

To the members of

CAS Study Board (2017)

Student Representative Kijoli Sofie Funder Yurary

Student Representative Bente Fonkert

Associate Professor Stig Jensen

Associate Professor Karen Lauterbach



MINUTES

20 MARCH 2017

Forum CAS Study Board

CENTRE OF AFRICAN STUDIES

Meeting held 20 March 2017, 9-11

FACULTY OF THEOLOGY

Place Meeting room 6B-1-36

SOUTH CAMPUS

Minutes-taker Mette Juhl Vedel

KAREN BLIXENS PLADS 16

DK-2300 COPENHAGEN S

Present

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Karen Lauterbach (Chair, Associate Professor) (KL), Stig Jensen (Associate Professor) (SJ), Carsten Selch Jensen (Head of Studies) (CSJ), 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

REF: MJV

Kijoli Sofie Funder Yurary (Vice-Chair, Student Representative) (KFY) and Bente Fonkert (Student Representative) (BF)

Agenda

1) Approval of the agenda

The agenda was approved.

2) Approval of the minutes and decisions from the last SB Meeting

The revised minutes were handed out at the meeting, however, the Study Board decided to add some summarising text for each evaluated course (on item 5). The revised minutes will be sent out by email for approval.

3) Urgent applications processed since last meeting

No urgent applications processed since last meeting.

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

Two applications for dispensation:

- a) One application for dispensation to a fourth thesis exam attempt was approved by the Study Board based on the medical certificate.
- b) One application for dispensation to extend the thesis deadline was approved partially by the Study Board based on the medical certificate. The student was given three month of extension.

5) Information on minor issues

a) Invitation to suggest candidates for two vacant positions in UCPH's board of directors in 2017

The information has been sent out to the Study Board members by email.

6) Course evaluation – selection of subcommittee

The Study Board suggests that for the coming course evaluations the chair of the Study Board will go through the evaluations before they are brought up at a meeting.

7) Course evaluation – forms and cover letter

The Study Board discussed the forms and the procedure.

The Study Board decided to keep the basic course evaluation form with the possibility to add extra questions to the form.

The cover letter must be adjusted in according to the name of the chair and the dates. It must also include information about the possibility to add questions to the basic form if needed.

The thesis/internship/field study form must be sent out together with the approval of the syllabus. The Study Board would prefer this form to be a digital evaluation form submitted via Digital Exam. The Head of Studies will look into this possibility.

The supervisors must themselves look at the thesis/internship/field study evaluations that are placed in the folder at the Study Administration.

The Study Board must examine the evaluations at two meetings during the year.

8) Appointment of representative for UMV-selection

MBJ will send an email about the appointment to the student representatives since both were absent.

9) Optional courses: ECTS weighting and teaching hours

Discussion about the ECTS weighting and teaching hours at CAS compared to Theology.

The Study Board decided to retain the four hours of teaching for 15 ECTS courses. However, the teaching hours may include other activities than simply class teaching.

10) Study Curriculum Revision: exam forms and competency profile

Exam forms

A document of suggested exam forms was sent out to the Study Board prior to the meeting. KL will add to the document which savings the new exam forms cause. The draft must be sent to the Head of Studies.

Economic Development in Africa: the Study Board recommends changing the exam to a portfolio exam, pass/fail with an internal censor.

Religion, Culture and Society in Africa: the Study Board recommends that an internal censor from Theology (not CAS) assess the exam.

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Politics, Development and Change in Africa: the Study Board recommends that there is no precondition related to the opponent phase.

Optional courses: the Study Board recommends changing the exam to a solely written exam. External or internal censor.

Competency profile:

KL handed out a draft for a revised competency profile at the meeting. The draft must go back to CAS before the Study Board can approve of it. The draft will be sent out for approval via e-mail.

11) Working group on drop-out rates and graduate unemployment

The study board will make a commitment in this area. A person who is able to clarify competences may be hired for an event open to all CAS students (including former students). Furthermore, employers who are able to clarify which competences they are looking for from the applicants, will be invited

This will be an item on the agenda for the next meeting.

12) Internationalisation report 2015-16 and annual report from the Student Counsellors 2015-16

Internationalisation report 2015-16:

CAS has many outgoing students (more outgoing than incoming students) since students on internship and field study count as outgoing students.

However, students at CAS do not want to go study abroad at an Erasmus agreement. In 2015-16 CAS had two Erasmus student agreements with Leipzig and Mainz, however, these have now been canceled because we had no students from CAS studying at Leipzig and Mainz.

The STÅ (full-time equivalents) balance seems reasonable for 2015-16.

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Annual report from the Student Counsellors 2015-16:

CAS has only one student counsellor now (previously there were two student counsellors).

The attendance at the career event was very low. The Study Board discussed a new form of event (cf. item 11).

The Study Boards notes that the request statistics are very detailed and that there are many subcategories. This makes it difficult to gain an overview.

13) Points of discussion raised on behalf of MA students (Student Representatives)

No points for discussion at this meeting.

14) Point of discussion raised on behalf of the student counsellors

a) Information about the elective studies day (tilvalgsdag)

The day went well. The inquiries was on par with the previous year (approx. 20).

15) Point of discussion raised on behalf of the Head of Studies

No points for discussion at this meeting.

16) Other business

No other business.