

To the members of
CAS Study Board (2018)
Student Representative Georgina Nabwire Mwachiru
Student Representative Joseph Curran
Associate Professor Stig Jensen
Associate Professor Karen Lauterbach



MINUTES

22 OCTOBER 2018

Forum CAS study board

**THE STUDY BOARD AT THE CENTRE
OF AFRICAN STUDIES**

Meeting held Monday 22 October 2018; 13:30-15:30

Place 8B-1-33

SOUTH CAMPUS
KAREN BLIXENS PLADS 16
2300 COPENHAGEN S

Minutes-taker Mette Juhl Vedel

Present

Karen Lauterbach (chair, Associative Professor), Stig Jensen (Associative Professor), Cristina-Lorelei Trisca (student counsellor), Maj-Britt Johannsen (Director of Studies), and Mette Juhl Vedel (secretary to the study board).

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ard/

Agenda

REF: MJV

1) Approval of the agenda

The agenda was approved.

2) Approval of the minutes from the last study board meeting

The minutes were approved with a small adjustment.

Please note: Since the Study Board was not legally competent to transact due to number of participants at the meeting, the minutes must be approved at the next study board meeting (26.11.18) in order to be valid.

3) Applications for dispensation and credit transfer

- a) One application for exemption from the rule to take the MA thesis exam as the final part of the MA programme (Study curriculum 4.3) was approved since the student will only be missing 15 ECTS and have already attended the course.
- b) One application for dispensation to register for 15 ECTS PDC exam in the spring semester was approved, as the course is figuring in the study plan of the professional master student. The teaching is equivalent with the 7.5 ECTS, since the course is not offered for 15 ECTS.
- c) One application for dispensation from a professional master student to take the final project exam as a long distance exam was approved because of the special circumstances.

4) Discussion: Process of course evaluation for the spring semester

Since some of the course evaluations were still missing, the item will be postponed to the next meeting.

5) Information: cover letter for teaching requisition for coming academic year

The course scheme has been revised. The study board had one minor adjustment to the letter.

6) Discussion: Credit transfer on re-admission

The study board discussed whether they could approve that the old courses are credit transferred to the programme if a student re-enrol. In the next few years, older courses can be credit transferred to the programme in the case of re-enrolment.

7) Information on minor issues

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a) University Elections 2018 (<https://kUNET.ku.dk/about-ucph/election>)

The head informed about the process. The student representatives will be contacted since they were not present.

b) Study board conference 14 November; 13-16

An invitation to the conference has been sent to all members of the study board. Mette Juhl Vedel will attend the conference.

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

No student representatives were present.

9) Point of discussion raised on behalf of the student counsellor

a) Report from the student counsellor

The student counsellor went through the report.

In overall, the career day was very successful.

The report describes the process about the election and is useful for the new student representatives.

The study board discussed that it might be a good idea to have two days in the student hub or perhaps one day in the hub and one day answering emails (from home or in the hub).

The study board was very pleased with the report and the great work in making the report.

b) Evaluation of study start

The study start was successful. The majority of students attended.

There were some misunderstandings about admission and many did not access the study start pages. The students were admitted late and this could be improved next year.

A great part of the students was not very fond of the joint social activities, which was the opposite of last year. The students would like to have more activities within the CAS group instead of joint activities.

There were problems with the matriculation tickets. Only two students participated in the ceremony. For next year, the invitation must be handed out to the students.

The tour was not much appreciated this year, probably because of the weather. For next year it could be an indoor activity instead.

There was a positive feedback about the introductory days in general.

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

The Head of Studies was not present.

11) Other business

The director of studies informed about the status of the KUnet Study Information pages. The work with the pages are moving forward, however, not everything is finished yet.

Written information:

12) NEW Guidelines for dispensation for further exam attempts

13) Revision of the examination order (eksamensbekendtgørelsen)

14) Approval of appointed new student representatives