



Procedure for Semester Group Meetings

The semester group meetings should follow the procedure below:

1. Appointment of note-taker
2. Follow up and approval of the minutes from the last meeting
3. Announcements / guest lectures / excursions
4. Courses – on-going evaluation
5. Project status
6. General comments to the semester so far
7. Any other business
8. Next meeting

Three or four meetings should be held during the semester. The first two meetings should be scheduled in the middle of the first period and the second period so that any advice may be acted upon promptly.

It is recommended that the study secretary participates in the group meeting if possible.

Minutes of semester group meeting

After each meeting the note-taker, who must be one of the students, must write some minutes of the semester group meeting. The minutes should include the following:

- Study programme
- Date
- Name of semester coordinator and note-taker
- Names of persons attending
- Problems which the Study Board of Energy should be aware of
- Announcements/guest lectures/excursions
- Evaluation of each course
- Evaluation of project work according to each group
- General comments to the semester so far
- Other topics which should be discussed

The minutes of meeting should be approved by the semester coordinator and sent to the study secretary after approval. The minutes should be sent to the Board of Studies of Energy and the Head of the Department of Energy Technology **no later than one week after the meeting.**

Semester summary report

After the last semester group meeting of the semester, the students must make a semester summary report which should include the following:

- Study programme
- Date
- Name of semester coordinator and student representative

- Problems which the Board of Studies of Energy should be aware of
- General comments to the semester, including study environment, excursions, guest lectures, etc.
- Evaluation of each course including name of lecturer
- Evaluation of project work according to each group

The semester summary report should be approved by the semester coordinator and the student representative.

The semester summary report should be sent to the Study Board of Energy and the Head of the Department of Energy Technology **no later than 1 October/1 March**.

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