UNIVERSITY OF TWENTE.

FACULTY ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

Minutes
36th PC-SC (OLC-SC)-meeting
Monday March 1st 2021, 13:00-14:30 hr.

5   *Present:*   Ronald Aarts (chairman+minutes), Sarthak Misra, Francesco Nex, Bhanu Teja
Chidura (Student), Vignesh Balaji Vijayan (Student), Alejandro Lopez Tellez
(Student), Maarten Korsten (Program director), Jorien Berendsen (Program
coordinator)

10 *Absent (with notice):*

1. Opening
01 10253 Agenda 36st PC-SC 01 Mar 2021.pdf

15 Aarts opens the meeting at 13:00.

No student assistant has been arranged to make today's minutes, so once more Aarts offers
to make some notes and compile these into short minutes.

20 ## 2. Minutes 35st meeting 2 December 2020
02 10139 Minutes 35th PC-SC 02 Dec 2020 (DRAFT).pdf

Lopez Tellez has a remark about coinciding lectures for block Q3 / 2A, but this doesn't affect
the minutes which are about block Q2 / 1B.
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There are no other remarks about the minutes.

Action list:
The annual reports remain on the action list even taken into account the suggestion from
30 Korsten during the previous PC meeting "to look for some support to collect the underlying
data".

3. Advices/correspondence

35 Aarts has received some emails about the appointment of student members being delayed.
This should have been arranged correctly in the meantime.
He would like to know if students expect to leave the PC within the next half year such that a
timely action can be taken for succession. Chidura plans to graduate in September. Aarts
proposes to look for a new student member in Q4 (action 105).
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4. Announcements

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45 ## 5. Renewal PC membership of staff members
Staff members are appointed for two years after which a renewal can be considered. This
applies to the current staff members of the PC.

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Apparently no automatic reminders are send when the membership of (staff) members ends, so we have to take action ourself.
Aarts points out that he wouldn't mind to offer his membership to a colleague from the faculty EEMCS, but at the moment we are not aware of possible candidates. Hence it is concluded that the PC proposes to renew the membership of the current staff members. Aarts will send the letter to arrange this (action 106).

6. Quality agreements EEMCS
All PCs within the faculty are asked to reflect on the proposed "Quality Agreements" (max 1 A4). It should be restricted to the 10 existing measures.
06 eemcs-quality-agreements.pdf
06 Progress Report EEMCS Quality agreements autumn 2020 version 3.0.pptx
06 Progress Report Quality Agreements november 2020 version 9.pdf

Aarts explains the background of this agenda item. All PCs of the faculty EEMCS are asked to reflect on proposed "Quality Agreements". The documents that are shared are from a meeting last December for which all PC chairperson were invited, but the PC S&C could unfortunately not be represented.
Before starting the discussion, Aarts recalls that in 2019 all PCs were invited to submit ideas regarding quality agreements. At that moment the PC S&C proposed to invest in hardware for practicals, e.g. for the Integration Project, and to help students to set up a student association. These suggestions have not been included in the final plan at that time, although there is some budget allocated for some other "well equipped and staffed labs".
The PC is asked to focus on the 10 measures currently defined. These are discussed in the order as included in the document entitled "Progress Report EEMCS Quality Agreements", authored by Cynthia Souren. For the following measures specific remarks have been made:

- Measure 1: Create additional project rooms, well equipped, including technical support staff & education support staff.
  Focus is on the HMI,EE and data-science-lab.
  Aarts points out that a remark about the practical could fit here, but then we need to know about the future plans for the MSc Robotics. Korsten agrees that indeed the core courses of this master should be defined first. Berendsen refers also to the new robotics lab that will be started next year as is included in the budget table.
  The PC would appreciate an investment in the robotics lab if that is linked to the MSc Robotics.
  It is also noted that there is quite some unclarity about the Robotics lab that is being discussed at UT level for the research groups involved in this initiative. Sarthak points out that it is unclear when this will be available and if there is room for educational activities left as the available space for research activities is already reduced.
- Measure 2: Video lectures at EEMCS.
  The PC would appreciate if part of the budget is used to assure or improve the quality of initiatives that in many cases had to be developed in a very short time March last year.
  Lopez Tellez also remarks that there appears not to be a standard way to handle this topic as quite a number of different solutions are now being used. Some uniformity would be appreciated although different approaches will remain most suited for different topics.
- Measure 5: Hire additional staff for programme coordination / Teacher support for modules.
  Current plans are for BSc programs.
- Measure 7: Student assistants with educational competencies.
  Korsten points out that student assistants could also be of more use in MSc programs,

100   e.g. to set up things. Aarts remarks that at MSc level assistants are often at PhD level. Nex adds that they can already attend educational courses. This is already in place and is also outside the scope of this measure.

- Measure 10: Development of international curriculum in our Bachelor and Master programmes.

105   Korsten points out this may also be relevant for the new MSc Robotics. He also notices that our previously submitted proposal to set up a student association could be repeated for the new master program. Currently S&C students are welcome within the EE study association, but likely the new program could benefit from having its own student association to facilitate collaborative and international student initiatives. Aarts remarks

110   that for programs like S&C that only offer an MSc program it may be harder to guarantee continuity for a student association and it may be better to join one of the other and larger communities. This is of course left for the students to decide, but the measure(s) can perhaps be used to support initiatives in some direction.

