



Minutes of meeting (2023-01) in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg 08.02.2023

Present:

Matthias Mandø (MMA) (Chair), Daniel Ortiz Arroya (DOA), Morten Eggert Nielsen (MEN), Basira Khaksar, Rokas Sukauskis, Mads Pagh Nielsen (MPN), Anette Larsen (ALL) (secretary)

Absent:

Visnu Ritesh Vijayakumaar Palanisamy (Vicechair), Kasper Niemann Kolmos (observer)

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, Outreach

Minute taker: ALL

Agenda

1. Approval of agenda
2. Brush up course in control theory, by Mohsen Soltani
3. Follow up after last meeting 07.12.2022
4. Approval of minutes of meeting 07.12.2022
5. General announcements
6. Minutes of semester group meetings
7. Change of form of exam in course, Dynamic Modelling of Electrical Machines and Control Systems for APEL2 and OES2
8. Data re students' reasons for dropping out
9. Semester descriptions
10. Administrative formation of groups
11. Template for project writing
12. Credits and exemptions
13. AOB

Minutes

Welcome to Rokas, who is a new member of the study board.

Re 1. Approval of agenda

Agenda approved without comments.

Re 2. Brush up course in control theory, by Mohsen Soltani

The course in Matlab and Control Theory for Intro students was removed when the INTRO semester was removed from the study curriculum. The former course responsible for this course has expressed worry that future international students will have difficulty following the more advanced courses in control theory.

Some students without a bachelor's degree from AAU do not have the qualifications for control. Maybe they have had a course counting 1-2 ECTS which is very little compared to AAU students. This creates an unbalance when they have to work together.



One solution could be microcredentials, but we must consider whether that is realistic when some of the other students have had extensive courses within control. The technical coordinators (faglige koordinatorer) also have to be realistic and only approve students with a solid background in control theory for the OES study direction.

Comments:

- Aalborg has the same issue, it is a tough course, but not as problematic
- Microcredentials can include background material
- Daniel has prepared other microcredentials and says they are practical
- Microcredentials must be small and compact with a working yield of perhaps 2 ECTS
- A brush-up course can be made for 2 ECTS – Aalborg and Esbjerg could team up
- Another solution could be to create multiple microcredentials broken up in different parts: Matlab, fundamental control, and digital control
- There will be resources to make the microcredential, moderated on how much time is used both by Mohsen and the students
- Maybe system identification and diagnosis on 7th semester, and for 8th semester – more directed toward control itself
- With two microcredentials, one could be more modelling and the second one more control oriented
- Maybe there could be some kind of pre-education for students from abroad, if students lack credentials
- If we do a study programme revision there can be a discussion about control

Conclusion:

A working group is formed. Participants are SMS, HCP, MMB and MPN. Mohsen coordinates.

Re 3. Follow up after last meeting 07.12.2022

Action points, incl. responsible people – Study board meeting 07.12.2022

BA3. Introduction to software is needed

- MMA will follow up. This will be included in the study programme revision.

MMA has not yet taken action. ALL to include in the minutes what this is about.

Follow-up after 08.02.2023:

Comments from the minutes of meeting 07.12.2022:

- *Introduction to some of the comprehensive software programmes is desired. This is given on BA4*
- *Kasper says that Anders does something: a free study activity where he invites everybody*

MMA: We do not have courses in specific software. Generally, the students have to learn to use specific software on their own if an introduction is not given in class. Usually there are plenty of tutorials for this. It is also possible to make a Micro credentials in form of a video introducing the software.

MMA has consulted Basira and it is decided to close this item on the agenda.

Steel structures and computational analyses

- There is a dialogue between teacher and students.

MMA has chosen not to contact anybody.

Semester evaluations, meeting 23.11.2022

- Dynamic models: MMA to contact teachers

MMA has talked to the lecturer. However, he will not be continuing with this course.

Re 4. Approval of minutes of meeting 07.12.2022

Minutes approved without comments.



