

To the members of  
CAS Study Board (2018)  
Student Representative Georgina Nabwire Mwachiru  
Student Representative Joseph Curran  
Associate Professor Stig Jensen  
Associate Professor Karen Lauterbach



## MINUTES

10 SEPTEMBER 2018

**Forum** CAS study board

**Meeting held** Monday 10 September 2018; 13:30-15:30

**Place** Meeting room 6B-0-36

**Minutes-taker** Mette Juhl Vedel

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

SOUTH CAMPUS  
KAREN BLIXENS PLADS 16  
2300 COPENHAGEN S

### Present

Joseph Curran, Georgina Nabwire Mwachiru, Louise Kaas Hvalsøe, Karen Lauterbach, Stig Jensen, Carsten Selch Jensen, Maj-Britt Johannsen and Mette Juhl Vedel.

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ard/

### Agenda

#### 1) Approval of the agenda

The agenda was approved.

REF: MJV

#### 2) Constitution of the new Study Board

##### a) Appointment of new student representatives

Two students, Georgina Nabwire Mwachiru and Joseph Curran, were appointed as new ordinary student members and two students, Louise Kaas Hvalsøe and Iliana-Nadina Staicu, were appointed as student substitute members.

**b) Appointment of the vice chair**

The study board appointed Georgina Nabwire Mwachiru as vice chair.

**c) The work of the study board**

Since the new student representatives are appointed in between periods of selection, the secretary will send an appointment letter to the rector.

The head of studies informed about the work of the study board and the chair informed the new members about the importance of showing up at the meetings. It is important to let the secretary know as soon as possible, if members are unable to attend the meetings. Then the substitute members will be invited. The dispensation and credit transfer cases are to be found in the secretary's office (6B-0-21) prior to the meetings.

**3) Approval of the minutes from the last study board meeting**

The minutes were approved.

**4) Urgent applications processed since last meeting**

- a)** One application for late registration for the re-exam was not approved since the documentation was not sufficient and the student were asked to send documentation, however, the study board never received new documentation.
- b)** One application for late registration for the re-exam was approved due to the special circumstances.
- c)** One application for dispensation from the study activity was approved based on a medical certificate.
- d)** One application for dispensation to submit the exam paper in *Religion, Culture and Society in Africa* from June (written based on

the exam questions from the ordinary summer exam 2018) was not approved, since this would change the standard of the examination (cf. the Examination Order, section 7).

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## **5) Applications for dispensation and credit transfer**

- a) One professional master student was applying for a dispensation to take the oral defence (final project) as a long distance exam. The study board decided to take a general decision about professional master students at the next study board meeting after having conferred with the faculty director. In addition, it is important that the external examiner is fine with this type of exam before the study board can approve the application.
- b) One application for dispensation to register for the thesis after the registration deadline was not approved, since the student is missing three compulsory courses and did not take the required exams in summer 2018.
- c) Two applications for dispensation to register for the thematic course *Africa and Globalisation* were partially approved. The students are allowed to take the course for 7.5 ECTS credits; however the students must speak to the lecturer about the workload.
- d) Four applications for dispensation late course registration for *Kiswahili I* were approved due to the special circumstances in relation to the registration at study start.

## **6) Discussion/decision: action plan in the education area (CSJ)**

The head of studies informed about the one-year study programme evaluation (uddannelsesredegørelse).

The action plan concerns the problems in the study programme and how to act on this.

At the study board meeting in June, the study board and the head of studies ended up with four points:

- 1) Number of admitted students: how can we attract more applicants?
- 2) Drop-out numbers: How can we make more students stay in the programme?
- 3) Study progression: How can we get students to take the exams (ECTS) required?
- 4) The relationship between staff and the number of students: The number of students are high in relation to the number of teachers. How can we improve this?

During this academic year, the faculty has to come up with a plan.

The study board discussed the four points:

- 1) This year 39 students were admitted to the programme. We are allowed to enrol 45 students because of drop-outs.

We could do more in advertising in Denmark.

The study board must discuss this matter in a later meeting in the autumn with the faculty's communication officer, Alice Petersen.

- 2) Drop-outs: We are working on trying to get rid of "no shows" in the beginning of first semester. In the new course "Introduction to African Studies", the students are ticked off if they show up and then we are able to ask people not being there if they changed their mind.

- 3) The new structure of the study programme makes it easier and more obvious for the students to start thinking about the thesis work already in the third semester. This could help. The social mentor can be helpful as well.

- 4) The workload for the teachers is very high because of few teachers for many students. This also means that there are much work with supervision etc.

To keep an eye on the issue, there must be established a small working group about this consisting of the chair of the study board, the head of studies and the head of centre. This problem will be on the agenda for a later study board meeting.

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#### **7) Approval and discussion: Course evaluation cover letter and forms for coming course evaluation**

There is an ongoing work about the course evaluation forms. The two chairs of the two study boards at the faculty and the head of studies met with Jens Dolin to discuss course evaluation. No new forms came out of this meeting. The teachers can chose the new and the old and add their own questions.

The two chairs will look into the matter again and may come up with a new evaluation form or another way of doing the course evaluations.

#### **8) New fixed exam dates**

A scheme of fixed exam dates were sent out to the members. The chair went through the dates and the study board approved the exam dates. The teaching group will discuss the exam dates before they are final.

#### **9) Next study board meetings (dates)**

The coming meetings in the autumn semester will be held on Monday afternoon (from 13:30). The secretary and the head of the study board will plan one meeting in the end of October and one in the end of November.

#### **10) Information on minor issues**

##### **a) Ministerial move against international students**

The head of studies informed about the ministerial move. We do not know much about this move yet and which programmes this will affect. The study board will be informed later.

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

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Nothing came up.

**12) Point of discussion raised on behalf of the student counsellor**

**a) Report from the student counsellor**

The item will be postponed until next meeting, since the student counsellor was not present.

**b) Evaluation of study start**

The item will be postponed until next meeting, since the student counsellor was not present.

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

Nothing came up.

**14) Other business**

There is problems with students who have not received their ID-cards yet, and therefore, they cannot get into the building before 8 am. The student counsellor will send a message to the new students about what to do.

Some of the new students have the impression that the *Kiswahili I* course is compulsory or that it is compulsory to take an extra course, if they do not wish to take *Kiswahili I*. The study board takes it into consideration that information about the courses must be clearer.