

To the members of  
CAS Study Board (2019)  
Student Representative Georgina Nabwire Mwachiru  
Student Representative Joseph Curran  
Associate Professor Stig Jensen  
Associate Professor Karen Lauterbach



## MØDEREFERAT

**Forum** CAS study board

**Møde afholdt** Monday 4 February 2019; 13:40-15:00

**Sted** 6B-0-36

**Referent** Mette Juhl Vedel

### Til stede

Karen Lauterbach (chair, Associative Professor), Stig Jensen (Associative Professor, present until item 9), Georgina Nabwire Mwachiru (vice chair, student representative), Joseph Curran (student representative), Mette Juhl Vedel (secretary), Maj-Britt Johannsen (director of studies, present until item 9) and Carsten Selch Jensen (head of studies, present until item 9).

### Dagsorden

#### Ad 1) Approval of the agenda

The agenda was approved.

The written information can be discussed if necessary.

#### Ad 2) Approval of the minutes from the last study board meeting

The minutes were approved.

Concerning the ID card problem: There are still some problems. The students who do not have access to the building with their ID card have to go to the Campus Service office at South Campus.

4. FEBRUAR 2019

SEKRETARIATET FOR  
STUDIENÆVNET FOR TEOLOGI

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REF: MJV

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

- a. The study board approved an application for exemption from the rule to take the MA thesis exam as the final part of the MA programme, since the student only needs to pass one exam.
- b. The study board did not approve an application for dispensation to change the course registration after the deadline, since there were no special circumstances.
- c. The study board approved an application for dispensation to register for the thesis after the deadline, due to special circumstances.
- d. The study board approved an application for dispensation for a fourth exam attempt due to special circumstances.

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

There were no new applications for the meeting.

**Ad 5) Approval of the Head of Studies' course evaluation report**

The head of studies informed about the report. The study board had no comments to the report.

**Ad 6) Discussion: Feedback to students (CSJ)**

The head of studies informed about project and the process of feedback to students.

From 2020, all courses at UCPH must include some kind of feedback. A collection of concrete examples of feedback will come later.

The study board discussed different types of feedback and the pros and cons.

It is a challenge that the teachers are not given extra teaching hours and there has to be a discussion about how to make peer-to-peer feedback.

At the next teacher meeting, the group will map what they are already doing at CAS and what kind of feedback is missing.

Peer-to-peer feedback could be an agenda for a seminar or student counselor meeting.

Feedback to students will be on the agenda for the next meeting.

SIDE 3 AF 4

**Ad 7) Discussion: framework for the new thesis model**

The head of studies informed about the new framework of the thesis model. From either the autumn semester 2019 or the spring semester 2020, the thesis period will be four months and not six months.

At the next teacher meeting, the group will discuss the length and assessment criteria for the thesis. It is important to inform all teachers and external examiners.

The new framework for the thesis model will be on the agenda again later in the spring.

**Ad 8) Appointment of a subcommittee in regards to the course evaluation for the autumn semester**

The course evaluations will be discussed in the teacher group before the study board will discuss the course evaluation at a study board meeting.

The study board will discuss the form of the course evaluations at a later meeting. It is a possibility not to evaluate all courses each semester and instead focus on specific courses.

**Ad 9) Following up on the courses from Political Science**

No students are taking courses at Political Science this semester, since no courses are relevant to African Studies and no courses have been preapproved. Four students from Political Science are taking courses at CAS this semester.

**Ad 10) Information on minor issues**

**a. Briefing on UCPH's re-accreditation (MBJ)**

The chair informed briefly about the re-accreditation, since the director of studies was not present.

**Ad 11) Points of discussion raised on behalf of MA students (Student Representatives)**

There has been a problem with the planning of the Kiswahili classes. The time of the classes was changed because of some issues with the time for some students. Not all students in the course have been consulted about this.

**Ad 12) Point of discussion raised on behalf of the student counsellor****a. Orientation: Open House (with Social Science), the Career Event, Third Semester Event, and the Subject Fair (Tilvalgsdag)**

The chair informed about the events. Anja Mee Foldberg had sent dates for the events.

**Ad 13) Point of discussion raised on behalf of the Head of Studies (CSJ)****a. Management report (Ledelsesrapport)**

The chair informed about the report, since the head of studies was not present. The study board had no comments to the report.

**Ad 14) Other business**

The study board decided to change the meeting in May from 13 May to 6 May, where the Prorector will visit.

**Ad 15) Written information**

- a. UCPH's response to the hearing concerning Order on Admission and Enrolment on Bachelor and Master's Programmes and the University Programme Order (annex 6a-e)
- b. Revised Guidelines for case processing concerning students with functional impairments (annex 7) – the English version will be updated soon
- c. New material on KUnet study information for students with disabilities (annex 8)
- d. UCPH's response to the hearing concerning the University Act (annex 9)