115   Aarts will collect the information in a document to be shared with Cynthia Souren (action 107).

7. Preparations for the TER 2021/2022
    07 Preparations for the TER 20212022 Inventory of changes EER.pdf
    M-EER EEMCS (draft 25feb21) with track changes accepted.pdf
120   OER 2020 - Master SC Final.pdf

Korsten shared some thought regarding the next update of the TER/EER and clarifies the remarks in his document:
- I accordance with a UT-wide change the name of the TER will change into EER.
125   • Of part A, the faculty wide EER, a draft version is currently available.
- The senior examiner is now introduced, but the exact definition is left to the various Examination Boards as there are different procedures in the programs.
- Regarding confidentiality basically nothing changes.
- The rules for the online exams are now included.
130   • In the rules for "with distinction" there are two changes as presented.
- Next part B for the program S&C is addressed. Various modifications have been applied in view of the future Robotics program. Basically some freedom is allowed for student to prepare for this future program. Note however, that next year the program still has to be approved by the S&C program mentor. Students can chose more courses outside the
135   compulsory course list to match with the Robotics program. Requirement as mentioned in the note is that the requirements for this program is known in time.
    Nex remarks that communication between both programs is important, especially when courses are changed and are named differently. Korsten expects that transfer of courses will happen, but at any moment there will be only one version of a course. Most likely, not
140   all courses dedicated to the MSc Robotics will be offered immediately from the start. Then we hope the new master will accept the former S&C courses in the course program of students as otherwise the flexibility offered in the S&C program may not be effective. Korsten expects that in the master Robotics also a program mentor is appointed that discusses and approves a student's course list. According to Nex this mentor should then
145   be well-informed about both master programs. Korsten adds that students are initially S&C students and should have a course program approved by a S&C program mentor. At a later stage the student can contact the Robotics course mentor and it can be discussed how to fit in both programs. Aarts suggests that this should be checked beforehand to assure it is a feasible option.

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150   Lopez Tellez wonders if the new Robotics MSc is just like the S&C program a 4TU initiative. Korsten replies the Robotics MSc is not organized in a 4TU settings. He furthermore points out that some new topics will get more attention in this program, i.e. Artificial Intelligence and Embedded Systems and Control (software). This has not been discussed with the Universities of Delft and Eindhoven, so one may expect that the

155   Robotics programs at these universities are different. The S&C program was initiated with more alignment in e.g. the core program. This has changed over the years, but nevertheless core courses are still accepted from the other universities. Obviously, this will be different for the Robotics program.

Aarts wonders how long students can still finalize the S&C master? According to Korsten

160   the S&C program will allow new enrolments at least until 2022 as the Robotics program cannot be approved in time to discontinue earlier. After that students will have sufficient time to graduate. At some stage beyond 2022 there will be no influx of students anymore and Korsten expects that the organisation of the program will be aligned with the Robotics program then.

165   • Korsten explains that a new computer system is now being used to register the graduation projects. This motivated some changes towards more formal rules, e.g. about the duration of the project which is now set to 32 weeks of work representing the nominal duration of 28 weeks plus additional 4 weeks for eventualities. Holidays are not included in these 32 weeks. Lopez Tellez wonders what happens in case of not meeting this limit. Korsten

170   replies that this depends on the reason. If there is an excusable reason, the student can ask the Examination Board for an extension. Otherwise the procedure for the extra two months apply with the maximum grade of 6, see article 5.4 on the next page. In this article also the green-light declaration has been introduced.

Aarts notices there is no term mentioned for e.g. handing in the report. Korsten remarks

175   this should be in part A, but this should be checked.

• Korsten points out the double degree program has also been detailed.

• Next he outlines the procedure regarding the internship. The approval used to be clear, but there was a gap in the check whether the topic on an internship fits in the program. The Examination Board remarked that some internships didn't fit. Hence the proposal is to

180   let the supervisor approve the internship as before, but the topic is approved by the program mentor. This also makes sense as the program mentor knows about the complete program of the student. Aarts asks about the selection of the examiner. Korsten replies there is a list of examiners available at the internship office from whom they will select an examiner, to be approved by the Examination Board. Usually this will be handled

185   when submitting the proposal form at the beginning. Note that this form can only be signed by one person, being the supervisor. In addition Korsten checks for a procedure to be implemented for adding a second approval by the program mentor. This is the main change compared to the existing procedure.

• Should there be additional remarks about this document, then these can be

190   communicated to Korsten within the next week.

8. A.O.B.

In view of the changes towards the new Robotics program Lopez Tellez wonders how many

195   students currently participate in the S&C program and if that population is large enough? Korsten replies that the most recent influx is about 30-40 students per year. That is not much, but acceptable. It is expected that Robotics attracts more students. There is a provisional document about these expectations. Aarts points out that it has been indicated that the new program also integrates other master specialties from other programs.

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9. Questions before closing the meeting

No other questions.

205 ### 10. Closure

Aarts closes the meeting at 14:30. Next meeting will be aligned with the decision about the TER/EER and is scheduled on Monday April 12 at 10:00.

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Action items

77	Write an annual report for 2017-2018	07/05/2019	Chairman
103	Write an annual report for 2019-2020	29/06/2020	Chairman
105	Look for new student member in Q4	01/03/2021	All/students
106	Letter to renew membership of staff members	01/03/2021	Aarts
107	Feedback on EEMCS Quality Agreements	01/03/2021	Aarts

215 **Completed action items**

None.