

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

20 APRIL 2018

Forum CAS study board

CENTRE OF AFRICAN STUDIES

Meeting held Friday 20 April 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

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Present

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Karen Lauterbach (chair, Associate Professor), Stig Jensen (Associate Professor), Cristina-Lorelei Trisca (student representative, student counsellor), Susan Bjerregaard Jepsen (student representative), Maj-Britt Johannsen (Director of Studies, present until 13:30), Mette Juhl Vedel (secretary to the study board), Anja Mee Foldberg (present up until item 3), Andreas Lous Rønne (present up until item 3).

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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 SB Meeting

Ad 2) Some changes was suggested for item 2 and the minutes will be edited according to this.

Ad 6) Stig Jensen suggested changes to the item 6 in order to meet the quality assurance policy. The minutes will be edited according to these suggestions.

Quality assurance and course evaluation will be an item on the agenda for next meeting: How should the evaluation be processed

in the study board in the future? What must be highlighted and why?

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Ad 7) One line missing was missing and will be added to the text. The minutes were otherwise approved.

Ad 3) Review of the new study information pages at KUnet

Anja and Andreas presented the new study information pages at KUnet.

The study pages are quite messy as they are now because many people have edited the information continually. The new study information pages has an adaptive design that makes it easier to overview on a mobile phone.

To start with, the new pages are written in Danish and then they will be translated into English. The information are written according to a writing guide. The objective is that 70 percent of questions from students should be answered by reading the information at KUnet. There will be references to contacts etc. for the rest of the questions.

The pages follows a three-step structure and the same information will not appear more than once in stead there will be links to the information from other pages.

The director of studies and others at the Study Administration will check the texts at the study information pages. The study board can check the information afterwards.

The study information pages will be presented to the teachers at CAS when we are further advancing in the process.

Ad 4) Applications for dispensation and credit transfer

- a. 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.
- b. The study board decided to approve an application for exemption from the study activity requirements based on a medical certificate.
- c. The study board decided to approve an application for credit transfer. "The Anthropology of Global Health" (7.5 ECTS) from Department of Public Health, University of Copenhagen, can be transferred to the Professional Master at the Centre of African Studies.

Ad 5) Discussion: Kiswahili I course evaluations from autumn 2017

Positive evaluation with a high number of respondents. The students feel very enthusiastic about the course.

Ad 6) Discussion about course evaluation

The study board found the following problems regarding the course evaluation:

1) The form – do we want to change the form?

Based on the quality assurance the evaluation form was changed. The study board decided to look at the forms (the old and the new) and find out what we actually want.

2) The discussion at study board meetings

How should the study board discuss the evaluations at the meetings and what must be included in the minutes?

3) The process – it is not working very well to get the students to return the evaluation forms

Many students do not get the evaluation form until after they have submitted the thesis or exam paper in Internship or Field Study.

The study board discussed the possibility to have the evaluation as an obligatory thing on digital exam.

The thesis seminar is in a way evaluated twice – first the seminar in itself and then as a part of the thesis evaluation. The thesis seminar evaluation could exclusively be included in the thesis evaluation.

The discussion of the three problems must be on the agenda for the next study board meeting. The two forms and the quality assurance policy must be sent as annexes.

Ad 7) Discussion: rules regarding the length of parental leave

The study board approved that male students can take paternity leave for one semester or a full year if the mother only takes six months maternal leave.

Ad 8) The revised study curriculum

The translation centre at Humanities has proofread the study curriculum. Hereafter, the chair of the study board has went through the curriculum followed by the dean. Now there are only few corrections left.

One of the corrections left is concerning the transitional arrangement where students should be able to register for Field Study and Internship for 22.5 ECTS in the autumn semester 2018.

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Ad 9) Information on minor issues

- a. Currently there is no substitute for the teachers in the study board. Amanda Hammar is willing to become a study board substitute. The study board approved this.
- b. Stig Jensen informed about a meeting with the external examiners. The termination period for the corps of external examiners expired on the 31 March and this means that approximately 25 percent of the external examiners have been replaced. Among other things, the external examiners discussed the rules regarding grading of exams.

Ad 10) Points of discussion raised on behalf of MA students (Student Representatives)

The study board discussed issued regarding PDC. Students are encouraged to bring up problems in the course evaluations.

Ad 11) Point of discussion raised on behalf of the student counsellors

- a. Due to confusion, the new rules regarding footnotes and endnotes as included in the total amount of characters will take effect from 1 September 2018 (autumn semester).
- b. The career day is being planned and will be held on 22 May. The agenda will be sent to the study board for the next meeting.

Ad 12) Point of discussion raised on behalf of the Head of Studies (CSJ)

Nothing came up.

Ad 13) Other business

- a. The study board decided to have an extra meeting on 18 June.
- b. The student counsellor will write a report about her work. The report will be on the agenda for the study board meeting in June.