

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

18 MAY 2018

Forum CAS study board

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

Meeting held Friday 18 May 2018; 12:30-14:30

Place Meeting room 8B-1-33

SOUTH CAMPUS
KAREN BLIXENS PLADS 16
2300 COPENHAGEN S

Minutes-taker Mette Juhl Vedel

Present

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Karen Lauterbach (chair, Associate Professor), Stig Jensen (Associate Professor), Cristina-Lorelei Trisca (student representative, present from item 4), Susan Bjerregaard Jepsen (student representative), 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/

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 the last meeting (20 April 2018) were approved.

The item 6 in the minutes from the meeting 16 March 2018 will be revised. Karen Lauterbach and Mette Juhl Vedel will formulate the general and overall points from the course evaluations. A internal document will be written for each semester course evaluation containing the detailed points from the evaluations. Head of studies will use this document in regards to the evaluation report.

Regarding course evaluations: General course evaluations go firstly to the CAS secretary (Sukri), who will write them together, the field study, internship and thesis evaluations go directly to Astrid Hallberg.

Ad 3) Urgent applications processed since last meeting

The study board had approved an application for exemption from the study activity requirements and dispensation to deregister from exams based on maternity leave.

Ad 4) Applications for dispensation and credit transfer

a. Preapproval of credit transfer:

The study board approved that the course *New Urban Life across the Globe: Activism and Change in a World of Cities* from the Faculty of Humanities can replace the course “TAFATHC75E: Thematic course (7.5 ECTS) at African Studies at the Faculty of Theology, University of Copenhagen. The course from Humanities is generally approved as a credit transfer course for African Studies.

- b.** The study board decided not to approve an application for dispensation to cancel one course registration in the spring semester 2018 after the de-registration deadline since there was no documentation for special circumstances.
- c.** The study board decided to approve an application for dispensation to deregister for an exam in the summer exam 2018 based on a medical certificate.
- d.** The study board decided to approve an application for dispensation for extra time to the exam *Religion, Culture and Society in Africa* in based on a medical certificate.
- e.** The study board decided to approve an application for exemption from the compulsory opponent session in *Politics, Development and Change in Africa* based on a medical certificate.

Ad 5) Discussion: Quality assurance and course evaluation

It requires more preparation to find the best way to do the course evaluations. To start the process Jens Dolin from the Teaching and Learning Unit, Department of Science Education will be invited to start the discussion.

Karen Lauterbach will meet with Iben Damgaard, head of the Theology Study Board, in order to plan an activity regarding course evaluations.

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The study board confirms that both forms can still be used by the teachers and it is allowed to add questions to the forms if necessary.

From autumn semester 2018: A sub-group will be examining the course evaluations before the study board meeting and form a document. Stig Jensen will be in the group together with a student.

Ad 6) Internship

A new process for internship and field study registration has been discussed and approved by the CAS teachers and the administration. There will be one general coordinator that the students can contact before going on fieldwork or internship with overall questions. For the next semester (autumn 2018) Stig Jensen is the general coordinator. Students have to write priorities for supervisors to Stig Jensen and must come up with motivations for choosing a supervisor. This will be the same process for the thesis.

The study board discussed whether the internship contract template should be revised. Can the approval from CAS be left out from the template? Maj-Britt Johannsen will find out if this is possible.

The minutes from the meeting about internship must be sent out to the participants of that meeting.

Ad 7) Planning of exams (especially the thesis and final project exam)

The study board discussed the planning of the final project oral exam (flexible master) and decided that there will be one week set in which the exams will find place. The external examiners must be informed that they have to be available in this week.

There have been some misunderstandings about the oral thesis exam this summer. Due to the misunderstanding, some students will have their exams in June or July and some in August in this summer exam period.

Ad 8) Information on minor issues

- a. The external website about courses and course descriptions has now been updated.

Ad 9) Points of discussion raised on behalf of MA students (Student Representatives)

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Nothing came up.

Ad 10) Point of discussion raised on behalf of the student counsellor

a. The career day

The draft agenda was sent out with the agenda for the study board meeting. The student counsellor informed the study board about the programme for the career day. Few students have signed up for the meeting. The study board discussed how to make the students aware of the career day and the importance of the day. The supervisors must send the invitation to thesis students.

b. Study Start

There will not be many changes since last year. Dinner on the first day has been left out since many people left early last year.

A social mentor for 2018 has been approved (40 hours – primarily for study start).

The introductory lecture in the study start: A possibility that Amanda Hammar, Holger Bernt Hansen or a Ph.D. student will take this.

Regarding the student representatives in the autumn 2018: Cristina-Lorelei Trisca will continue in the study board until the end of 2018. New members must be appointed from September 2018.

Agenda for the autumn semester, which was also sent out with the agenda: The workshop in English academic writing will be run again, since it was very popular.

Ad 11) Point of discussion raised on behalf of the Head of Studies

Research evaluation: an external panel has visited the faculty. The faculty are now awaiting the final report from the experts. The dean will make a shorter edition to be published on the website. The panel was in general very positive.

Ad 12) Other business

Nothing came up.

Written information:

Ad 13) Newsletter from the study ambassador (first quarter of 2018)