

*Faculty Electrical Engineering, Mathematics, Computer
Science (EEMCS)*

Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW112/CreaTe/451 Date: 16 May 2012

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CreaTe/HMI 14.doc

Concerns: Minutes of the PC CreaTe/HMI meeting nr. 14, 8 May 2012

Committee members present: Dr. E.M.A.G. van Dijk (chair), Dr. M. Poel,
Dr.ir. C. Salm, S.N.J. Gerritsen,
Others present: Dr. G.F. van der Hoeven (director), Dr.ir. E.J. Faber
(Bachelor coordinator), B. Spikker (support staff,
minutes)

1. Opening and announcements

Van Dijk opens the meeting at 15.05.

Announcements

Van der Hoeven reports that there are currently 119 preliminary enrolments, 48 from the Netherlands, 27 from Germany, 16 from other European countries and 28 from outside Europe. The number of female registrations currently stands at 39.

We estimate having fewer than 100 students when the enrolment period closes on 15 May.

Students from outside Europe pay institutional rate.

All those involved within CreaTe will probably meet on 25 June to discuss the route in general as well as the new educational model for CreaTe.

2. Setting the agenda

As both Poel and Faber have to leave the meeting early, the decision is made to discuss the Education and Exam Regulations (EER; agenda item 6) first.

3. Minutes programme committee of 10 April 2012

There are no amendments to the text. Minutes are approved in current form.

Re:

Page 1 Web Mashups: the student's appeal has been rejected by the exam committee.

Page 2 point 8, curriculum has been amended, see the EER.

Action points:

Point 8 The elective courses have been incorporated in the appendix of the EER. This will be discussed in item 6.

Point 18 Gerritsen has approached the student candidate, but to no avail. He will now look for another new member.
Point 26 Is on the agenda. Point can thus be withdrawn.
Point 27 Next meeting has been planned. A report of both meetings can be expected. Faber will see to this. Point can thus remain on the agenda.

4. Incoming/outgoing mail

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5. EER HMI

Article 4.3, p. 4: the wording needs to be tightened up owing to the arrival of the 'Bachelor before Master' (in Dutch: harde knip).

Article 24, p. 9: the date is incorrect and needs to be altered.

Article 6, para 2, p. 5: the timetables are currently published per semester and not per year. This must be amended in the EER.

Article 18, para 1: the extract concerning the virtual learning system must be deleted. The exam results are not registered in the virtual learning system
Gerritsen reports that there is no mention anywhere that HBO students (students from Universities of Applied Sciences) are not allowed to do an internship. Shouldn't this be included in the EER? Van der Hoeven will look at this and may include it under point f of the appendix.

Table 1, pp. 4-5: although the course Knowledge Representation will be discontinued, more advanced students will be still able to follow it. This also applies to Graphics & Virtual Reality, which has now become a Bachelor's subject. A transitional provision must be made for this however.

The transitional provision with regard to Research Topics (p. 13) ends on 1 September 2012. After this date all students must include Research Topics in their programme. Maybe students still need to be informed of this. Van der Hoeven will take this up with the programme director of CSc.

Table 1, p. 4: the course Traffic Psychology is not offered to HMI students and should thus be deleted from the EER.

Article 4: this is in conflict with the 'Bachelor before Master'. References need to be scrutinized.

Article 4, p. 4, Admission: as CreaTe students are indeed entitled to follow the HMI Master's, CreaTe should also be mentioned here.

6. EER CreaTe

Directive EER 2012/2013

The Directive EER of 12 April belongs to the EER. Article 6a is new and CreaTe will follow this.

Faber wishes to know what is meant by Article 15 (Flexible Programme) on page 11 of the Directive. Van der Hoeven explains that the law prescribes that each student should be able to draw up a flexible programme. The exam committee then decides if said programme is in line with the degree programme being followed by the student.

Gerritsen remarks that Article 4a (Language) on page 5 does not apply to CreaTe. Van der Hoeven replies that this applies to the general section of the EER and that this is stipulated by law.

Faber reports that in Article 8 (frequency, terms, enrolling and unenrolling), para 3 on page 8 there is no mention of a possible 4th or 5th chance. This is being addressed, however, throughout the faculty.

A further remark refers to the fact that law stipulates that the selection procedure should be described in the EER. However it is not. Van der Hoeven announces that CreaTe will register this from 1 June. CreaTe has been given dispensation until 1 September for passing on the criteria but must submit these to the Executive Board at the beginning of July, after which they will be publicised.

