

# Protocol - Meeting of Student Representatives (Fachschaftratsrat) of the 'Cognitive Science' Programmes

<b>Topic of the Meeting</b> Mail, Finances, Grading, AstA, CogSys, City Tour, B.Sc. Evaluation	
<b>Date (DD.MM.YYYY)</b> 01.11.2024	<b>Place/ Room</b> Via Discord
<b>Beginning/ Time</b> 11:01	<b>End/ Time</b> 12:03
<b>present</b> Anna, Emily, Fey, Joy, Marleen, Franzi	<b>absent</b> James, Mandana
<b>Lead of the Meeting</b> Anna	<b>Log Management</b> Anna

## Agenda

1. Mails
  - a. Mailing list online again, 2 mails sent by Marleen (conference + )
  - b. Mail exchange: Study regulations for new Master's programme not yet in English available
    - i. We take over translation (Fey + Joy)
    - ii. Website: point out that they can then get them from us on request (do not put them on the website, as they are basically unofficial) (Anna)
    - iii. Also point out that there may be discrepancies between the module handbook and the module reality - report to us (Joy forward to Deniz)
  - c. It could be that not all Masters are on the mailing list?
    - i. Enquiry in WhatsApp group
2. Finances
  - a. Mail to Asta-Finances did not go through because to large of an attachment
  - b. Mail to Sven (svengoetzmänn@web.de)
    - i. Annual statement to Sven (Franzi)
    - ii. Upload annual financial statement and billing in Notion (provided by the Asta) (Anna)
3. grading
  - a. Question: How are grades rounded - if grades are between the levels available in PULS?
  - b. Examination office: Case cannot occur / not permitted
  - c. Question on our part: Who do we turn to? - Since case (given Franzis / Masters examples) exists
  - d. Suggestion: Mail to all professors who have abused the grading system in some way they shouldn't have
    - i. Most professors want the best

- e. Joy: Known problem (Fischer knows the problem exists)
    - i. Problem will remain, not a PULS problem, rather an examination regulations / professors problem (or professors who do not adapt their examination / grading forms to the examination regulations)
  - f. Suggestion 2: Professors should point out or discuss with professors in advance if examination / grading differs from module handbook
    - i. Warn cohorts - they should approach professors
  - g. Regarding Study Board Meeting on Tuesday the 05.11
    - i. Mail to Fischer / Deniz (Franzi) in advance to introduce the topic, so that we can address it as a topic at the SBM and not take anyone by surprise
    - ii. We do not want to escalate
    - iii. Franzi / Joy want to take over the topic at the meeting
  - h. In the study regulations of M.Sc. CS - EC
    - i. You can take more elective courses than necessary and then take the better grade
    - ii. You can take as much as you want- must indicate which ones you want to include in your grading when submitting your thesis (Marleen on website)
4. AstA
- a. Anna gives an overview of the 1st extraordinary meeting of the StuPa from 29.10.24 (see StuPa protocol for more details)
5. Cognitive Systems
- a. Rough overview for Emily & Marleen of the meeting with Cognitive Systems on 28.10.24
  - b. 7 November - Inventory meeting in the room
  - c. Revise contract from 3 years ago (which was never signed) to clarify usages
  - d. Agree on better communication (WhatsApp group?)
  - e. Key - key contract from Lydia? (look it up)
  - f. Website: Info about room removed - as you are not allowed to use the room for more than 2 hours with more than 15 people
  - g. Discarded: Suggestion of an envelope on the door as a 'letterbox'
6. city tour
- a. City tour on 29.10 perceived by Bachelors
  - b. Consideration: Sanccauci Tour(Sundays) + museums tour in Potsdam
7. B.Sc. Evaluation
- a. Evaluation for Bachelor since Wednesday 30.10.24 online until 13.11.24
  - b. Emily and Anna plan evaluation and discussion round afterwards + Mail to Bachelors

## Updates

1. mails
  - a. Translation module handbook (Fey + Joy)
  - b. Refer to website regarding module handbook
  - c. Joy continues mail exchange with Deniz regarding module handbook
  - d. Info to Master in WhatsApp group
2. annual accounts to Sven + upload accounts to AstA (Franzi + Anna)
3. mail to Fischer (Franzi) + topic for SBM
4. -
5. 7.11 Inventory meeting with CogSys + Search for Lydia's key contract + Website info adjusted
6. -
7. Mail an B.Sc.

Location and Date

Lead of the Meeting

*Junior Thomas*

Signature

Log Management

*Junior Thomas*

Signature