**Study Board of Build, Energy, Electronics and Mechanics**

**in Esbjerg**

Date of document:

Responsible: Study Secretariat

# Minutes of the Semester Group Meeting

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| Study programme and semester |  |
| Campus | Esbjerg |
| Date |  |
| Minute taker |  |
| Coordinator(s) |  |
| List of attendees  |  |

## Write your comments below each box

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| **Attention points for the Study Board:** (Special or clarifying comments or matters from the below minutes requiring the Study Board’s attention) |

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| 1. **Approval of agenda**
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| 1. **Appointment of minute taker**
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Name:

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| 1. **Information/guest lectures/excursions**
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| 1. **Course modules** *(copy for each course)*
* Name of course and lecturer(s)
* Content in relation to curriculum and semester description
* Is the teaching satisfactory (incl. Assistant teacher), is the quality as it should be, and do the teacher(s) get around during exercises?
* Does the literature fit and is it available, is the amount appropriate and does it support the learning objectives?
* Are the exercise sessions satisfactory?
* Does the course run as planned/as described in the semester description?
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| 1. **Project module** (copy for each group)
* Group number and name of supervisor(s)
* Project status
* Does the project proceed as expected?
* Problems which may influence the completion/quality of the project
* Supervision
* Relevance in relation to the semester description and curriculum
* Coherence with the course modules
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| 1. **PBL workshop**
* Name of course and lecturer
* Is the teaching satisfactory?
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| 1. **General evaluation of the semester until now** *(e.g. information level, timetable, exam planning, IT, physical working environment, laboratory accessibility, study environment)*
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| 1. **Suggestions for *Teacher of the Year*** *(last semester group meeting)*
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| 1. **Any other business**
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| 1. **Next meeting**
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