



# Semester Coordinator

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## Semester Coordinator

The Semester Coordinator has a central role in the coordination and ongoing quality assurance of teaching. The coordinator reports to the study board and is responsible for the planning, management, monitoring and evaluation of teaching and other semester activities. The coordinator performs their function through regular meetings with students (via semester introduction, semester group meetings and semester evaluation, etc.) and teachers.

## Responsibilities and tasks

The semester coordinator is responsible for

1. Planning
  - a. Notifying the semester's teachers and supervisors with regard to planning prior to each semester (no later than end of August and end of December, respectively). Planning must take into account prior semester evaluations and any program evaluations; necessary adjustments are to be made based on these.
2. Project catalogue
  - a. Collect project proposals from project supervisors (no later than mid-August and mid-January, respectively). The project catalog is to be posted on Moodle before the start of the semester, no later than August 20 and January 20, respectively.
3. Semester description
  - a. Review of and any adjustments to the semester description as regards the semester and projects, and ensure that these are posted on Moodle before the start of the semester (no later than mid-August and mid-January, respectively).
4. Semester introduction session/semester start
  - a. Held on the first day of the semester.
  - b. Informing the students about (recommended)
    - i. Course and project modules
    - ii. Project proposals
    - iii. Schedule
    - iv. Demands of the study, including matching of expectations on work effort (~45 hours/week)
    - v. Semester description on Moodle
    - vi. Semester group meetings
    - vii. Group formation
    - viii. Exam and exam format
    - ix. Status seminar, if any
    - x. Danish instruction for international students
    - xi. Introduction of the student counselor (first semester Bachelor's; first semester Master's)
    - xii. Other relevant topics
  - c. Allow time for and motivate the students to complete the school's teaching evaluation (SurveyXact) at the introduction session (approx. 15 min.)
5. Semester group meetings
  - a. Scheduling and holding 2-3 semester group meetings. Additional meetings are held at the request of either students, teachers, the study board or the semester coordinator.
  - b. Censoring meeting minutes (template [here](#)) with respect to tone and private information before publication on Moodle, and informing the study board if relevant.



- c. Forwarding meeting minutes to the study board and uploading to Moodle.
- d. The project submission date is announced at the start of the semester or no later than the first semester group meeting.
6. Handling problems and special conditions
  - a. Intervening in problems that are brought up at semester group meetings, involving the chair of the study board if necessary.
  - b. A separate briefing of the study board chair on unusual or particularly problematic circumstances.
  - c. Students studying two subjects (*to-fagsstuderende*) and international students
    - i. In programmes with students studying combined central and minor subjects (*to-fagsstuderende*) and/or with international students, the semester coordinator needs to be aware of including these students in the semester activities.
7. Collecting and processing any external input regarding the program (including from prospective employers and graduates)
  - a. In connection with semester group meetings, collecting comments, evaluations, and advice from external parties regarding the quality and relevance of the program that was obtained in connection with e.g. project work, excursions, etc. and compiling this in the semester evaluation report (see item 8).
8. Semester evaluation<sup>1</sup>
  - a. After the end of the semester, the semester coordinator is responsible for producing a draft of the semester evaluation report ([template here](#)). The semester evaluation report is based on the minutes of the semester group meetings and the school's teaching evaluation (SurveyXact). The report is finalized at a semester evaluation meeting with the semester group. The semester evaluation meeting may be scheduled in the following semester at a separate meeting, e.g. in connection with a semester group meeting.
  - b. Semester evaluation reports for the 2nd semester of Master's programs are prepared after the last exam and do not include the school's teaching evaluation.
  - c. A semester evaluation report is not prepared for Master's theses and for the 7th semester of the Bachelor of Engineering programs (*diplomingeniøruddannelser*).
  - d. The final report is sent to the study board with the semester group's conclusions and recommendations no later than March 1 (regarding the Autumn semester) and October 1 (regarding the Spring semester).

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<sup>1</sup> [AAU's Quality Assurance](#): Semester evaluations must include both quantitative and qualitative evaluation methods, e.g. a short questionnaire supplemented with a semester group meeting where the semester is evaluated.