



**Study Board of Energy**

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## Duty List for the Semester Coordinator

According to the [Joint Programme Regulations](#) (sec. 3.3) the semester coordinator plays a central role in coordinating and quality assuring the teaching. The semester coordinator reports to the study board and plays a big part in planning, monitoring, management, and evaluation of the teaching and other academic activities at the semester. The semester coordinator is active at e.g. the semester commencement, semester group meetings and during evaluation of the semester.

### Responsibilities and Tasks

- 1) Planning of the semester, cf. the study board [Quality Handbook](#) (sec. 3.2)
  - a. Call teachers and supervisors of the semester for a planning meeting prior to the commencement of the semester (start of August/December at the latest). Evaluations of previous semesters are considered, and appropriate changes are made on this basis.
- 2) [Project proposals in Moodle](#)
  - a. The procedure for gathering and selection of project proposals should comply with the following principles:
    - i. Proposals made by the student should be sent to the semester coordinator in due time before the upcoming semester commencement.
    - ii. The coordinator passes on requests to the relevant academic groups, so that they may contact companies or themselves prepare the project proposal based on existing research programmes.
    - iii. If any potential arrangements are made between student(s) and a supervisor about a specific project and/or project group, the coordinator should be notified at once, as the coordinator should have the overview over the project proposals.
    - iv. ALL project proposals are uploaded by the semester coordinator to the relevant Moodle room in 'Project Proposals' by 20 August or 20 January respectively at the latest.
    - v. The semester coordinator and the potential supervisors present the project proposals for the students in the extend possible at the semester commencement meeting.
- 3) [Semester descriptions in Moodle](#)
  - a. Go through, and if needed, adjust semester descriptions in Moodle concerning the project and the semester and make sure these are available in Moodle by 20 August or 20 January respectively, at the latest.
- 4) Semester commencement meeting
  - a. Should be held one of the first days of the semester.
  - b. The students are to be informed of:
    - i. Semester descriptions in Moodle (cf. point 3)
    - ii. Courses and project theme c.f. the study curriculum



- iii. Project proposals in Moodle (cf. point 2)
  - iv. Timetable in Moodle
  - v. Presentation of the study activity model and matching of expectations regarding working effort of 45 h/week (only on first semester Bachelor's and Master's degree)
  - vi. Semester group meetings (cf. point 5)
  - vii. Semester evaluation for current semester
  - viii. [Formation of groups](#): Information regarding number and size of groups as well as the available group rooms – clarified beforehand with the [study secretary](#) for the given semester.
  - ix. Exam and exam form
  - x. Appointment of student coordinator
  - xi. Other essential matter e.g., plagiarism
  - xii. Allocate time for and motivate students to fill out the semester evaluation (sent out by AAU mail) for the previous semester at the semester commencement meeting.
- 5) Semester group meetings cf. sec. 3.3.5 of the [Quality Handbook](#)
- a. To facilitate the 2-3 semester group meetings per semester scheduled by the study secretary
  - b. Utilise the questionnaires for courses and projects, filled in beforehand by the students, as basis for the meeting
  - c. Readthrough of the semester group meeting minutes regarding its contents and ask for additional explanations for unintelligible content before the acceptance of the minutes
  - d. Be familiar with the rules of procedure of the study board and the [template for the meeting minutes](#).
- 6) Problem management and special issues
- a. Management of issues brought up by student, supervisors or teachers at the semester group meeting or at other meetings held during the semester. If necessary, with the inclusion of the chair of the study board.
  - b. International students (guest students)  
At a semester with international students the coordinator must be mindful of the inclusion of the international students, especially regarding the formation of project groups.
- 7) Recapitulation of (possibly external) inputs regarding the study programme, such as from employers or graduates
- a. In connection with the semester group meetings collect comments and critics about the quality and relevance of the study programme and compile it for the semester evaluation report (cf. point 8)
- 8) Semester evaluation cf. sec. 3.4 of the [Quality Handbook](#)
- a. Facilitate that the semester evaluation report is compiled in continuation of the first semester group meeting. Read more about the semester evaluation in [the Rules of Procedure for Semester Group Meetings and Semester Evaluation Reports](#). No semester evaluation report is made for the seventh semester bachelor (BE) and for the Masters' theses.
  - b. To read through the semester evaluation reports and if necessary, clarify any issues with the report with the students at a meeting or by E-mail.
  - c. Make sure that the final semester evaluation report is accepted and sent to the study secretary by 15 March or 15 October respectively, at the latest.



### Specifically for the Semester Coordinator of the Fifth Semester Bachelor's Study Programme

At the fifth semester in Aalborg and Esbjerg, it is compulsory that the students relate to an economic analysis in the semester project, where the economics are evaluated in relation to their project problem. Extra-curricular activities are arranged to support this. This can be in the form of guest lectures from companies or internal lectures on economics in connection with thermal, electrical and mechatronic energy systems.

The fifth semester coordinators therefore have a special responsibility in ensuring that this is arranged and that students are informed about the concept of economic analysis from the commencement of the semester. It is important here that the economic analysis is solely about economic evaluation - and not about creating a business idea and innovative processes. The study board and Head of Studies may contribute to further clarification of the concept.

External lecturers receive payment and transport reimbursement in connection with a guest lecture. More information can be obtained by contacting the study secretary.

### Specifically for the Technical Coordinator

The technical coordinator processes incoming applications for admission to the AAU Energy master's programmes and exchange programmes.

In connection with students applying for prior approval of exchange with another university, the technical coordinator of the specialisation in question approves that the courses are relevant in relation to the study programme before the application is sent for approval with the study board. The study board's guide to prior approval can be read on the [Department's study website](#).

It is also the technical coordinator's responsibility within the specialisation in question to fill in '[Agreement for Project-Oriented Study in an External Organisation](#)' for the third semester master's study programme in collaboration with the student and the company before the agreement is sent for approval with the study board. After the agreement has been made, the technical coordinator hands over the project-oriented study and supervision to an AAU project supervisor.

Allocation of hours to the semester coordinator and technical coordinator takes place in accordance with the Department's guidelines.

Relevant links:

- [Examination rules](#)
- [Study Board of Energy](#)
- [Study curricula](#)