

## Minutes of meeting (2022-01) in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg 05.10.2022

### Present:

Matthias Mandø (MMA) (Chair), Morten Eggert Nielsen (MEN), Daniel Ortiz Arroya (DOA), Visnu Ritesh Vijayakumaar Palanisamy (Vicechair), Kasper Niemann Kolmos, Basira Khaksar, Mads Pagh Nielsen (MPN), Gitte Hageman Christensen (GHC), Anette Larsen (ALL) (secretary)

### Copy:

Lasse Rosendahl, Henrik Brohus, 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. Appointment of study board, including election of chair and vice-chair
2. Confidentiality (document to be signed by student members)
3. Approval of agenda
4. Rules of procedure
5. General announcements
6. Scheme of delegation (decision making authority) (in Danish)
7. Minutes of semester group meetings
8. Delayed students, oral information
9. Mathematics course, complex numbers
10. Analysis of results from study start test 2022
11. Recruitment panel: a new panel covering Build and Mechanics
12. 6<sup>th</sup> Semester study trip, Build and Mechanics
13. AOB

### Minutes

#### Re 1. Appointment of study board, including election of chair and vicechair

- All are in agreement that all rules and regulations have been observed.
- There are three scientific personnel and three students. All have equal votes. However, the chair's vote is decisive.
- Election of chair: MMA is the only candidate and is elected.
- Election of vice-chair: Visnu is the only candidate and is elected.
- Responsibilities of vice-chair: participate in DRU meetings (Dekanens Rådgivende Udvalg), which is a discussion forum for all study boards.

#### Action point:

1. MMA will write to Troels to inform him that Visnu is vice-chair.

#### Re 2. Confidentiality (document to be signed by student members)

- A template of the document is placed in the beem-bilag folder.



<p><b>Action point:</b></p> <ol style="list-style-type: none"><li>1. All student members must fill in and sign the document and return to ALL.</li></ol>
<p><b>Re 3. Approval of agenda</b></p> <ul style="list-style-type: none"><li>• Agenda approved – with one item added under AOB: election of students to the study board for 2023.</li><li>• During the discussion about AOB “Concrete courses” was also added to the agenda.</li></ul>
<p><b>Re. 4. Rules of procedure</b></p> <ul style="list-style-type: none"><li>• MMA reiterates the <a href="#">rules of procedure</a> (Danish text)</li><li>• If there are disagreements or other, we can refer to this legal document.</li><li>• In future, we plan on sending out the agenda one week in advance. Attachments will be added continuously.</li></ul>
<p><b>Re 5. General announcements</b></p> <p>MMA has a number of general announcements:</p> <ul style="list-style-type: none"><li>• DRU meetings, ULM meetings (uddannelsesledermøder). MMA gets information and he will pass it on to the study board.</li><li>• Latest DRU meeting:<ul style="list-style-type: none"><li>○ a presentation of a new onboarding procedure, to which you can find a link in Moodle. This is about student life at AAU. It has been implemented, but only the general modules. We can customize. MMA, ALL will follow up.</li><li>○ More focus on EVU, it is on the agenda to have more part time study programmes.</li></ul></li><li>• Curricula. On 21.10.2022 a meeting has been set up to discuss small changes to the mechanical and civil engineering curricula. There is a deadline 01.11.2022 for smaller changes. If anyone has minor adjustments, please send them to MMA and ALL prior to said meeting.</li><li>• Later we will have a seminar about all Esbjerg curricula with the participation of PLA, secretaries and section head in Esbjerg. <i>Note: this meeting will take place on 15.12.2022.</i></li><li>• We are applying for a diploma programme in Energy, the application has been submitted to the ministry, and there is a 10 week feedback time.</li><li>• Actions plan from the civil engineering and mechanical study programmes. These indicate the same issues as for the Energy study programmes – re student recruitment and staffing. A meeting is planned in the BEEM study board to go over the action plans and possible follow-up.</li><li>• “RUS tour” is now called Intro Days.</li><li>• Administration of the BEEM study board. We have established a shared study board mailbox: <a href="mailto:studyboardBEEM@energy.aau.dk">studyboardBEEM@energy.aau.dk</a> which goes to MMA and ALL. There is also a mail alias: <a href="mailto:beem@energy.aau.dk">beem@energy.aau.dk</a> which goes to the entire study board.</li></ul>
<p><b>Action point - Onboarding procedure</b></p> <ol style="list-style-type: none"><li>1. MMA, ALL to follow up with Peter and Heidi. Material can be customized, and MMA would like a small video instead of text. MMA, ALL will come up with suggestion for the study board to discuss.</li></ol>
<p><b>Re 6. Scheme of delegation (decision making authority) (in Danish)</b></p> <p>Discussion about wording of the paragraph about support to field trips. The text shall not mention any amount, but state that the study board will support bus rental, accommodation. ALL will make adjustments to the document.</p> <p>In future, MMA has a duty to continuously give information on merits and dispensations.</p>
<p><b>Action point:</b></p> <ol style="list-style-type: none"><li>1. ALL will make adjustments to the text, forward new version to the study board. If you do not reply, then we consider the document to be approved by the study board.</li></ol>
<p><b>Re 7. Minutes of semester group meetings</b></p> <p>Advanced Power Electronics, APEL3 (DOA)</p>



- There is a request that the study board should give information on the internship option in a clearer way. The student commenting was not present at the given information meeting, and MMA will not take any action, but will continue to give the talk which TAK has previously given.
- No comments to courses or other were discussed by the study board.

