

To the members of

CAS Study Board (2017)

Student Representative Cristina-Lorelei Trisca

Student Representative Marie Célestine von Veltheim

Associate Professor Stig Jensen

Associate Professor Karen Lauterbach



MINUTES

24 NOVEMBER 2017

Forum CAS Study Board

CENTRE OF AFRICAN STUDIES

Meeting held 24 November 2017, 10-12

FACULTY OF THEOLOGY

Place Meeting room 6B-0-36

SOUTH CAMPUS

Minutes-taker Mette Juhl Vedel

KAREN BLIXENS PLADS 16

DK-2300 COPENHAGEN S

Present

Karen Lauterbach (chair, Associate Professor), Cristina-Lorelei Trisca (vice chair, student representative and student counsellor), Marie Célestine von Veltheim (student representative), Maj-Britt Johannsen (Director of Studies), Anja Mee Foldberg (Head of Study and Career Counselling) and Mette Juhl Vedel (secretary of the study board).

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Absent

Stig Jensen (Associate Professor) and Carsten Selch Jensen (Head of Studies)

REF: MJV

Agenda

Ad 1) Approval of the agenda

One missing course evaluation was added under the item “Other business” and the item “New process for the Internship/Field Study registration” was moved to item 6 as a sub-item.

The agenda was approved.

Ad 2) Approval of the minutes from the last SB meeting

The minutes were approved.

Ad 3) Urgent applications processed since last meeting

The study board had approved two applications for dispensation to cancel the course and exam registration for Kiswahili I in the autumn semester 2017 based on a medical certificate and due to the special circumstances in relation to the registration at study start.

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Ad 4) Applications for dispensation and credit transfer

The study board approved one application for dispensation to register for the thesis before having passed 90 ECTS, since only one reexam was missing and the student had already attended the course.

Ad 5) Point of discussion raised on behalf of the student counsellors

a. Study Start Programme, the Introduction for International Students and Study Start Evaluation

The student counsellor informed about the programme and the presentation for the international students.

The first day started with an introduction for only international students and afterwards the programme was for all the students. Accommodation was a big issue for many students.

The student counsellor presented the evaluation.

The evaluation report was done about three weeks after the study start. The feedback was very positive all in all.

Studies.ku.dk is the main starting point for most of the students to the programme. Interest of the area and prospective career opportunities are the main reasons for applying.

The students had overall positive responses to the study start programme.

The Study Board found the study start programme more balanced than last year and stressed that it is important to have the introduction to the Study Board on the programme.

It is important to find a good way to communicate to students before study start. It is a good idea to send out an email right before the study start and in addition to get the tutor to start a Facebook group for the new students.

Since the new students are in doubt about choosing Kiswahili, it could be a good idea to have a video about the course (Q&A) on the study start page on the CAS website.

b. Follow-up on the Study Environment Action Plan (UMV)

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The student counsellor presented the action plan.

Proposals for the three action plans:

1) Full-time students:

The student counsellor has prepared a study calendar and weekly schedules to increase students' awareness on the structure of the semesters. Many students thought this was too overwhelming. The Study Board recommended study groups in order to get through the schedule.

The workshop of Essay/Analytical writing is postponed. It may be organized in the next semester.

From now, the student counsellor is planning the third semester: A meeting about internship and field study and elective courses. This should be held in the beginning of the semester.

2) Students' wellbeing:

There is not much focus here compared to the other two action plans.

3) The social study environment:

The common social room – for both theology and CAS students – is opening on the 1 December. The CAS students have also made their mark in the room.

The Calendar of social events was presented.

15 December Christmas dinner at CAS.

The Study Board recommended that the Career day be held only one day, since it is hard to get students to come for more than one day. Three themes in one day is a possibility.

Ad 6) Revision of the study curriculum

The outputs from the discussion on the last SB meeting has been discussed in the group of CAS teachers. The chair informed about the Revised exam forms document and the Study Board discussed and commented on the document.

In the third semester, two courses for each 15 ECTS are offered. There is a lot of difference between 7.5 and 15 ECTS and therefore it does not seem to be a good idea to have the courses offered as both 7.5 and 15 ECTS courses. However, this is an issue for students who has taken Kiswahili I and not Kiswahili II. A suggestion from the Study Board is to offer three courses in the

third semester - one 15 ECTS and two 7.5 ECTS. One thematic course (optional course (compulsory)) could also be placed in the third semester.

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The chair will bring this to the group of CAS teachers.

a. New process for the Internship/Field Study registration

It might not be necessary any more to have a registration form. Maj-Britt and Mette will work on a solution for next Study Board meeting.

Ad 7) Approval: Course evaluation cover letter and forms for coming course evaluation (incl. procedure)

The letter was sent to the Study Board for information, since the letter has already been sent out.

Ad 8) Seminar 6 December: assessment of project oriented modules

The program was sent out to the Study Board. The chair informed about the program and will send the final programme out to the Study Board by email.

Ad 9) Planning next semester's meetings

The meetings will be planned on Friday afternoons in the next semester.

Ad 10) Points of discussion raised on behalf of MA students (Student Representatives)

Nothing came up.

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

a. Plagiarism

The item was postponed to next meeting.

b. Management report (Ledelsesrapport) (annex 7)

The report was sent out for information.

Ad 12) Information on minor issues

Nothing came up.

Ad 13) Other business

a. Course evaluation of RCS

The evaluation of the course was very positive.