

*To the members of*

*CAS Study Board (2016)*

Student Representative Kijoli Sofie Funder Yurary

Student Representative Cilie Elmira Meyer

Associate Professor Stig Jensen

Associate Professor Karen Lauterbach



## MINUTES

19 OCTOBER 2016

**Forum** CAS Study Board

**CENTRE OF AFRICAN STUDIES**

**Meeting held** 12 October 2016

KØBMAGERGADE 46

**Place** Centre of African Studies, room 455

1150 COPENHAGEN K

**Minutes-taker** Mette Juhl Vedel

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### Present

Stig Jensen (Chair, Associate Professor) (SJ), Karen Lauterbach (Associate Professor) (KL), Kijoli Sofie Funder Yurary (Vice-Chair, Student Representative) (KFY), Maj-Britt Johannsen (Director of Studies) (MBJ) and Mette Juhl Vedel (Secretary of the Study Board) (MJV)

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www.teol.ku.dk/cas/about/study\_board/

Absent: Cilie Elmira Meyer (Student Representative) (CEM), Carsten Selch Jensen (Head of Studies) (CSJ), Anja Mee Foldberg (Head of Study and Career Counselling) (AMF)

REF: MJV

### Agenda

Ad 1) **Approval of the agenda**

The agenda was approved.

Ad 2) **Approval of the minutes from the last Study Board Meeting**

The minutes from 25 August were approved.

Ad 3) **Constitution of the new Study Board**

Rector have appointed two new student representatives since the two former representatives have withdrawn. The Study Board was constituted with Stig Jensen (Associate Professor) who continues as chair for the Study Board and Kijoli Sofie Funder Yurary (Student Representative) as new vice-chair.

**Ad 4) Urgent applications processed since last meeting**

No urgent applications processed since last meeting.

**Ad 5) Applications for dispensations, credit transfer and professional master study plan/final project**

- a) Four applications for dispensation to cancel the course registration for *Kiswahili I* in autumn 2016. The SB approved the applications due to the special circumstances in relation to the registration at study start.
- b) One applications for dispensation to cancel the course registration for *Human Rights and NGOs in Africa* in autumn 2016. The SB approved the applications due to the special circumstances in relation to the registration at study start.
- c) One applications for dispensation to cancel the course registration for Economic Development in Africa and to take the courses in a different order than the mandatory order set out in the Study Curriculum. The SB approved the application due to the misunderstandings that occurred prior to study start.
- d) One application for dispensation for late exam registration for *Politics, Development and Change in Africa* in the winter exam period 2016-17. The SB approved the application due to the new rules in relation to the Study Progress Reform
- e) One application for dispensation to annul the third thesis exam attempt. The SB approved the application due to the special circumstances and the medical certificate.
- f) One application for dispensation for a fifth exam attempt in the course *Human Rights and Violence in Africa*. The application was not approved since the SB did not find any special circumstances in the application that gave reason to grant a dispensation (cf. Examination Order §13, stk. 2).
- g) One application for dispensation for a fourth exam attempt in the course *Helping Africa?* The application was not approved since the SB did not find any special circumstances in the application that gave reason to grant a dispensation (cf. Examination Order §13, stk. 2).

- h) One application for dispensation to take the thesis exam as a long distance exam. The SB approved the application due to the special circumstances relevant for the study. The oral thesis exam can be completed via Skype
- i) One application for final credit transfer of a course (7,5 ECTS) taken at School of Department of Public Health, University of Copenhagen. The SB approved the credit transfer.
- j) One application for dispensation to submit the thesis on 1 March 2017, application for dispensation for late exam registration and application for dispensation not to attend the Thesis Seminar in person. The SB did not make a decision on the meeting; however, the decision will be announced on next meeting.

#### Ad 6) **Course evaluation spring 2016**

A general view on course evaluations is that it is difficult and time consuming to collect the evaluations from the students. (KL)

##### Politics, Development and Change in Africa:

The evaluation shows satisfaction and good evaluations from the responders in general.

