

# MINUTES OF MEETING #3.2017 IN THE STUDY ENVIRONMENT GROUP FOR AAU CPH

DATE 28.08.2017, 9.00 – 11.00

ROOM 2.1.025, BUILDING A (A.C. MEYERS VÆNGE 15), AAU CPH



AALBORG UNIVERSITET  
KØBENHAVN

FÆLLES SERVICE CPH

**PARTICIPANTS:** Nikolaj Stegeager (NS), Martin Vive Ivø (MVI), Anders Paarup Nielsen (APN), Bjarke Madsbøll (BM), Jon Ram Bruun-Pedersen (JBP), Danny Raymond, Brian Møller Pejter (BMP)

**CANCELLATIONS:** Ruta Naujokaite (RN) Olav Emil Nissen (OEN), Anders Bech Mogensen (ABM)

**SECRETARIAT:** Simon Holmen Reventlow Clemmensen (SRC), Bente Juhl (BJU)

| MINUTES   | FOLLOW-UP   |
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| <p>1. Approval of agenda and minutes</p> <p>The agenda was approved. However, as there was only one student representative present, the group decided to only discuss the points that could be discussed without more student representatives.</p> <p>The minutes of meeting #3 were approved via email prior to this meeting.</p>  |   |
| <p>2. Follow-up from last meeting</p> <p>In a previous meeting, representatives of the decentral student counsellors, informed the group that they would produce a newsletter about their work and activities three times a year.</p> <p>The list of student counsellors for each study programme is now available. SRC has sent it to the group members. This list should be made available to study secretaries and other relevant people in the organisation. The original purpose of producing the list was to investigate whether every study programme has at least one decentral student counsellor. A few studies do not have one, which should be addressed.</p> <p>The regulations regarding the fitness project have been approved by CAS and the Finance and Accounts Department, which means that the process can proceed.</p> | <p>SRC: contact the decentral student counsellors for a status on the newsletter</p> <p>NS: discussion with the associate dean regarding the lack of student counsellors.</p> |
| <p>3. The study environment from the perspective of a study board member</p> <p>The AAU CPH-based student members of the university's study boards had been invited for an open discussion on what they perceive to be needed to improve the study environment at AAU CPH and attract more students to stand for elections to the study boards.</p> <ul style="list-style-type: none"><li>The topic was postponed until the next meeting.</li></ul>   |   |



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| <p>4. Recruitment drive</p> <p>How can the Study Environment Group actively contribute to the recruitment of more student candidates for the study boards?</p> <p>The group has continuously worked towards increasing the number of Copenhagen representatives in the study boards.</p> <p>10 – 30 September: Nomination of candidates<br/>28 – 30 November: Election</p> <p><u>Ideas for activities to support this goal:</u></p> <ul style="list-style-type: none"><li>• The Friday bar on 13 October will have a theme concerning the study board elections (however, no one is appointed responsible yet)</li><li>• Tutors should mention the Friday bar on 13 October during introduction</li><li>• Lecturers can mention the election and the study boards in a class</li><li>• A semester coordinator can do a small presentation of the study boards as a part of the introduction at the start of the semester</li><li>• Study board members can advertise for the study boards and their work</li><li>• Study board members should participate in the Friday bar on 13 October</li><li>• Invitation to a meeting where students can meet study board members and talk about their work. The possibility of offering free food or beverages to participants will be investigated by Shared Services CPH?</li><li>• There should be regular seats for Copenhagen students in all study boards with programmes at AAU CPH</li><li>• Members of the group should talk to their network amongst the students about what would motivate students to join a study board.</li><li>• Include information about study boards in the email that the group will send to all students, offering them to join the groups' mailing list.</li></ul> | <p>JBP: produce a letter to the head of the study boards, regarding getting representatives to advertise (also in the Friday bar on 13 October).</p> <p>BMP: Written information/invitation to all chairs on the study boards, asking for representatives for a meeting with interested students.</p> <p>SRC+NS: Check regular seats for CPH students on study boards. If not, contact the relevant associate dean regarding securing these.</p> <p>SRC: Include information regarding study boards in the email about the group's mailing list.</p> <p>SRC: Invite all elected study board representatives to a meeting where they will choose the representatives that will become members of the student environment group.</p> |
| <p>5. (Re-)appointment of student members</p> <p>According to the terms of reference for the Study Environment Group, student members are appointed on a yearly basis with the possibility of reappointment. New student members are to be appointed among the AAU CPH-based student members of study boards after the upcoming elections.</p> <p>The group discussed the challenge of how to get new student representatives in the group. According to the terms of reference, the student representatives, should be chosen from and by the students in the study boards. Therefore, all student board representatives will be invited to a meeting after the elections in November, where they will choose who will become members of the student environment group.</p>   | <p>SRC: call a meeting of the newly elected student representatives after the elections, to select members for the Study Environment Group</p>   |



