



CENTRE OF AFRICAN STUDIES STUDY BOARD

MINUTES OF THE STUDY BOARD MEETING

Time: Thursday 25 August 2016, 10-12

Venue: Centre of African Studies, Købmagergade 46, 4th floor, room 455

Notetaker: Julie Oxenvad

Participants: Stig Jensen (Chairman, Associate Professor) (SJ), Karen Lauterbach (Associate Professor) (KL), Marquis Lee Caldwell (Vice-Chairman, Student Representative) (MLC), 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 Julie Oxenvad (Secretary of the Study Board) (JOX)

Absent: Lasse Poulsen (Student Representative)

1. Approval of the agenda

The agenda was approved.

2. Approval of the minutes from the last Study Board Meeting

The minutes from 21 June were approved.

KL followed up on a discussion from last meeting regarding the Study Environment Survey and asked if anything has been done since last meeting in order to strengthen the social environment and involve students. The SB discussed it, and AMF informed that the Faculty is in the process of preparing action plans in relation to the survey and that this will be included.

3. Urgent applications processed since the last meeting

SJ informed that there have been two applications processed since the last meeting:

- One application for dispensation for a 4th exam attempt in *Nature, Population and Society in Africa* was approved due to special circumstances.
- One application for dispensation for a 4th exam attempt in *Human Rights and Violence in Africa* was approved due to special circumstances.

4. Applications for dispensations, credit transfer and Professional Master Final Project

- a) One application for exemption from the recently reintroduced rule that it is a prerequisite that the student has passed 90 ECTS before writing the MA thesis. The application was approved on the ground that the above mentioned rule entered into force 1 September and the Thesis Agreement was approved before this date.
- b) One application for exemption from participating in person in the second opponent session in the Thesis Seminar in the autumn semester 2016 because of fieldwork. The application was approved on the ground that the fieldwork is of academic relevance.
- c) One application for dispensation for a 4th attempt for the MA thesis. The SB decided to ask for a medical certificate and that the chairman and vice-chairman will consider the application when the medical certificate is received.

In relation to the discussion of the application, the SB asked for legal advice in terms of what kind of documentation (medical certificate and statement from the supervisor) that is required in order to grant a dispensation. MBJ will look into this.

- d) One application for exemption from the requirements for study activity and to postpone the previously given deadline for meeting the requirement for study activity. The application was approved due to special circumstances and the deadline was postponed to 1 October 2016.
- e) One application for pre-approval of credit transfer of courses (22.5 ECTS) from the University of Cape Town. The application was approved and the courses will replace *Optional Courses* (22.5 ECTS).
- f) One application for Professional Master Final Project was approved.

5. Revised Study Curriculum and General Regulations

MBJ informed that the revised Study Curriculum and General Regulations (1 September 2016) were approved by the Dean and available on the website and KUnet.

6. Programme statistic

The programme statistic was discussed under item 7 together with the Programme Report.

7. Programme Report and action plans

This item was linked to both item 6 and 8 and the circulated programme statistic was discussed together with the Programme Report.

CSJ informed about the annual Programme Report 2014-15 for the MA programme in African Studies and the action plans. CSJ drew attention to the drop-out rate and the rate for unemployment for which he has prepared action plans.

SB discussed the Programme Report and the proposed action plans and agreed that the issues mentioned by CSJ were critical. SJ noticed that based on the programme statistic, the drop-out statistic is critical for all programmes at the Faculty and asked what the Faculty plans to do. SJ also emphasized that the SB needs to know when the students drop-out during the programme and that this statistic information is necessary in order to take any action. The SB discussed the drop-out rate in the first year of study and for the whole programme and also supports the wish for more specific information about when the students drop-out.

SJ also asked to include the students' feedback from the 'First year of study survey' in the Programme Report. CSJ replied that that was not a part of the report.

CJS said that the SB has to look into how to prioritize the critical issues and how it will approach it. He suggested that the SB establishes a working group that can look into this and that can work on the action plans. The SB decided to create a working group with one student representative, one research representative, MBJ and CSJ.

8. Drop-out statistic (when do the students drop-out) and disenrolment of no-shows

The SB discussed the drop-out statistic under the previous item.

The SB agreed that JOX compares the number of students admitted to the programme with the numbers of students participating in the study start and the number of students that show up for the teaching in the first week of the semester. JOX will contact the students not participating in the study start and the teaching by e-mail and ask whether the students want to continue to be enrolled in the programme or if they want to cancel their enrolment. [Update: all students admitted to the programme showed up for the teaching in the first week of the semester and therefore JOX did not contact any students].

9. Suggestion for an alumni survey by Amanda Hammar/CAS

The SB discussed the written proposal for an alumni survey. The SB agreed that the suggestion to gather student portraits and profiles from graduates for promotion of the MA programme on the website is a good idea.

On the other hand, the SB did not support the initiative of conducting a CAS alumni survey and suggested to postpone it. It raised the questions of how the circulated questionnaire relates to or differ from the UCPH graduate survey conducted every 3rd year (next time in 2017), and what kind of questions that are relevant and not covered by the current graduate survey. The SB stressed that CAS has to make sure that it does not ask the students to respond to these kinds of surveys too often because the experience is that this might lower the respond rate.

The SB underlined that CAS needs to consider the questions carefully and make sure that they are specific and can be used in addition to the official graduate survey, and also that CAS must ensure that all graduates receive the survey. The SB asked whether the reason for proposing an extra survey is because the official questionnaire is not adequate or not conducted often enough. It added that CAS can add its own programme-specific questions to the official survey.

10. Information on minor issues

a) Courses autumn 2016

SJ informed about the number of student registrations for courses in autumn 2016:

- *Nature, Population and Society*: 40 students
- *Economic Development in Africa*: 36 students
- *Thesis Seminar*: 6 students
- *Human Rights and NGO's in Africa*: 15 students
- *Critical Development Planning and Policy Analysis: Focus on Africa*: 8 students
- *Kiswahili I*: 19 students

b) Course evaluation autumn 2016

This item was postponed to next meeting in October because there was no time left to discuss the item.

The SB agreed that on the next meeting it would like to get information on the process for evaluation of thesis, internship and field study.

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

This item was postponed to next meeting in October because there was no time left to discuss the item.

11. Points of discussion raised on behalf of MA students

The student representatives had no further points for discussion at this meeting.

12. Point of discussion raise on behalf of the student counsellors

AMF had no further points for discussion at this meeting.

13. Next meeting

The SB agreed to meet in the beginning of October. The Secretary will propose a date by e-mail.

14. Other business

No other business.