



Minutes of meeting (2022-02) in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg 09.11.2022

Present:

Matthias Mandø (MMA) (Chair), Morten Eggert Nielsen (MEN), Daniel Ortiz Arroya (DOA), Visnu Ritesh Vijayakumar Palanisamy (Vicechair), Basira Khaksar, Mads Pagh Nielsen (MPN), Anette Larsen (ALL) (secretary)

Absent: Kasper Niemann Kolmos

Copy:

Lasse Rosendahl, Lisbeth Holm Nørgaard, Trine de Pont Nielsen, Sara Lindberg Hildebrandt, Tine Lindegaard Hansen, Britta M. Jensen, Pia Vestergaard Jensen, Rikke Steensbæk, Outreach, Christian Winther Dissing (CWD), Anne Linde Poulsen

Minute taker: ALL

Agenda

1. Approval of agenda
2. Follow-up, action points from meeting 05.10.2022
3. Approval of minutes of meeting 05.10.2022
4. Scheme of delegation (decision making authority) (in Danish)
5. Exemptions and credit transfer
6. General announcements, including
 - a) Recruitment panel: a new panel covering Build and Mechanics, status from MMA
7. Minutes of semester group meetings
8. New [continuing education](#), starting autumn semester 2023 and/or spring semester 2024
9. Digitalisation of input for semester group meetings
The enclosure can be browsed (You do not have to read thoroughly)
10. Preparation for workshop on revision of study programmes, 15 December 2022
Initial discussion. The enclosures can be browsed (You do not have to read thoroughly)
11. AOB

Minutes

Re 1. Approval of agenda

Agenda approved without comments.

Re 2. Follow-up, action points from meeting 05.10.2022

Onboarding procedure

In the new year, MMA and ALL will come up with suggestion.

Scheme of delegation

See separate item on the agenda.

**Minutes of semester group meetings**

Online teaching in general. Please note that the Study Board of Energy has drawn up guidelines for online teaching. You will find them under Rules and Forms: <https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/regulations-and-forms#video-conference>

The Study Board of Energy has drawn up:

- [A Policy for Teaching via Video Conference](#) (pdf)
- [Guidelines on Receiving a Video Call during a Lecture](#) (pdf)
- [Video Link Guide](#) (pdf)

MPN is addressing the IT problems with the department.

MMA was not able to reach Roozbeh after several tries. We assume that Roozbeh have read the minutes and taken the comments into consideration.

Delayed students, oral information

Cases have been filed in WorkZone.

Recruitment panel: a new panel covering Build and Mechanics, status from MMA

All invited members of a recruitment panel covering Build and Machine technology have accepted. The panel now must be approved by the Pro-dean.

CWD will be the secretary of the panel.

Semester study trip

Basira: We have been invited to Europe's biggest construction place, KG Hansen in Horsens. Basira will talk to the coordinator, maybe 1 and 3 semesters can participate as the others are doing their internship. *Update after meeting: the trip was planned for 25.11.2022 for three students.*

There has been no section meeting since last study board meeting, so MMA has not yet brought this up.

Election

Information added 21.11.2022:

**Byggeri, Energi, Elektronik og Maskin i Esbjerg
Build, Energy, Electronics and Mechanics in Esbjerg**

Basira Rokas Visnu (sideordnet):
Visnu Ritesh Vijayakumaar Palanisamy
Basira Khaksar
Rokas Sukauskis

Three students have submitted their candidacy. There will be no election as there is room for three student members in the study board. All are therefore elected.

Concrete course

Jens Hagelskjær have already arranged for three sessions with Svend Krabbenhøft. Hence, MPN does not have to take this up with Build.

Administration

ALL to find meeting dates and order Christmas lunch. This will be done for the next meeting, 07.12.2022.

Student members of study board have been formally invited to the study programme revision workshop on 15.12.2022.

Re 3. Approval of minutes of meeting 05.10.2022

Minutes approved without comments.

Re 4. Scheme of delegation (decision making authority) (in Danish)

The scheme of delegation is approved. ALL has filed it in WorkZone, case no. 2022-017-02617.



MMA stresses that he will consult the board when in doubt.

Re 5. Exemptions and credit transfer

GHC and ALL will start working on this tomorrow (10.11.2022). A list has been created in WorkZone where all exemptions and credit transfer applications/decisions are shown, case no. 2022-601-120777.

Re 6. General announcements

MMA has a number of general announcements:

- Recruitment panel – see follow-up actions points from meeting 05.10.2022
- Request from Ålands Universitet, exchange of students, one course (possibly online). MMA has contacted the pro-dean to explore the possibilities.
- Digital exam, software updated with new functionalities. The update is mainly relevant for administrators.
- Matlab - there is an excellent online link: [Matlab Training](#) that students can access anytime

Also, MPN has an announcement:

- There was a management seminar the day before yesterday. The university is becoming mission-oriented. At the engineering faculty, we have [LeadENG](#), which should also be promoted in Esbjerg.

Re 7. Minutes of semester group meetings

Christian's mail – online teaching.

