**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** |

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** |