

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

15 JUNE 2018

Forum CAS study board

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

Meeting held Monday 18 June 2018; 10:00-12:00

Place Meeting room 6B-0-36

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 representative), Susan Bjerregaard Jepsen (student representative), Maj-Britt Johannsen (Director of Studies), Carsten Selch Jensen (Head of Studies) and Mette Juhl Vedel (secretary to the study board).

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REF: MJV

Agenda

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

Ad 2) Approval of the minutes from the last study board meeting and the revised minutes from the March meeting
The minutes from 18 May 2018 were approved.

Follow up on item 6 about internship:

The supervisor has to approve of the internship by email. The field for the supervisor's signature must be deleted from the internship contract. The student has to attach the contract to the proposal (deadline 15 August) and the supervisor must approve the contract together with the proposal.

The revised item 6 in the minutes from 16 March 2018 was approved.

PAGE 2 OF 4

Ad 3) Urgent applications processed since last meeting

- a. A selection of the study board had approved an application for dispensation to cancel the course and exam registration for *Kiswahili I* based on the special circumstances.

Ad 4) Applications for dispensation and credit transfer

- a. The study board decided to approve an application for dispensation from the study activity requirements due to the special circumstances.
- b. The study board decided to approve two applications for dispensation to extend the deadline of the thesis due to special circumstances.
- c. The study board decided not to approve an application for dispensation to submit another version of an exam paper after the deadline, since it did not find that there were any special circumstances.

Ad 5) Brief orientation about the course evaluation process

The chair informed about a meeting between the two chairs of the study boards at the faculty, the head of studies and Jens Dolin from the Department of Science Education. The plan is to have a seminar for both study boards after the summer vacation.

For now, the teachers must continue with the two evaluation forms – they will have to use the new one, however, it is possible to use the old as well.

Ad 6) Discussion/decision: programme evaluation and preparation of action plan in the education area (CSJ)

The head of studies handed out the action plan (opfølgingsplan) at the meeting. This is the suggestion for a plan for the next years.

The study board went through and discussed the programme evaluation.

More teachers for each student and ECTS would make the numbers better (STÅ/ViP-ratio). The STÅ/ViP-ratio should be a separate part of the action plan. The STÅ/ViP-ratio might increase further.

Since the employment statistics are improved, they will not be a part of the action plan.

PAGE 3 OF 4

The head of studies will make a revised action plan that will be ready in August and must be on the agenda for the next meeting.

Ad 7) Discussion: Internationalisation report and annual report from the student counsellors

The study board went through and commented on the internationalisation report and the annual report from the student counsellors. Both reports were approved.

Ad 8) New fixed exam dates

The study board discussed the exam dates in the annex. The exam dates need to be tested and possibly revised. The study board appreciated the possibility of creating windows for the teachers.

The oral exams for professional masters should be before Christmas or in week 1 and late May instead of June. The teacher group must discuss in which weeks (maximum two weeks) the professional masters' oral exam should be placed.

The exam dates will be discussed in the teachers group and will be on the agenda for the next meeting.

Ad 9) Allocation of classrooms

The little flexibility in the allocation of classrooms creates problems especially for the thematic courses.

At the next CAS teacher meeting, the teachers will specify what the concrete issues or challenges are. The teachers will write to faculty director about the issue (concerning teaching hours per week).

Ad 10) Next study board meeting (date)

One new member and two new substitutes must be found in the semester start. The first study board meeting in the autumn semester will be on Monday 10 September 13:30-15:30.

Ad 11) Information on minor issues

a. New substitute for the teacher members

Amanda Hammar has been formally approved as a substitute for the teachers.

b. Annual cycle: study activity check

PAGE 4 OF 4

The check up on the 45 ECTS activity requirement was supposed to have been done in the autumn 2017. However, since the lists were incorrect this did not happen.

In June the notifications about study activity had to be sent out due to UCPH rules. The lists still contained some incorrect information and thus some students got the email although they should not have received it.

From now on, the notifications will be sent earlier (in the autumn semester). The notifications have to be sent out every year – both concerning the 45 ECTS study activity requirement and the maximum completion time.

Ad 12) Points of discussion raised on behalf of MA students (Student Representatives)

Nothing came up.

Ad 13) Point of discussion raised on behalf of the student counsellor

a. Report from the student counsellor

The report will be on the agenda for next meeting.

b. The semester start programme

If there is anything urgent regarding the semester start, Lorelei can be contacted.

Ad 14) Point of discussion raised on behalf of the Head of Studies (CSJ)

Nothing came up.

Ad 15) Other business

Nothing came up.