



Members of the study board:

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Daniel Ortiz Arroyo  
Morten Eggert Nielsen  
Visnu Ritesh Vijayakumaar Palanisamy (AIE4)  
Basira Khaksar (B6)  
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Absent:

Kasper Niemann Kolmos (M6) (Observer)

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

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Date: 03-02-2023

## Call for meeting 2023-01 in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg

**Wednesday, 8 January 2023, 12.30-15.30 hrs.**

in room C2.125

AGENDA		ENCLOSURES (added continuously)
1.	Approval of agenda	
2.	Brush up course in control theory, by Mohsen Soltani	
3.	<p>Follow up after last meeting 07.12.2022</p> <div style="border: 1px dashed black; padding: 5px;"> <p><b>Action points, incl. responsible people – Study board meeting 07.12.2022</b></p> <p><b>BA3. Introduction to software is needed</b></p> <ul style="list-style-type: none"> <li>MMA will follow up. This will be included in the study programme revision.</li> </ul> <p><b>Steel structures and computational analyses</b></p> <ul style="list-style-type: none"> <li>There is a dialogue between teacher and students.</li> </ul> <p><b>Semester evaluations, meeting 23.11.2022</b></p> <ul style="list-style-type: none"> <li>Dynamic models: MMA to contact teachers</li> </ul> </div>	
4.	Approval of minutes of meeting 07.12.2022	
5.	<p>General announcements</p> <p>From ALL:</p> <ul style="list-style-type: none"> <li>all study programmes (2023) and exemptions have been approved (pre-2023)</li> </ul> <p>From MMA:</p> <ul style="list-style-type: none"> <li>the annual report of the external examiners' corps</li> </ul>	X



	<ul style="list-style-type: none"><li>Note from Engineering Faculty about application and admissions</li><li>As per usual, there will also be an oral report from MMA</li></ul>	X
6.	Minutes of semester group meetings	
7.	<p>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.</p> <p>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.</p> <p>Amin would like to change the plan for this semester, so that the exam is oral and students should make mini projects.</p> <p>If this change is carried out, the students must be informed soon.</p> <p>Does the study board agree to change the exam?</p>	
8.	Data re students' reasons for resignation	X
9.	<p>Semester descriptions: Discussion about procedure to be followed by the Esbjerg study board:</p> <p>In all semesters, all specialisations, there has to be:</p> <ul style="list-style-type: none"><li>Semester descriptions</li><li>Project descriptions</li><li>Course descriptions</li></ul> <p>- as part of the quality system.</p> <p>Under the Energy study board, the procedure is that semester coordinators update the semester and project descriptions, while the course holders update the course descriptions. Afterwards the study secretary checks that everything is as it should be and ready on a set date. Everything is done in Moodle and there are templates.</p> <p>Does the Esbjerg study board wish to adopt this procedure, or will we do it differently?</p>	X
10.	<p>Administrative formation of groups: <a href="https://prod-aaudxp-cms-001-app.azurewebsites.net/media/23jb1soa/20221207_principles-of-group-formation.pdf">https://prod-aaudxp-cms-001-app.azurewebsites.net/media/23jb1soa/20221207_principles-of-group-formation.pdf</a></p> <ul style="list-style-type: none"><li>Document is updated: There are now administrative, partial or full student control at the different semesters from the spring semester 2023</li><li>MMA would like to involve coordinators, who should make sure that groups are formed across nationalities.</li><li>Also, expectations should be matched earlier in the semester.</li></ul>	
11.	<p>Template for project writing. Jakob Hærvig has made a template for project writing especially for energy students: <a href="https://www.overleaf.com/read/gnxyfqzgtgs">https://www.overleaf.com/read/gnxyfqzgtgs</a></p> <p>Do we wish to use this template, and if yes, should it be mandatory or recommended?</p>	



	Also, do we have changes to the template?	
12.	Credits and exemptions	
13.	AOB	

Kind regards  
Matthias Mandø