Several students showed concern about their own contribution.

The low response rate is not satisfying and is below the level set by the faculty.

##### Religion, Culture and Society in Africa:

The evaluation shows general satisfaction.

Point of view from the lecturer: Difficulties regarding participation in classes – low student attendance. Difficulties regarding coordination with the other compulsory course *Politics, Development and Change in Africa*.

SB encourages the lecturers to coordinate and plan the teaching with this in mind.

The evaluation shows less satisfaction amongst the students concerning their own and the collective contribution.

The response rate is low, however, higher than the level set by the faculty.

##### Thesis Seminar:

There are issues in regards to general information as opposed to more hands on information. There is a specific problem in regards to the project outline and in regards to the specific thesis supervision (by the thesis supervisor). SB encourages the thesis

supervisors to take this with them to the next internal supervisor meetings.

The response rate is low, however, higher than the level set by the faculty.

African Mobilities:

The answers varies significantly.

High response rate (few students did attend the course)

Modern Conflict, War and Mass Violence in Africa:

The evaluation shows satisfaction and good evaluations from the responders in general.

The lecturers worked determinedly with active classroom participation and with summarising. The students give positive feedback. However, they would like even more active classroom participation.

The response rate is high. Higher than the level set by the faculty.

Kiswahili II:

The evaluation shows satisfaction and good evaluations from the responders in general.

SB would like to see a summary from the lecturer.

Decent response rate. Higher than the level set by the faculty.

Key points from the evaluations:

The evaluations show satisfaction in general.

Focus on higher response rates.

Better coordination and planning of the compulsory courses in the spring semester.

**Ad 7) Course evaluation autumn 2016**

An established group at the faculty has been looking at the course evaluations and have come up with some course evaluation forms (sent out with the agenda).

SB suggests that these forms are tested in the current semester.

The Study Administration (Astrid Hallberg) will send out the evaluation forms (as a fillable pdf) to the lecturer and the evaluation forms must be returned to the Study Administration. The supervisor sends out Internship/Field Study and Thesis forms together with the syllabus approval.

Ad 8) **Information from working group on action plan**

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KL informed the SB about the established working group on the action plan concerning the drop-out rate and the rate for unemployment.

The working group are working in four areas:

1. Discussion of competence profile (kompetenceprofil) with employer panel (aftagerpanel)
2. Discuss the composition of the master's program
3. Discuss opportunities for more career counselling
4. Discuss how to enhance student recruitment and marketing and under this profile some of our former students

Ad 9) **UMV (Study Environment Survey) action plan**

The two study boards must approve the seven actions plans concerning the UMV. Hereafter the Dean must approve the plans. One of the action plans is specific for CAS.

The social study environment at CAS:

SB suggests that the social coordinator also takes care of the study start.

Relocation to South Campus:

SB suggest that "Welcome to the second semester" is changed to "Welcome to a new semester" since other students than second semester students could be interested in the event.

In general: the coherence between the seven action plans are clear.

Ad 10) **Information on minor issues**

**a) UCPH's new 'Guide on rules, regulations and case handling concerning students with impairments'**

Short discussion about the document.

The SB took note of the guide.

**b) Changes in the UCPH rules on leave of absence and the UCPH rules for study progress**

MBJ briefed the SB about the new rules.

The SB took note of the new rules.

Ad 11) **Points of discussion raised on behalf of MA students**

The SB addressed the issue about UCPH election for student representatives to the study boards.

Ad 12) **Points of discussion raised on behalf of the student counsellors**

None.

Ad 13) **Next meeting**

Next meeting will be Friday 25 November, 10-12.

No planned meeting in December – chair and vice-chair will address cases in December.

Item on the agenda for next meeting: Briefing about UCPH Institutional accreditation.

Ad 14) **Other business**

“Points of discussion raised on behalf of the Head of Studies” will be added as an item on the agenda for each SB meeting.