



Minutes of meeting (2024-02) in the Study Board of Build, Energy, Electronics and Mechanics in Esbjerg 06.03.2023

Present:

Matthias Mandø (MMA) (Chair), Daniel Ortiz Arroya (DOA), Jesper Liniger, Jeppe Akash Bundsgaard Sørensen, Anette Larsen (ALL) (secretary)

Absent: Rokas Sukauskis, Ulisse Valeriani, Visnu Ritesh Vijayakumaar Palanisamy, Mads Pagh Nielsen (MPN),

Copy:

Sara Lindberg Hildebrandt, Britta M. Jensen, Anne Linde Poulsen, Pia Vestergaard Jensen, Christian Winther Dissing, Mads Pagh Nielsen, Tamas Kerekes, Gitte Hageman Christensen, Head of department, Rikke Steensbæk.

Minute taker: ALL

Agenda

1. Approval of agenda
2. Approval of minutes of meeting 14.02.2024
3. Follow up after last meeting 14.02.2024
4. General announcements
5. Minutes of semester group meetings
6. Overview of reasons for dropping out
7. Discussion about paper, poster, and project summary report (1 semester Master's)
8. AOB
9. Credit transfer and exemptions (confidential)

There are only minutes from one semester group meeting to be addressed today. We must coordinate better with the semester group meetings.

Minutes

1. Approval of agenda

Approved.

2. Approval of minutes of meeting 14.02.2024

Approved.

. Follow up after last meeting 14.02.2024

Quality assurance meeting 17.01.2024 (Energy and AIE)

- Registration of study start drop-outs to be investigated by MMA. There may be a problem with registration of the Master's students who do not show up.
- Job database of study jobs in cooperation with Education Esbjerg. MMA will talk to Martin in Education Esbjerg about possibilities.

This is still on MMAs to-do-list. Remains on agenda.



Teacher of the Year

The students of the study board will discuss the two proposals and revert to Anette with their decision. The winner will then be in the competition together with the winner in the spring semester.

Students have chosen MMA; next step is that a teacher of the year for the spring semester has to be selected. We must also remember that we have decided to discuss the process, this will be on the agenda next time.

4. General announcements

There was a meeting yesterday with prorektor and heads of study and chairs of study boards. MMA did not participate as this was in Aalborg. And today a meeting about the new PBL initiative.

- Planned evaluation meeting for MSc 4 semester, 15 May
- Planned meeting in recruitment panels – May
- Mail - Campaigns in 2024:
 - ENG initiatives:
 - Weeks 10-13: Sustainability campaign
 - Weeks 16-20: Engineering campaign
 - Weeks 20-23: Science campaign
 - In addition, an engineering campaign is also planned that is specifically targeted at potential students for Esbjerg. The time has not yet been decided.
 - Joint initiatives:
 - Weeks 1-11: Quota 2 campaign
 - Weeks 1-9: Candidate admission
 - Weeks 2-5: Open House Copenhagen
 - Weeks 5-9: Open House Aalborg
 - Weeks 4-8: Open House Esbjerg
 - Weeks 22-27: Quota 1 campaign

5. Minutes of semester group meetings

BA6 - Project management and economy. Students complain that the Moodle page setup "Does not look good". No action. We expect that teachers read the minutes and act accordingly.

6. Overview of reasons for dropping out

Please see the excel sheet for all figures.

There is a multitude for reasons for students dropping out. There are no 'red flags and the result of the survey does not differ from the general result at AAU.

We will take no further action.

7. Discussion about paper, poster and project summary report (1 semester Master's)

On 7th and 9th semesters (1st and 3rd), there is now "CES" which means Conference for Energy Students. This takes place just before Christmas.

This is done locally, both here in Esbjerg and in Aalborg. Here we do it together with Chemistry as we do not have so many students.

The current rules are as follows:



1st semester – Master’s students

The student must submit:

- Scientific paper, max. 10 pages, which presents the primary content and results of the project work
- Project summary report (see below)
- Project poster

3. Conference participation

The paper must be presented, by one or more group members at a conference arranged within the Department of Energy Technology. The conference will be run in the same manner as an international conference. The project poster must also be presented at this conference. All group members must attend the conference and the poster session to be allowed to participate in the project examination.

4. Project summary report

The project summary report should elaborate the project details and conclusions. The maximum length of the summary report (report without appendices) is 50 pages, and in addition the summary report should follow the rules as laid down by the Study Board in “Procedure for Project Work”, i.e. the total number of pages must not exceed $30 + 15 \times$ number of students in the project group.

