.2024 (and 13.11.2024)

13.11.2024

- Exam planning – not yet commenced (early exam in one module in one specialisation). Item to be kept on agenda.

These items are not action points as such, but the study board will give an update:

16.12.2024

- Number of semester group meetings. There is a majority wish from study board, students and teachers for only one semester group meeting which the study board will implement. MMA has already talked with study secretariat.

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