



Guide for Semester Coordinators, Lecturers and Supervisors

This document is the TEKNAT schools' guide for semester coordinators and others. The guide is structured as a checklist with the purpose of functioning as a concrete working tool and is, among other things, inspired by the document "Rammer for fagteknisk vejledning og semesterkoordinering på 1. og 2. semester".

The semester coordinator is regarded as the study board's right hand in regards to the planning, controlling, monitoring and evaluation of teaching and additional activities during the semester.

The 1st semester is divided¹ into two project modules: one smaller project/case study (typically 5 ECTS), where the student is introduced to group work and problem oriented project work, followed by a larger project module (typically 10 ECTS). On the following semesters (2nd till 8th semester) the project module typically corresponds to 15 ECTS.

The semester coordinator and others should be aware of the following:

[SUBMISSION OF PROJECT REPORTS](#)

[INFORMATION ABOUT SPECIAL CIRCUMSTANCES](#)

[COURSE TEACHING](#)

[ORIENTATION FROM STUDY BOARD AND DECENTRALISED STUDENT COUNSELLING](#)

[PLANNING MEETING \(AT THE BEGINNING OF AUGUST AND AT THE BEGINNING OF DECEMBER, RESPECTIVELY\)](#)

[PROBLEM HANDLING](#)

[PROJECT EXAM FOR CASE STUDIES AND PROJECTS](#)

[PROJECT CATALOGUE \(MID-AUGUST AND MID-JANUARY, RESPECTIVELY\)](#)

[PROJECT SUPERVISION IN THE CASE STUDY](#)

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Submission of project reports

The submission date of project reports is announced at semester start or, at the latest, on the first semester group meeting. The study board sets the date, however, often via delegation to the semester coordinator and study secretary.

Information about special circumstances

In case of unusual or especially problematic circumstances, it is the semester coordinator's task to inform the chairman of the study board and the head of studies separately.

¹ TA and BB only have one project



Course teaching

The semester coordinator is responsible for filling in/updating the module descriptions in Moodle before each semester starts: <http://www.ses.aau.dk/til-studerende-ansatte/blanketter-regler/semesterbeskrivelse/>

Information from study board and decentralised student counselling

At the first semester group meeting on the 1st semester, the deputy chairman of the study board is invited with the purpose of informing about the role and work of the study board. The decentralised student counsellor is also invited to inform about student counselling.

Planning meeting (at the beginning of August and at the beginning of December, respectively)

The semester coordinator calls a planning meeting with the lecturers of the semester (project supervisors, lecturers and possibly PV-supervisors). See appendix 1 for a typical agenda for the meeting. The semester coordinator informs supervisors and lecturers about the number of hours available for each teaching activity.

Problem handling

The semester coordinator contributes to solving possible problems by recommending the students to try to solve problems in connection with course and project modules with the involved teachers before the problems are brought up at the semester group's meetings. The semester coordinator is responsible for intervening in problems that are brought up at semester group meetings. It is emphasized that the semester group seeks to solve problems in a fast and flexible way. The head of studies and/or the chairman of the study board can under special circumstances be involved in problems concerning the semester, but can also choose to intervene him/herself.

Project exam for case studies and projects

The exam is an oral exam based on the project report and a presentation. It is recommended that the semester coordinator sets up a meeting with the project supervisors (and possibly the PV-supervisors) at the end of the project period. Here evaluation criteria for the project exams are gone through in regards to the curriculum.

Project catalogue (mid-August respectively mid-January)

The semester coordinator must make sure that the project supervisors hand in project proposals to the study secretary, who will pass them on to the students via Moodle at semester start. It is important that the PV-supervisors (on the 1st and 2nd semester) are involved in the preparation of the project catalogue to make sure that the topics have a contextual angle that is related to the PV learning goals of the semester. Besides, it is important that a project proposal takes point of departure in an actual problem as it ensures that the projects become problem oriented.

Project supervision in the case study

The project supervision is the focal point of the students' acquisition of the project working method. Lectures, excursions, exercises and the like for more groups can be part of the supervision. The exam is carried out without an examiner and must consist of a presentation and a discussion. The students are graded with a pass/no pass.

