

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

25 NOVEMBER 2016

Forum CAS Study Board

CENTRE OF AFRICAN STUDIES

Meeting held Friday 25 November 2016

KØBMARGERGADE 46

Place Room 455, Købmagergade 46, 4.

1150 COPENHAGEN K

Minutes-taker Mette Juhl Vedel

DIR 45 35323958

Present

Stig Jensen (Chair, Associate Professor) (SJ), Karen Lauterbach (Associate Professor) (KL), Carsten Selch Jensen (Head of Studies) (CSJ), Maj-Britt Johannsen (Director of Studies) (MBJ), Anja Mee Foldberg (Head of Study and Career Counselling) (AMF) and Mette Juhl Vedel (Secretary of the Study Board) (MJV)

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www.teol.ku.dk/cas/about/study_board/

Absent: Kijoli Sofie Funder Yurary (Vice-Chair, Student Representative) (KFY), Cilie Elmira Meyer (Student Representative) (CEM)

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 19 October were approved.

SJ informed that the minutes will be more detailed, however, to a certain level.

Ad 3) Urgent applications processed since last meeting

- a) One application for dispensation for late course registration for *Kiswahili I* in the autumn semester 2016. The application was approved due to the special circumstances in relation to the registration at study start and since the student already attended the classes for the course.
- b) One application for dispensation for late exam registration for *Politics, Development and Change in Africa* in the winter exam period 2016-17. The application was approved due to the new rules in relation to the Study Progress Reform

Ad 4) Applications for dispensations, credit transfer and professional master study plan/final project

- a) One application for dispensation to cancel the course registration for an optional course (7,5 ECTS) and to change your registration for Internship and Field Study from 15 to 22,5 ECTS.
The application was not approved since course registration is binding and the SB did not find any special circumstances in the application that gave reason to grant a dispensation.

Ad 5) Discussion about The 12-member committee's recommendations for better and faster study completion at UCPH

The SB went through the new initiatives to encourage the good completion (from p. 16).

Ongoing grading (løbende karaktergivning):

The SB discussed ongoing grading and is in general positive about the initiative. Ongoing grading may be incorporated into the work on the revision of the current examination form. MBJ emphasized that it is important to have system support to a potential ongoing grading arrangement.

Students' reflections on their own studies (refleksioner over eget studieforløb):

The students are compelled to reflect upon their own studies prior to their internship or field study (proposal).

Study process conversations (studieprocessamtaler):

This already takes place at CAS. The teachers guide the students in addition to teaching.

Greater offer of summer courses (større udbud af sommerskoler):

CAS is working on offering summer courses and have potential summer courses in the making.

Master's Thesis workshops (specialeworkshops):

Already running at CAS (Thesis Seminar).

Practic-based education (praksisnær uddannelse):

Previous students from CAS with various profiles are invited to NPS classes. A great deal of internship and field study as well as thesis agreements have an external partner. However, it can be a challenge that students are dropping out because of external contacts (jobs, Ph.D. etc.). One possibility could be an alternative exam form for the Master's Thesis.

Presentation of optional courses before course registration (præsentation af valgfag inden kursustilmelding):

Kurser.ku.dk supplies students with course information in spring prior to the coming academic year. The SB discussed the possibility of more optional courses across programmes and the possibility of attracting more students from outside of CAS to the optional courses. AMF suggested to use the optional day (tilvalgsdag) at the Faculty of Humanities and open house to attract students.

Ad 6) CAS courses in spring 2017 and autumn 2017

- a) On 1 December the Study and Exam Office will report how many students have been registered for the courses in spring 2017. Potential cancelled courses must be announced in mid-December – in between SB meetings.
- b) A summary of CAS optional courses autumn 2017 was handed out at the meeting. The SB discussed the possibility of a general preapproval for CAS students to take the summer course *New Urban Life Across the Globe: Activism and Change in a World of Cities* (convened with ToRS and Sociology) as an optional course. As long as Amanda Hammar is teaching at the course, the SB will grant a general preapproval of credits for the course. However, the course has to be published at kurser.ku.dk and a dialog between Amanda Hammar and the Faculty of Humanities must determine whether the students can register for the course directly (as is the case with courses at Political Science) or through the Faculty of Humanities.