Re 5. General announcements

From ALL:

- all study programmes (2023) and exemptions have been approved (pre-2023)

From MMA:

- On 16.12.2022 there was a DRU meeting
 - We have won a price for LeadENG
 - There was a discussion about reducing evaluations, but no conclusion was reached
 - We have had a visit from U Twente
- There has been an ULM meeting, MMA and MPN were not able to participate
- There has been a meeting about study start and tutor education
 - It seems that at study start students will “work around” the alcohol ban by only showing up at 16 hrs (at this time the ban is lifted during study start) or drink before 16 hrs.
 - An education day has been planned for tutors. This will be Saturday 19.08.2023 and they will be going through what it means to be a tutor. Also, there will be more focus on how to draw borders for the students, how you interact and handle conflicts.
 - MMA is planning [Learning Day](#) and is contemplating whether we could make a workshop on how to handle students: It is good if you have tools.
- Annual report of external examiners’ report, MMA has read it and made a few comments:
 - There are now two censor corps
 - A working group has been appointed for an IT update of “Censornet”
 - There has only been one appeal case, and the student’s claim was not approved.
 - The number of approved censors has been reduced 50% for the new 4 year period. We should remember to appoint the external examiners that we need. The lack of feedback from censors in Censornet disqualifies them for reapproval. The Study office have been made aware that they have to ensure that the use of censors are registered on Censornet.
 - We can get censors approved on an ad hoc basis if necessary.
- Note from Engineering Faculty about application and admissions, MMA goes through the note:
 - AIE – SDU (Sønderborg) is doing better
 - Energy – DTU doing well but a downward trend
 - Also for Chemistry there is a downward trend for all
 - BE, Mechanics – a lot of competition, a tendency both up- and downwards
 - BE, Build, DTU and AU take a lot, SDU is down a bit
 - In general, the downward trend is worse at SDU than AAU, AU and DTU, even though these last three are also decreasing.
- ULM “uddannelsesledermøde” – meeting in group of leaders in studies
 - The ULM is concerned about institution accreditation. A process has been set up where the departments interview each other; act as ministerial guys. We will interview Build and be interviewed by Math.
 - If it is made possible to change studies during the first year of studies, the first semester will have to be restructured. But the study programmes for 2024 will be approved this year, so these changes discussed by ULM are even further along.
- Scheme of delegation (decision making authority) (in Danish) (there is a small change)
 - This was not discussed. ALL will revert with a mail on this subject.

Re 6. Minutes of semester group meetings

There have been no semester group meetings.

Re 7. Change of form of exam in course

Amin Hajizadeh is lecturer of the MSc course: Dynamic Modelling of Electrical Machines and Control Systems for APEL2 and OES2.

Last year, the exam was written, and Amin found that because of the complexity of the course with huge math, it is not practical for students.

Amin would like to change the plan for this semester, so that the exam is oral and students should make mini projects.

If this change is carried out, the students must be informed soon.

Does the study board agree to change the exam?

Comments:

- Rokas says that an oral exam with mini-projects is better for the students: you are forced to do exercises and with the mini-project there is a natural build-up. And before the exam you revise everything.
- Also, mini-projects can cover more things than written exams: Teachers can learn what students know based on the mini-projects and then ask questions.
- MMA and DOA are positive.
- The oral exam will not be a group exam.
- Conclusion: everybody thinks this is a good idea. And since Amin would like to do this, we will do it. ALL will prepare exemption and homepage changes.

Re 8. Data re students' reasons for dropping out

MMA has read the document:

- It seems that there are a mix of reasons for students dropping out
- No alarming tendencies
- Same trend in Aalborg and Esbjerg

Re 9. Semester descriptions: Discussion about procedure to be followed by the Esbjerg study board:

In all semesters, all specialisations, there has to be:

- Semester descriptions
- Project descriptions
- Course descriptions

- as part of the quality system: <https://www.kvalitet.aau.dk/kvalitetsdokumenter-2018/> "Kvalitetsområde 2: Opbygning og forløb".

