

*To the members of*

*CAS Study Board (2018)*

Student Representative Cristina-Lorelei Trisca

Student Representative Marie Célestine von Veltheim

Associate Professor Stig Jensen

Associate Professor Karen Lauterbach



## MINUTES

12 JANUARY 2018

**Forum** CAS Study Board

**CENTRE OF AFRICAN STUDIES**

**Meeting held** 12 January 2018, 12:30-14:30

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), Cristina-Lorelei Trisca (student representative), Mathias Borre Frantsen (student representative), Anja Mee Foldberg (Head of Study and Career Counselling), Carsten Selch Jensen (Head of Studies), Maj-Britt Johannsen (Director of Studies) and Mette Juhl Vedel (secretary to the study board).

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www.teol.ku.dk/cas/about/study\_board/

### Agenda

REF: MJV

#### 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

Follow up points from last meeting:

The students suggested having a video on studies.ku.dk. KL will follow up on this.

Workshop of essay/analytic writing will be followed up on.

A field study/internship meeting is being planned.

The Career day will be held in April and the organising must begin now.

It should be followed up on whether there will be a social mentor for 2018 or not.

PAGE 2 OF 4

**Ad 3) Urgent applications processed since last meeting**

- a. The study board had approved an application for dispensation to extend the deadline of the thesis based on a medical certificate.
- b. The study board had approved an application for dispensation for a fourth exam attempt due to several disease periods.
- c. The study board had approved an application for dispensation to take two compulsory courses as a part-time student, since the student had already attended the courses and because the student was a former full degree student.

**Ad 4) Applications for dispensation and credit transfer**

- a. Two applications for dispensation to register for the thesis before having passed 90 ECTS was approved since the students have already attended the remaining course.

**Ad 5) Revision of the study curriculum**

The study board had a discussion about the third semester courses at the last study board meeting. Hereafter, a meeting in the group of teachers and a meeting with the dean was held.

Internship and Field Study will be offered for 15 and 30 ECTS.

The Advanced Research Methods assessment form has been changed from pass/fail to graded.

Every course description must be divided into knowledge, skills and competences.

It is of great importance how the description is formulated and to formulate the assessment criteria as concrete as possible. There has also been some discussion with the naming of the syllabus, that some found confusing. It is important to make clear what the purpose of the syllabus is – especially where the syllabus is combined.

The study board went through, discussed and commented on the course descriptions.

The process from now:

2 February: meeting in the group of teachers.

9 February: the revision will be sent to the dean.

Hereafter: the revision will be sent to the censor group and the external panel.

PAGE 3 OF 4

23 February: new date for the study board meeting – the revision will be sent to the study board prior to the meeting. This has later been changed to the 21 February due to overlapping teaching obligations.

**Ad 6) New process for the Internship/Field Study registration**

This will be an item for a staff meeting and not the Study Board meeting. MBJ invites the teachers to a meeting.

**Ad 7) Approval of the Head of Studies' course evaluation report (2017)**

The Study Board discussed how to increase the responses from the students. One method could be to hand the evaluations out in the classroom. Another solution could be a revision of the evaluation form in order to get students to participate.

The report was approved.

**Ad 8) Open House for international MA students  
(<http://studier.ku.dk/kandidat/besoeg-os/hvornaar-er-der-aabent-hus/samf/>) (AMF)**

For the second year the Faculty of Social Sciences has invited African Studies to join their Open House event. The purpose is to recruit potential students and to advertise for credit courses.

Few participated last year where African Studies was not mentioned in the programme.

It is important to make the event more visible.

**Ad 9) Seminar on Project-Based Modules 6 December 2017**

Participants from different faculties and different students participated in the seminar. A report was made afterwards (sent out with the agenda) and sent out to all of the participants. The report is very useful in order to revise the Internship/Field Study course.

**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 student counsellors**

Lorelei is preparing the meeting for planning the third semester where optional courses for the autumn semester should be included in the program. At the meeting student will get information about Internship and Field Study. Students who have been on an internship or on field study will be invited to share their experiences.

Lorelei has been contacted about the thesis registration a lot. Some students are unaware that they have to have passed 90 ECTS. There should be more information at the study start. A study message could be sent out a month before the contract has to be signed. We should follow up on the status of this at the next meeting.

**Ad 12) Point of discussion raised on behalf of the Head of Studies (CSJ)**

**a. Plagiarism**

Every year there are some cases about cheating or plagiarism. The Head of Studies would like the teachers in the classes to talk to the students about good academic procedure, plagiarism and cheating and the consequences for cheating.

**Ad 13) Information on minor issues**

**a. Annual cycle slightly revised**

Orientation – several items were added to the annual cycle on the meeting:

Added under January:

- Recruitment strategy (Alice invited to the meeting)
- Preparation of Open House (with Social Sciences)
- Preparation of the career event
- Preparation of the third semester meeting/event
- Tilvalgsdag

Added under October:

- Evaluation of the study start

**Ad 14) Other business**

Nothing came up.