- The students are not happy with online teaching. We have to make the online teaching as good as possible; it is an illusion to think that we can avoid it. MMA has spoken to Christian, nobody disagrees. Please also see follow-up from last meeting.

AIE, 1 semester

- **Calculus** – the level is high for international students, as a Danish student you need A level. Maybe there is an issue relating to international students. They can join Math 101, other than that, there is nothing we can do.
- There used to be something online – Matematikcafé.

Building and construction, 1 Semester (MEN)

- No serious comments
- Only point – they want *rustur* to be earlier: however, there are different opinions.

Energy, 1 semester (MMA)

- Conflict management – MMA has talked to Mads Valentin about how to handle a group split up process.

Mechanical, 1 semester (MEN, MMA)

- No comments

Build, 3 semester

- **Steel construction and computer based analysis.** They want to split up in two courses. It cannot be done now, but we are considering the proposal.
- MMA: we understand the message – we need more concrete. This is already considered in the proposal for changes in the study curriculum where the current proposal have three courses in total which contains concrete structures as topics.

Civil engineering, 5 semester

- **Concrete structures**, by Svend Krabbenhøft. An agreement has been made on additional lectures.
- **Continuum mechanics**, both civil and mechanical. Issues relate mostly to the technical stuff. MMA will talk to Lars Pedersen.

Mechanical, 3 semester

- **Steel construction** – same issue as with 3 semester Build.



Mechanical, 5 semester

- Same course with Lars as above. The difference between exercises and teaching: there could be more examples – or exercises showing how to do the task. There is help from a 9 semester student, but this is not working. It is difficult to know what questions to ask when you don't understand properly. Maybe just fixing the blackboard issue will help.

AIE, 5 semester

- **Electrical machines**, online teaching. MMA has talked to Kaiyuan, the GDPR issue has been resolved
- Crowded room, there is nothing we can really do. Please have self-justice, meaning that you should ask other to show consideration if they are noisy.
- Students request equipment (monitors). MMA is of the understanding that this problem has been fixed. Students should ask supervisor to advise on acquiring equipment. The current request falls under what we can provide for students projects.
- Students request a study direction for regular electronics instead of only power electronics. As we are the energy department, power electronics is what we offer. There is a choice between APEL and OES (or regular electronics in Aalborg).
- Technical issues. Please contact ITS.

AIE, 3 semester

- **Laboratory safety**. The course will be moved to 1 semester.
- MPN informs the study board that a video can be made at the faculty studio, CDUL: <https://www.cdul.aau.dk/>, cdul-faelles@aau.dk

APEL, 1 semester

- No comments

Energy, 3 semester

- The group room is cold, faculty support could not do anything.

Energy, 5 semester.

- **Electrical machines**, online teaching. MMA has talked to Kaiyuan, the GDPR issue has been resolved (same as AIE)
- Problems with VideoLink. Please contact IT Support. As mentioned above, we will try to have a dedicated student in each course.

IRS, 7 semester

- No comments.

OES, 1 semester

- Issues with the equipment used for video lectures, unstable connections, cables, network. It has been impossible to conduct video lecture together with Aalborg from Esbjerg. Please see above comments: you should contact IT Support. A dedicated student in each course, to be in charge of setting up the equipment.
- Students were not instructed well enough before first class lecture that the lecture was performed as a flipped class room. MMA has talked to Mohsen. They should watch prior to meeting.

Re 8. New [continuing education](#), starting autumn semester 2023 and/or spring semester 2024

For your information: This is a good way of updating your knowledge, flexible Master's programme, etc. It is a strategic subject for the faculty and most Danish companies will pay this for their employees. Under this framework we can get funding from the Ministry.

Re 9. Digitalisation of input for semester group meetings

For your information: The enclosure can be browsed (You do not have to read thoroughly) Aalborg is working on a digital version, which can be inserted direct in minutes of meeting and help align the minutes. E.g., when there is a problem, course holder will be contacted automatically, and he is



aware there is problem. This will be more smooth, and we will get better qualitative and quantitative inputs. However, in Esbjerg we will continue with the current procedure, as it works well and the new solution does not make sense here.

Re 11. AOB

No comments (invitation to study programme revision workshop 15.12.2022 to the student members was discussed above.)

Action points, incl. responsible people – Study board meeting 09.11.2022

Administration

- ALL to find meeting dates and order Christmas lunch. This will be done for the next meeting, 07.12.2022.

Matlab

- MMA will write to Sara, to make sure that the link is available to 1st semester students (on the Moodle page) and that it is mentioned at semester group meetings. Also, teachers should inform students about this. *Update after meeting: this has been done by Sara.*

Calculus

- MMA will follow up with Sara to make sure people know about the Teams Matematikcafé and that the offer is available. *Update after meeting: According to Sara, AIE students are already invited.*

Continuum mechanics

- MMA will talk to Lars Pedersen about the technical problems in Continuum mechanics (**Kontinuummekanik, Rumbjælker og Stabilitet**). *Update after meeting: MMA has talked to Lars.*

Online teaching

- MMA will talk to TAK, all lecturers should be made aware that there is a particular course about online teaching that they should take. *Update after meeting: TAK has emailed all VIP about this.*