3rd semester – Master’s students

The project work must be documented by a scientific paper (max. 8 pages) accompanied by a project summary report. The project summary report should elaborate the project details and conclusions. The maximum length of the summary report (report without appendices) is 50 pages.

Exam

Prerequisite for enrollment for the exam

- It is a pre-condition that the student has submitted a scientific paper and presented the scientific paper at an internal conference prior to the project examination.
- In case of a re-exam, the student will have to present the scientific paper in front of a committee made up of the supervisor and at least one internal adjudicator.

MMA explains that this has been discussed at the latest section meeting, he received many good ideas so today the study board will discuss this, make a decision and afterwards MMA will investigate what we can do.

- **Objective:** The description of CES in Study curriculum needs to be updated anyway.
- **Background:** Master study is research based and students need to learn communicating using paper/poster.
- **Ideas from Section meeting:**
 - Poster should be hung up as decoration on the wall. Posters are not relevant at the exam.
 - Change CES from winter (1+3 semester) to summer (2+4 semester) so that 1. international students learn PBL by writing a report first and 2. We would expect students attending since students on 3 semester are often on traineeship or long master.
 - Project summary report should be reverted to an “appendix” report.
- **Potential issues:**
 - Maybe not all projects are good enough for posters. Maybe not all students want posters up. Need permission to put up posters. Need to go outside campus to print posters.
 - The CES conference would be in ultimo May or June. We have exams in June and MSc hand in in start June. (Students on 4 semester do not write a paper but no real issue)



- General experience is that students write a “regular” report besides the paper. It is difficult to explain the concept of ‘project summary report’/‘Appendix-report’.

Comments:

- Do we need this on both 2nd and 4th semesters?
- It will make sense to move it to the summertime and eliminate posters for 2nd semester.
- Maybe for 2nd semester – project and paper (appendix) and for 4th semester - project and poster
- Let us not make conference participation mandatory for 4th semester.
- Moving CES to ultimo May will eliminate the issue that international students leave early for x-mas holiday.

The Study board’s recommendations are as follows:

- 1 semester – more explicit focus on PBL learning goals, students write regular semester report including ‘PBL process’ chapter. Workshop in PLB as usual.
- 2 semester – Focus on scientific writing, students write a 10-page paper which can include *unlimited* appendices (for example code, tables, figures etc.) Workshop in Scientific writing is moved to the spring.
- 3 semester – Traineeship, Long master thesis + regular short project. No additional stuff.
- 4 semester – Write MSc thesis, Students can additionally produce a poster of their project work for CES but not mandatory. We do not put this in Study curriculum but in semester description. We can put a sentence that they must make a poster, but they can choose if they do not want is displayed in the hallway afterwards.
- CES conference:
 - Participants 2+4 semester + chemistry 4 semester (Comment: Jens Muff subsequently accepted this)
 - All submit abstract as registration for conference and thus the full paper is first evaluated at the exam.
 - Date: ultimo May. (2 semester hand in report approx. 2 days before CES, 4 semester hand in approx. 1 week after CES)
 - We include a poster presentation session for 10 sem. Posters are displayed in the C1 hallway afterwards. Old posters are replaced as new are made.

Comments:

- Excellent to move focus towards the poster.
- MMA is already doing a workshop on scientific writing.
- These are good arguments.
- Maybe we should ask the master thesis students – would it make sense for them? MMA will do so at the evaluation meeting.
- CES could be at the end of May without interrupting exams, for the 2nd semester after submission of project.
- 4th semester can make a much more refined poster as their projects are much better.
- Maybe we should make it voluntary for 4th and mandatory for 2nd?
- It could be voluntary, and we will see how it goes.
- We will put this in the semester description for 4th semester.

Conclusion: MMA will talk to 4th semester students and Chemistry and make proposal.

8. AOB

- MMA has made a new description for the course module Thermodynamic, heat transfer and fluid mechanics. Is being discussed.
- Competence profiles for all curriculums to be revised, more specifically Civil engineering and Mechanics.
- Revised template for minutes of semester group meetings and Rules of procedure for the study board to be sent to the study board for approval.



9. Credit transfer and exemptions (confidential)

Survey of list from WorkZone.

Action points, incl. responsible people – Study board meeting 04.04.2024

Quality assurance meeting 17.01.2024 (Energy and AIE)

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This is still on MMAs to-do-list. Remains on agenda.

Items for the agenda 04.04.2024

- Process for election of Teacher of the Year
- Summary from PBL meeting, MPN (AOB or announcements)
- Follow-up on Discussion about paper, poster and project summary report (1 semester Master's)