Project supervision on project modules

The project supervision is, once again, the focal point of the students' acquisition of the project working method. Besides the academic content, the supervision meetings focus on the following:

- The students' use of project management tools (time schedules, technical social contracts and other things)
- The learning goals of the semester and how they are consistent with the projects
- The connection between the course modules and the project work.



- Possibly lectures, excursions or the like for several groups who work with the same type of projects.

PV-consultations

As a supplement to the project supervision at the first semester, PV-consultants give consultations during the project supervision. Before semester start, the semester coordinator and the PV-consultants agree on the terms of the collaboration, including the alignment of expectations regarding how the consultant function supports the students in their project work. Contact between the PV-consultant and the project supervisor must be established in order to discuss the settings for the students' project work.

PV-supervision

Some programmes have chosen to place PV-supervision at the first semester while others wait until the second semester. PV-supervisors are invited to the planning meeting of the relevant semester.

Minutes of semester group meetings

May not contain private information, including pronounced critique of private individuals. Such information must be mentioned in the minutes, but in a way that individuals are not compromised unnecessarily. By other means, it is the task of the semester coordinator to pass on possible private information about problems that the study board should be aware of. The minutes are published in the semester room on Moodle and are forwarded to the study board one week after the meeting at the latest. In case the study board has not reacted on the minutes at the next meeting after the reception at the latest minutes, the minutes are presumed to have been accepted.

Semester evaluation²

After the end of the semester the semester coordinator makes a draft for the semester evaluation report in accordance with the template in appendix 2. The report is based on minutes from semester group meetings, semester evaluation meetings, questionnaires (e.g. SurveyXact) etc. The report is sent for review among the members of the semester group (lecturers and students). Thereafter, the semester coordinator forwards a final evaluation report to the study board with the conclusions and recommendations of the semester group. The study board must receive the report March 1st for 1st semester and October 1st for 2nd semester at the latest. Please note the following:

- If all members of the semester group have not approved the report, it must be apparent in the semester evaluation report. If agreement cannot be reached, there is the possibility of forwarding minority statements.
- Each study board determines the frames for evaluation. For instance, evaluation can include evaluation based on a questionnaire or an oral evaluation at the latest semester group meeting (or at a separate meeting just after the end of the re-examinations of the semester.)
- Besides the minutes from the semester group meetings and the evaluation meeting, the semester evaluation report must be based on possible written comments from lecturers³, project supervisors, project groups and any external collaborators - comments that the

² As the recommendations of the evaluation reports are used in connection with adjustments of study programmes and coming semesters' teaching requisitions, the semester evaluations are an important tool for the study board with the aim of continuously making sure that the quality of the teaching as well as the study programmes is high. Besides, the evaluation reports are used by the lecturers and project supervisors for on-going improvements and adjustments of course and project modules. Likewise, the semester coordinator includes experiences from past evaluations of the semester in order to adjust or change the planning or course of the semester. Finally, the semester evaluations give the students an opportunity to evaluate own learning processes.

³ It is the responsibility of the departments to contribute to the quality assurance of the teaching. A way of doing this is for the lecturers to evaluate their own course module. The lecturer may forward the results to the study board.



semester coordinator must offer to forward. The forwarded comments must be enclosed in the evaluation report.

- The evaluation report must be completed with a short summary and recommendations for further changes before next semester. The summary and recommendations for change will be part of an overview, which the study board publishes on the school's website; cf. Act of rules for transparency and openness in the educations etc. (Bekendtgørelse af lov om gennemsigtighed og åbenhed i uddannelserne m.v.).
- It is the responsibility of the semester group to conduct the semester evaluation constructively and reasonably so that the evaluation report can be used afterwards for ongoing development and improvement of the teaching.
- The evaluation report may not contain private data hereunder critique of individuals. Such information must be mentioned in the report, but in a manner that individuals are not unnecessarily compromised. By other means, it is the responsibility of the semester coordinator to pass on possible private information in writing to the study board about problems that the study board should be aware of.
- Statistics of examination results from the semester must be included in the evaluation report. The semester secretary will pull the statistics from QlikView.

