

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

27 OCTOBER 2017

Forum CAS Study Board

CENTRE OF AFRICAN STUDIES

Meeting held 27 October 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

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Karen Lauterbach (chair, Associate Professor), Stig Jensen (Associate Professor), Cristina-Lorelei Trisca (vice chair, student representative), Marie Célestine von Veltheim (student representative), Susan Bjerregaard Jepsen (student representative alternate), Maj-Britt Johannsen (Director of Studies) and Mette Juhl Vedel (secretary of the study board).

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

Absent

Carsten Selch Jensen (Head of Studies)

REF: MJV

Agenda

Ad 1) Approval of the agenda

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

- a) The study board had approved an application for dispensation to register late for the Kiswahili I course in the autumn semester 2017 due to the special circumstances in relation to the registration at study start.
- b) The study board had approved an application for dispensation to cancel the course and exam registration for Kiswahili I in the autumn semester 2017 due to the special circumstances in relation to the registration at study start.

Ad 4) Applications for dispensation and credit transfer

- a) The study board did not approve an application for dispensation to postpone the enrolment to September 2018 since the study board is unable to grant this kind of dispensation.
- b) The study board approved one application for dispensation to register late for two exams in winter 2017-18 due to the special circumstances in relation to the confusion in the registration period.
- c) The study board did not approve an application for dispensation to extend the deadline of the thesis since it did not find that there were any special circumstances.
- d) The study board discussed an application for dispensation for a fourth exam attempt in two exams. The study board decided that representatives from the study board will hold a meeting with the student and afterward the chair and vice chair will make a decision.

Ad 5) Revision of the study curriculum

The dean has sent her preapproval of the study curriculum changes with some remarks and concerns. The study board discussed some of the remarks/concerns:

The dean commented on the low number of oral exams. The study board suggested that one exam in the second semester is changed to an oral exam.

The study board discussed that the Internship and Field Study exams (15, 22.5 or 30 ECTS) could be changed to 15 or 30 ECTS. The students taking Kiswahili I then have to take Kiswahili II or another optional course in their second semester.

The study board must finally approve a revision of the study curriculum on the January meeting.

The revision of the study curriculum must be on the agenda for next meeting. The teachers at CAS reviews the revision before the meeting and the study board must discuss the revision on the next meeting.

Ad 6) Discussion: Process of course evaluation for the spring semester

In general, the CAS course evaluations are very positive – the evaluations goes from good to excellent in all courses.

General issues:

- The study board criticised the evaluation forms. It would be good with new and better forms.
- Few students hand in the evaluation form for the thesis – the student participation was very low.
- The teachers at the thesis seminar will work on making the seminar less a lecture and more a presentation and discussion of excerpts of the students' writings.
- It is a general issue to get the students involved in the teaching.
- The study board encouraged the teachers to work with feedback in their teaching.

The student representatives asked for more apparent results from the course evaluations at the website. This could help potential applicants for the programme.

Ad 7) Approval: cover letter for teaching requisition for coming academic year

The study board had few comments on the cover letter. Excess hours, in connection with cancelled courses, are available for other tasks within *one semester* after the cancellation and not one year as described in the draft letter.

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

The seminar is sponsored by start-up funds and will be a one-day seminar.

Dr Caitlin Scott and resource persons from UCPH will be invited.

It would be good also to have students participating.

Karen Lauterbach will make a programme for the day.

Ad 9) Points of discussion raised on behalf of MA students (Student Representatives)

The student representatives emphasized that it is important for the first year students to know when to start their thesis.

Stig Jensen suggested giving information to the students at his last session of teaching in *Nature, Population and Society in Africa*.

The Director of Studies will notify the students at KUnet with a study message about the new thesis deadlines (from autumn 2018).

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

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

The item was postponed to next meeting (as one of the first items on the agenda)) because of lack of time.

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

The item was postponed to next meeting (as one of the first items on the agenda) because of lack of time

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

The Head of Studies was absent at the meeting.

Ad 12) Information on minor issues

a. The study board conference

Slides about feedback was sent out with the agenda for information.

b. Information about the election at UCPH

The vice chair informed that the list of students has been created.

Ad 13) Other business

Nothing came up.