Under the Study Board of Energy, the procedure is that semester coordinators update the semester and project descriptions, while the lecturers update the course descriptions. Afterwards the study secretary checks that course descriptions are as they should be and ready on a set date (20 January/August). Everything is done in Moodle and there are templates.

Does the Esbjerg study board wish to adopt this procedure, or will we do it differently?

What is needed in Esbjerg is a responsible person to import and create new semester rooms if necessary. The study secretary checks that 'her' course rooms are imported and updated no later than 20 January/August. Originally, this task was performed by Pia, however, after Tine was employed as a study secretary, she took over.

Semester descriptions: there is a template to be used. This description must be made by the semester coordinator and checked by the study secretary.

Project descriptions: to be filled out by semester coordinator and checked by the study secretary.

Course descriptions: to be filled out by lecturer and checked by the study secretary.

The study board has already adopted this procedure.

Re 10. Administrative formation of groups: https://prod-audxp-cms-001-app.azurewebsites.net/media/23jb1soa/20221207_principles-of-group-formation.pdf

- Document is updated: There are now administrative, partial or full student control at the different semesters from the spring semester 2023
- MMA would like to involve coordinators, who should make sure that groups are formed across nationalities.
- Also, expectations should be matched earlier in the semester.

MMA goes through the document, he mostly uses full student control. It has been updated with partial student control. This is a formal update and there is nothing we have to do.



Rokas: by 3rd semester the students know who are the good ones, so it causes a lot of problems when it is done administratively.

MMA adds that when he experiences problems he talks with the students, asks them to form a group contract and have a trial period. This is an opportunity for the students to show that they can perform.

Re 11. Template for project writing

Jakob Hærvig has made a template for project writing especially for energy students: <https://www.overleaf.com/read/gnxyfqzgtgs>

Do we wish to use this template, and if yes, should it be mandatory or recommended? Also, do we have changes to the template?

Comments:

- The template is similar to the one we have (written comment from Visnu)
- It should not be mandatory, but only an option
- An official logo should be used
- This is an option for the students, and we can put the link in the student information page. ALL will coordinate with study secretaries.

Re 12. Credits and exemptions

Survey of list from WorkZone.

Re 13. AOB

- A student has a problem with stuttering. He can apply for an exemption for extra time at exams. Also, he can contact SPS.
- MPN raises the issue of ITX Flex: Three people in Aalborg are occupied with ITX Flex, it takes one hour per exam to take samples and check an exam. Could someone in Esbjerg also do this? What do you think? This is a managerial task, and MMA will investigate whether anybody has experience
- Follow-up after meeting: MPN is investigating whether we may use student workers.
- Eduroam: Students have problems with connecting with the Wifi on their phones and the IT department are not helpful. Rokas will send email to MMA, who will investigate.

Action points, incl. responsible people – Study board meeting 08.02.2023

Control Theory

- A working group is formed. Participants are SMS, HCP, MMB and MPN. Mohsen coordinates.

Scheme of delegation (decision making authority) (in Danish) (there is a small change)

- This was not discussed. ALL will revert with a mail on this subject.

Change of form of exam in course

- Change from written to oral exam based on mini-project. ALL will prepare exemption and homepage changes.

Semester descriptions: Discussion about procedure to be followed by the Esbjerg study board

- ALL clarification after the meeting: What is needed in Esbjerg is a responsible study secretary.
- MMA to ask study secretaries about procedure.

Template for project writing

- This is an option for the students, and we can put the link in the student information page. ALL will coordinate with study secretaries.

ITX Flex



- Could someone in Esbjerg also do this? What do you think? This is a managerial task, and MMA will investigate whether anybody has experience, get back to MPN to discuss this.

Eduroam

- Students have problems with connecting with the Wifi on their phones and the IT department are not helpful. Rokas will send email to MMA, who will investigate.