

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

16 MARCH 2018

Forum CAS study board

CENTRE OF AFRICAN STUDIES

Meeting held Friday 16 March 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

Karen Lauterbach (chair, Associate Professor), Cristina-Lorelei Trisca (student representative, student counsellor), Marie Célestine von Veltheim (student representative), Maj-Britt Johannsen (Director of Studies) and Mette Juhl Vedel (secretary to the study board).

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Agenda

REF: MJV

Ad 1) Approval of the agenda
The agenda was approved.

Ad 2) Approval of the minutes from the last SB Meeting (annex 1)
The minutes were approved.

Follow up points:

- Alice is looking into the possibility to make a video (graphic illustration of the module structure – taking Kiswahili or not). The study board will follow up on this.
- Before study start: the student counsellor will send several messages to inform the new students before study start. The messages will be shorter with little information in each.
- A workshop on essay writing is planned in the beginning of April.

- The student counsellor is planning the career day in the beginning of May.

Ad 3) Urgent applications processed since last meeting

- a. The study board decided to approve three applications for dispensation to register for the thesis before having passed 90 ECTS (Study curriculum 4.3.) since the students have already attended the remaining course(s).

Ad 4) Applications for dispensation and credit transfer

- a. One application for dispensation to register for the thesis before having passed 90 ECTS (Study curriculum 4.3.) was approved on the condition that the student passes this semester's exams in the ordinary summer examination period.
- b. One application for dispensation to cancel the registration for one optional course in the spring semester 2018 was approved due to special circumstances.
- c. One application for dispensation to register late for the thesis was not approved since there was no special circumstances.
- d. One application for credit transfer of a project-oriented internship, *ICTJ in Nairobi* (15 ECTS), at International Development Studies, Roskilde University was approved. The course will replace *Internship and Field Study* (15 ECTS) at African Studies.
- e. One application for preapproval of credits of the course *International Nature Conservation* (7.5 ECTS) from the Faculty of Science was approved. The course can replace one Thematic course (7.5 ECTS) at African Studies.
Due to conflict of interest Marie Célestine von Veltheim left the room. Stig Jensen was heard before the study board finally made the decision.

Ad 5) Revision of the rules of procedure

A new section 17 concerning language use will be added to the rules of procedure.

The study board decided to revise section 4:

A sub-committee consisting of the chair and vice-chair can make decision in between meetings concerning non-controversial and

routine matters or where an established practice already exists. The administration can make decision concerning maternity leave, and final credit when the study board has already granted a preapproval.

Ad 6) Discussion: Process of course evaluations from autumn 2017

Generally the course evaluations were positive and with a high number of respondents. Several courses used a number of guest speakers and external lecturers, which the students appreciated and which gave some specialized input to the courses. Students report that teachers and supervisors are very accessible and easy to get hold of.

One course had had negative evaluations in the past semesters. Several changes had been implemented, and the evaluations were positive.

One course had a low number of respondents because there were only few students taking the seminar and many of them were away when the evaluation took place.

One course evaluation was missing. It was later submitted to the study board and discussed.

Specific matters:

- The student groups are very heterogeneous and that can be a challenge in some courses. This will be addressed by doing more exercises in class.
- Active student participation is an issue that is central in many courses and that teachers address in various ways, e.g. by testing new methods or new ways of organizing a class. It was also noted that too much student participation can be an issue that needs to be managed to ensure that the course sticks to the plan. This issue is continuously addressed.
- In one course students suggested to work with more specific cases, which will be considered in the future.
- One course had very few participants due to few being registered for that activity in the fall semester. In the future, the responsible teachers should find a model that is suitable to a low number of students.
- There are few respondents to evaluation of thesis supervision and supervision of fieldwork and internship.

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

The study board decided that the teachers should be able to choose between the new and the old evaluation schemes and both should be sent with the cover letter. *However, since the old schemes do not meet the requirements, this will be on the agenda for next meeting.*

The evaluations must be sent to the CAS student assistant who will compile them into a single report for each course. The compiled report should be sent to undervisning@teol.ku.dk. The study board recommends that a brief report from the teacher is maximum one page.

Ad 8) Take-home assignments: what is allowed / not allowed?

The teacher group have decided to underline that exam papers must be an independent product, and therefore, the text must not be written by anyone other than the student submitting the paper. The study board approved this.

Ad 9) Rules regarding written papers – notes included or not in the total amount of characters

The teacher group have decided that notes are included in the total amount of characters. The study board approved this.

Ad 10) Rules regarding course literature for a later exam

The teacher group have decided that the student must be examined in the literature from the course he/she have originally followed. If more than one year have passed, the student must be examined in the new course literature.

Ad 11) The draft strategy for the Faculty of Theology (annex 5a-b)

The study board discussed the draft and had the following comments:

2.1: The study board found this important and discussed more concrete ways of providing students with possibilities of gaining research credit. One idea is that researchers / teachers define topics within their own field of research and that students could select such as topic to study and work with both during fieldwork/internship and thesis writing. This could allow students to get a close engagement and involvement with teachers' research and could afterwards lead to possible co-publications.

2.2: The study board found this very interesting and noticed that some of this is already happening. The Study board talked about having an excursion as a permanent part of the study program.

2.3: It was suggested that the study program is presented at international study fairs. It was also noted that selected students could become part of research collaboration within the African Studies Centre European network (AEGIS). Today, this mainly happens at Ph.D. level, but the possibilities could be explored.

2.4: It was noted that CAS students are more interested on doing internship and fieldwork and it might therefore be difficult to increase their level out outward mobility.

2.7: Improving completion time and study intensity: The study board discussed the continued attention on this area. It was noted that with the new deadlines for thesis start and hand-In, students have become more aware of getting more ECTS points during the first year, in order to have less points to pass in the third semester (as 2 months of that semester will overlap with thesis writing). It was suggested to have more focus on compact and summer courses in July or August (either organized at CAS or promoting courses offered elsewhere) to allow students to pass ECTS points before the third semester. This could prevent students from prolonging thesis writing.

4.1: The joint activities between CAS, Theology and RRE at the study start were appreciated. The CAS students were very satisfied with the study environment and also socialize a lot outside of the university. It was suggested to organize a yearly CAS event at the joint faculty student premise (Tabernaklet) and invite all students of the faculty. Another suggestion was to invite a student from the student council (Fagråd) at the semester start to make the work of the council known and invite CAS students to join.

Ad 12) Information on minor issues

a. Open House at Social Science (annex 6)

The chair informed about the open house at Social Sciences. Karen Lauterbach, Cristina-Lorelei Trisca and Toke Andreas Møldrup Wolff participated. 17 people came (compared to 10 people last year). Some people came from other universities. There is potential to advertise more about this event next year.

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

Nothing came up.

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

Nothing came up.

Ad 15) Point of discussion raised on behalf of the Head of Studies (CSJ)

Nothing came up.

Ad 16) Other business

Nothing came up.

Written information:

Ad 17) Guidelines for exemptions regarding withdrawal from courses - adjustment