- c) Courses for spring 2018 are being planned at it should be possible to send these including course description to the Study and Exam Office by the 15 January 2017 for publication.

Ad 7) Information about new administration procedures concerning leave of absence

Earlier on, the SB processed applications for leave of absence; however, since it is now simply a matter of administration based on the legal rules, Anja Mee Foldberg from the administration now deals with application for leave of absence along with admission and disenrollment.

Ad 8) Information on minor issues

None.

Ad 9) Points of discussion raised on behalf of MA students

None.

Ad 10) Point of discussion raised on behalf of the student counsellors

Information from the student counsellor:

AMF informed the SB that she is in process of finding a new CAS student counsellor from January.

AMF herself will go on maternity leave in the beginning of February.

AMF also informed about the planning of optional day (tilvalgsdag) at the Faculty of Humanities and a welcome-to-South-Campus event.

The Student Council arranges student meetings for all students at the faculty. Next Thursday is another meeting. At the last meeting no CAS students did show up. This time the student counsellors have helped promote the event.

Semester Start Survey (annex handed out at the meeting):

The survey was handed out during teaching and a link was posted in the Facebook group for this year's students.

Only very few students answered the survey although almost everyone participated at study start.

The answers are ambiguous, since the negative answers are accompanied by very positive answers in the comment fields. The students are generally negative; however, the SB considers this of little value since the students may have misunderstood the survey.

The SB suggests that the survey is shortened and the answer options is changed from 1 being good to 5 being good.

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Reflection on the social trip:

Only one-third participates in the trip. The SB suggests that the trip is changed into something else where more students can participate.

AMF noted that according to the UMV (Study Environment Survey) action plan a CAS tutor must be found. This person may plan this new event as well. Since no students were present, AMF will contact the student representatives in relation to the survey.

The Semester Start Survey will be addressed on a SB theme meeting where course evaluation will be addressed as well.

Ad 11) Point of discussion raised on behalf of the Head of Studies (CSJ)

a) Information about the work on the revision of the current examination forms

CSJ informed about the work on the revision of the current examination form which is a compulsory task for all faculties and all educations. CSJ and the Head of Centre will consider the examination forms at CAS and afterwards bring this up at a SB meeting.

MBJ noted that a potential revision of the Study Plan must be planned in coordination with this work if it should be applicable from September 2017.

b) Management report: Management information – education (October 2016)

The SB reflected on the report's indications about the completion bonus (færdiggørelsesbonus) and STÅ-earnings (student full-time equivalents earnings) for the faculty, which is not satisfying.

c) Revision of the competence profile for the MA in African Studies

This is a compulsory task for both study boards at the faculty. Each education must be assessed based on the competence profile. A process has been initiated at CAS.

d) Information regarding course preparation

External teachers (D-VIP) must have a minimum of 100 hours per year otherwise they will be paid for the remaining hours by the

faculty. Teachers with fewer teaching hours must be employed as guest teachers.

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Ad 12) Next meeting

Next meeting is planned in the first week of February. The meeting will be a constitution of the new SB and will be held in the new building at South Campus.

Next SB meeting: Friday 3 February 2017, 10-12.

Ad 13) Other business

1) Briefing about UCPH Institutional accreditation:

SJ updated about the institutional accreditation meetings.

Representatives from CAS participated in two out of the six panels:

‘Study programme evaluation’ and ‘Contact with employers and graduates’. The participants from CAS is in general positive about the panel meetings.

2) On the agenda for next meeting:

- a. course descriptions for the autumn semester 2017 and the spring semester 2018
- b. revision of the study plan for Professional Master of African Studies
- c. the competence profile