#### Sustainable Energy Systems, Offshore Energy Systems, OES3 (DOA)

- **Fault Tolerant Control** by Zhenyu Yang and Roozbeh Izadi-Zamanabadi: There should be information/instructions/teaching to the teachers about online teaching as we almost always have troubles getting this working properly. This comment applied to all three courses.
- MPN: We have problems with the video systems and have an ongoing discussion with IT Support about how to make the video systems more stable. These problems are often mentioned in the minutes of semester group meetings.
- MMA – maybe MPN or LAR must bring this up at the departmental level. GHC will find link to rules.
- Patryk did not have a supervisor. There is a dialogue, but this is not due to the coordinator.

Energy Camp. It is a new concept for all. Next year we want to make it a bit more focused, so the students talk more to the companies.

#### Sustainable Energy System, Combustion Technology, PECT1

- **Computational Fluid Dynamics and Multiphase Flow** by Matthias Mandø, Chungen Yin and Torsten Berning. More focus on Fluent mesher and Fluent space claim instead of cubit. This is duly noted.

#### Action point:

1. MPN to address IT problems, training of D-VIP at department level
2. MMA will talk to Roozbeh
3. GHC to find link to rules about online teaching: <https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/regulations-and-forms#video-conference>

#### Re 8. Delayed students, oral information

At the end of September, Tamas Kerekes and the study secretaries in AAL and ESB reviewed the late students one by one. In general, it looks good, as not so many students are delayed in their studies. "Yellow traffic light" means that the student lacks 6-15 ECTS and is invited to an interview with the student counsellor, Heidi Valdkilde Abrahamsen.

"Red traffic light" means that the student lacks more than 15 ECTS and is invited to an interview with Matthias Mandø.

If we have sent a rejection letter or created an individual study plan, the students will not receive a letter.

Red ESB. 3 students receive a red letter with an offer for a special interview with Matthias.

Yellow ESB. 7 students receive a yellow letter with an offer to speak with the student counsellor.

#### Action point: ALL to file case in WorkZone

#### Re 9. Mathematics course, complex numbers

Students on 5 semester did not have prior knowledge on complex numbers. The curriculum says you should have knowledge about complex numbers through calculus. Calculus this autumn was just starting up. We have arranged for two lectures and a workshop on complex numbers, and an information mail has been sent to relevant students with this offer.

#### Re 10. Analysis of results from study start test 2022

- This is for the study board's information.
- Documentation shows that  $\frac{3}{4}$  of students have done OK.

## Re 11. Recruitment panel: a new panel covering Build and Mechanics

Here you will find information about [the framework of the quality system](#) at AAU and the [procedure for appointment and dialogue with the recruitment panel](#) (this last document is in Danish).

- The plan is to appoint a new recruitment panel that covers the Build and Mechanics study programmes.
- The recruitment panel is an important part of our quality assessment and with an accreditation coming up next year, it is important that we do this right.
- Energy and Electronics remain in the Aalborg panel
- Members should represent the study programmes, this is not paid work; we will, however, cover transportation.
- All study programmes must be represented
- One option is to take relevant members from the Aalborg panel and appoint new ones for Aalborg
- Possible members: (there is some overlap with the Energy panel)
  - Education Esbjerg
  - Claus Ibsen, Vestas Aircoil
  - Viking
  - Rybners (technical high school)
- CWD is secretary

### Action point:

1. MMA, MPN will talk to ASK and proceed with contacting possible members.

## Re 12. 6<sup>th</sup> Semester study trip, Build and Mechanics

It has been a tradition that Build and Mechanics go on a study trip on the 6<sup>th</sup> semester. However, at Energy the study trip is on the 5<sup>th</sup> semester. The study board debates whether the trip this coming spring should be moved.

### Comments

- It would be difficult to pull out an entire week of the schedule this autumn
- Maybe from next year Build and Mechanics can be included in the Energy trip schedule (3<sup>rd</sup> semester now)

### Decision

- There will be no weeklong trip next spring
- A one day trip is proposed – maybe to “den gamle Lillebæltsbro”
- Build and Mechanics join the Energy trip schedule from next year, i.e. a trip in the autumn semester

### Action points:

1. Basira must talk to coordinator about trip in the spring
2. MMA will suggest a cross semester company visit to fx Siemens or Danfoss at the next section meeting

## Re 13. AOB

### a. Election to the study board – students

It is a complete surprise that the current student members of the study board have only been appointed for four months (October-January). We must therefore find new candidates.

Basira and Kasper can remain as observers until they leave in April/May.

### b. Concrete course

Will there be more teaching about concrete structure? Maybe a workshop? Participants, both students and supervisors, feel that there is missing teaching in concrete structures on the build education.

MPN will talk to Build to see if they can arrange a workshop or similar on concrete structures for B5.



This issue we be taken up at next study curriculum revision.

**c. Administration of study board**

Dates for 2023 must be ready in December

Christmas lunch will be served at the meeting in December

**Action points – Election:**

1. ALL and MMA to coordinate. The study board should prepare a list of candidates to ensure action.
2. ALL to file time schedule for the election in the beem-bilag folder
3. MMA to address 1<sup>st</sup> semester

**Action point – Concrete course:**

1. MPN will discuss with Build

**Action point – Administration:**

1. ALL to find meeting dates and order Christmas lunch

ALL/26.10.2022