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| <p>Master students are difficult to recruit for study boards (and social engagements as well), as the elections are well into the fall semester, and they have internships during the 9<sup>th</sup> semester. Hence, they will only have about one effective (Spring) semester on the study board.</p> <p>To accommodate this, the current student representatives in the group could contact new potential members and invite them to observe student board meetings to create a smoother transition between members.</p> <p>In light of the unsteady presence of the student representatives in the group, the group considered other options for getting student input at the meetings. The terms of reference do not mention alternates, however students take leave, become sick or can be absent in other ways, which should be accommodated. The group decided on inviting decentral student counsellors more often, as they have expressed interest in participating.</p>  |  |
| <p>6. Study start</p> <p>The programme for the International Welcome Day and the Study Start Day was discussed.</p> <p><u>Booth at semester start</u><br/>As decided in an earlier meeting (#3), the student environment group will host a booth in the semester start (1 September). The booth should represent study environment activities - both social and political.<br/>In the Rotunda or on the quay.</p> <p><u>Competition</u><br/>A competition regarding study boards is also an option to make new students aware of the possibility. However, it may be too late to arrange for this year's semester start. MVI will check if it can be done.</p> <p><u>Information folder</u><br/>FS CPH has created an information folder for both national and international students. It would be effective to integrate information about this in the tutors' presentations – however, not all tutors will allocate proper attention to the political aspect. Semester coordinators will be a more stable partner in distributing this information.</p> <p>The physical version of the folder will be handed out at semester start, but it will also be disseminated online. The group decided to ask the study secretaries to put the folder on Moodle.<br/>Furthermore, the folder will be on student intranet and on Facebook in the Social Life folder.</p> | <p>BMP will contact ABM to ask if he can organise the booth.</p> <p>MVI: Check whether a competition can be planned in time.</p> <p>SRC will coordinate with the communications team</p> |
| <p>7. Action plan</p> <p>Shared Services CPH have started work on an action plan to further improve the study environment at AAU CPH.</p> <p>MVI presented the plan briefly. Different studies of the student environment (for example the appendix for this meeting) mostly show results that are already known to the group.</p>  |  |



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| <p>The overall mission of the plan is to create an annual cycle of work, regarding events, important dates, elections, communication etc. regarding student environment at AAU CPH. Several faculties already have plans, but they are not aligned. Therefore, the first step will be gathering the responsible employees in the faculties, and sit them down together to align the activities.</p> <p>MVI also informed the group that there has been made an appropriation of 0.5 million to campus CPH in 2018 to spend on the student and employee environment. There are ongoing discussions in the campus counsel about how they should be used. MVI will suggest that a significant part should be allocated to student activities, and he asked for ideas on what projects the funds could be spent on.</p>  |   |
| <p><b>8. Other business</b></p> <p>The next meeting will be held on 31 October 10:00-12:00.</p> <p>The student representatives on the study boards will again be invited and the importance of their attendance should be emphasised.</p> <p>The group would also like input from international students. Slusens bartending crew consists of both Danish and international students. BMP will contact them to invite international students to the group meetings.</p> <p>To recruit new international students, an invitation for an international meeting should be incorporated in the follow up mail, they normally receive.</p> <p>Regarding students who already know AAU CPH, group members with utilise their network and invite 4-6 3<sup>rd</sup> semester int. students.</p> <p>Preparations for the seminar on the study environment is continuing, and it is expected that prorector, Inger Askehave, will be participating.</p> | <p>SRC: invite student representatives.</p> <p>BMP: contact Slusens international students and invite them to the group meetings.</p> <p>BMP+SRC+MVI: include invitation for an international meeting in follow-up email.</p> <p>APN+JBP+DR+BM: contact international students.</p> <p>Shared Services CPG: book a large auditorium for the seminar when a date has been set.</p> |