EER CreaTe 2012/2013

Van der Hoeven states that in Table 1, p. 4, changes have been made to the prerequisites. Introduction to Computer Science was a prerequisite for the New Media (NM) stream but this has been altered to Visual Communication, so that both the New Media and the Smart Technology (ST) track now have 15 ECs of prior knowledge prerequisites.

In Table 2, p. 5 the prerequisites have been increased to 45 ECs in accordance with the Binding Recommendation on continuation of studies (in Dutch: BSA). Under this regulation any delay owing to illness, for example, may constitute a reason for dispensation but the regulation stipulates that students must have 45 ECs. Furthermore, Strategies & Protocols and Queues & Logistics have become optional subjects.

Faber has a question with regard to the space to establish a profile in the 3rd year (p. 7, b1 and b2). Aren't 10 ECs of 1st year subjects and 10 ECs of culture conducive to a so-called 'easy option' (in Dutch: pretpakket)? Van der Hoeven states that the profile space must be approved by the exam committee, who in turn monitors this. Maybe it is wiser to be more explicit with (i.e. alter) the wording.

Table 3, p. 6: Van der Hoeven says that the 3rd year students have considerable optional space and that he would like to keep it this way. The Final Project will take up one semester. How and when to graduate is not mentioned in writing anywhere. In principle this can be at any time. Van der Hoeven is considering of adding a regulation on when a student may begin with his/her graduation. The graduation subject will be external, from companies or institutions outside of the UT. Also, it should be stipulated somewhere that the graduation must be at university level.

On page 7 (point d) there is a wrong subject, namely Dynamical Systems. Van der Hoeven will alter this to Introduction to Physical Systems and System Dynamics.

Gerritsen remarks that point e, p. 8 (Binding Recommendation/BSA) refers to exceptions with a negative recommendation but that these are not specified. Van der Hoeven says that a UT-wide regulation has been drawn up in which the exceptions are specified. The BR/BSA requires that marks be worked out in good time. As CreaTe has many projects this might be tricky because no actual rules have been drawn up here. Also an extra resit in August is going to be a problem for CreaTe students.

Section M, p. 9:

Van der Hoeven states that there are older generations of CreaTe students who are not nominal students (i.e. they exceed the nominal study duration limit). They may not be able to finish subjects owing to their being discontinued. For these students a transitional arrangement should be made and be included in the EER.

7. Questions

None

8. End

At 17.20 Van Dijk closes the meeting.

Actions

| Action point | Status | Action taker |
|--|---|----------------|
| 8. Other elective courses on the agenda of April. I should have something about ethics and professional responsibility | A tailor-made proposal for CreaTe will be drawn up | Van der Hoeven |
| 18. Find new student member within HMI for the PC | Still no new member | Gerritsen |
| 27. Report meeting EE and plan new meeting with EE lecturers | | Salm and Faber |
| 28. Formulate selection criteria with regard to CreaTe and publicish them somewhere | Needs to be submitted to Executive Board at beginning of July | Van der Hoeven |
| 29. Draw up regulation on moment student can begin to graduate and that the thesis project must be at university level | | Van der Hoeven |
| 30. Alteration on p. 7, point d: replace subject Dynamical systems | | Van der Hoeven |
| 31. Transitional arrangement in EER with regard to older generation of CreaTe students | | Van der Hoeven |
| 32. Reformulate Article 4, para 3 owing to the arrival of the 'Bachelor before Master' (EER HMI) | | Van der Hoeven |
| 33. Article 24, p.10, EER HMI: alter date | | Van der Hoeven |
| 34. Artikel 6, para 2, p. 5: Timetables currently published per semester, not per year. This must be amended | | Van der Hoeven |
| 35. Article 18, para 1: Delete the Virtual Learning System | | Van der Hoeven |
| 36. Include regulation internship for HBO students in the EER HMI, appendix point f | | Van der Hoeven |
| 37. Draw up transitional provision for Know.Repr. and G&VR | | Van der Hoeven |
| 38. Contact programme director Master's CSc and TEL with regard to ending of transitional provision Research Topics | | Van der Hoeven |
| 39. Delete subject Traffic Psychology, Table 1 on p. 4 | | Van der Hoeven |
| 40. Article 4 in conflict with 'Bachelor before Master'. Scrutinize references | | Van der Hoeven |
| 41. Mention CreaTe in Article 4, p. 4, EER HMI | | Van der Hoeven |
| 42. Amended EER CreaTe and HMI on June agenda | | Spikker |
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