Semester introduction meeting/semester start

On the first day of the semester the semester coordinator holds a semester introduction meeting for the students. The project supervisors and lecturers (and possibly PV-supervisors) are invited. At the meeting information about the semester is provided hereunder information regarding course and project modules of the semester, project proposals, timetable, semester group meetings etc. Together with the project supervisors and possibly the PV-supervisors the semester coordinator presents the project proposals and initiates the group formation.

Especially on first semester, information about fresher's camp is given (the planners of fresher's camp will provide further information later). Information about project proposals will here typically be given at P1 start.

The course of the semester

The course of the semester is described in a [semester description](#). The document is uploaded in Moodle.

Semester schedule

The semester coordinator has the overall responsibility for drawing up a schedule for the teaching and meeting activities of the semester. The study secretary prepares a draft schedule and reserves classrooms for the courses as well as distributes rooms to the project groups. Wednesday afternoons are preferably held free from teaching.

Status seminar

Midway through the project process on the 1st and 2nd semester, a status seminar is held where the groups present their project work for supervisors and opponent groups. The PV-consultant participates in the seminar. Academic as well as contextual subjects and project management are included in the presentation and discussions. The PV-supervisors are involved in the preparation of the status seminar guide.

Semester group meetings

During the semester at least three semester group meetings must take place. The study secretary forwards a proposal for the agenda, and the semester coordinator sets the dates, preferably before semester start. Besides the semester coordinator and the study secretary (minutes taker) a representative of each project group participates in the meeting. Other lecturers and supervisors are invited.



Appendix 1: Typical agenda for semester planning meeting

Below examples of agendas for semester planning meetings of 1st and 2nd semesters are drafted.

1st semester

1. Presentation of the structure of the semester
2. Staffing of the teaching assignments
3. Presentation of P0 (purpose, framework, etc.)
4. Presentation of theme and learning goals for the P1-project module
5. Project catalogues for P0 and P1
6. Framework for lectures
7. Interplay between course modules and product module(s)
8. If PV-supervision on 1st semester: Interaction between course specific project supervision and PV-supervision
9. PV-consultants' roles and interaction with the project supervisors
10. Framework for the timetable of the semester
11. The semester introduction meeting (content and expectations)
12. Short orientation about fresher's camp
13. AOB

2nd semester

1. Presentation of the structure of the semester
2. Staffing of the teaching assignments
3. Presentation of the theme and learning goals for the project module of the semester
4. Project catalogue
5. Framework for lectures
6. Interaction between course modules and project modules
7. If PV-supervision on 2nd semester: Interaction between course specific project supervision and PV-supervision
8. Framework for the timetable of the semester
9. The semester introduction meeting (content and expectations)
10. AOB



Appendix 2: Template for semester evaluation report

The template given below should be used for the semester evaluation report and must be sent to the study board after the end of the semester. The template is found as a Word-document here:

<http://www.en.ses.aau.dk/students-employees/rules-and-regulations/>

Semester Evaluation Reportⁱ

For:

Year:
Coordinator:
Date:
Not approved by: ⁱⁱ
Enclosures:

Summary and recommendationsⁱⁱⁱ

The semester in general^{iv}

The project module^v

Course module^{vi}:

Course module^{vii}:

Course module^{viii}:

ⁱ Enclosures included in the evaluation: SurveyXact evaluation, semester group meeting minutes

ⁱⁱ Members of the semester group who cannot approve the report

ⁱⁱⁱ What worked well, not so well, recommendations for adjustments etc.

^{iv} E.g. start-up, group formation, semester group meetings etc.

^v E.g. how did it go for the groups, coherence with the course modules, the students' experience, supervision, exam etc.

^{vi} How did the course module go, the students' experience of lectures and exercises, exam etc.

^{vii} How did the course module go, the students' experience of lectures and exercises, exam etc.

^{viii} How did the course module go, the students' experience of lectures and exercises, exam etc.