

Professional Master Centre of African Studies

Faculty of Theology, University of Copenhagen

2009 guidelines

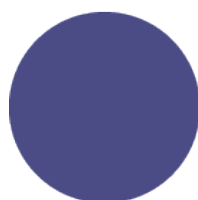
in accordance with Danish Ministerial Order of 29 November 2013
on Flexible Courses of Study in relation to Further Adult Education

(Bekendtgørelse af 29. november 2013

*Bekendtgørelse om fleksible forløb inden for videregående
uddannelser for voksne)*

(Applicable from 1 May 2016)

Revised April 2016



**The Study Board, Centre of African Studies
University of Copenhagen**

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Professional Master Centre of African Studies University of Copenhagen

A faculty council decision of 11 January 2002 opened up for flexible further education courses of study at the Faculty of Theology.

The official length of the Professional Master's programme under a continuing education scheme from the Centre of African Studies at the Faculty of Theology is one year's full-time study (60 ECTS points) and is normally completed as a part-time programme over two years after admission. At least 45 ECTS points of the 60 ECTS points must be acquired through in-depth work with a major subject; 15 ECTS points of these through a final project within the major subject. The guidelines applying to the Professional Master's programme offered as a flexible course of study at the Centre of African Studies are described in the following.

The Professional Master's programme at the Centre of African Studies, the Faculty of Theology, University of Copenhagen, is offered pursuant to Danish Consolidated Act No. 578 1 June 2014 on Vocational Basic Training and Further Adult Education (Further Education System for Adults) of 8 August 2011, Danish Ministerial Order No. 1384 of 29 November 2013 on Flexible Courses of Study in relation to Further Adult Education, and Danish Ministerial Order No. 1188 on Part-time Programmes of 7 December 2009.

The guidelines applying to the Professional Master's programme offered at the Centre of African Studies have been prepared by the Study Board, Centre of African Studies in 2009 and revised in 2011 and 2015. This revised version is approved by the Dean of the Faculty of Theology on 29 April 2016 and applies from 1 May 2016.

A Professional Master's programme completed as a flexible course of study entitles the student to use the title Master with subsequent indication of the major subject of the study programme in parenthesis.

The study programme is offered as an all-English study programme. Therefore, enrolment presupposes good English skills. All courses are offered on weekdays during the daytime.

The study elements in a flexible continuing education course of study are all acquired upon enrolment according to the regulations on part-time study programmes (Open University). A detailed description of the individual courses is available on the Curriculum for the MA Programme in African Studies on www.teol.ku.dk/cas

Professional Master at the Centre of African Studies

1. Competence profile and level

1.1. Master level requires that the study programme is offered at graduate level. The Master student acquires knowledge and understanding of the discipline within African Studies, enabling the student to understand and identify and reflect, on a scientific basis, on the issues of the discipline.

1.2. The student obtains skills in applying the scientific methodologies and tools of the discipline as well as general skills related to employment within the discipline chosen. During the course of study, the student develops his or her analytical and interdisciplinary working skills in order to participate in collaboration settings involving different academic competences. It is also a goal to develop the student's interdisciplinary skills with a view to promoting business-related competences in relation to handling a wide variety of jobs in Africa-oriented positions. Emphasis is also placed on promoting the student's communicative skills.

1.3. The programme aims to give students scientific and job related competences which, combined with the entrance qualifications and two years' relevant work experience, can lead to employment within the broad area that comprises Denmark's relations with African and other third world countries, regardless of whether the work is carried out in Denmark or in the field.

2. Admission requirements and enrolment

2.1. Those interested may seek advice and guidance on the Professional Master's programme, admission, teaching etc. from the administration of Professional and Part Time Studies www.teol.ku.dk/cas

2.2. Admission to the Professional Master's programme at the Centre of African Studies is conditional upon the applicant having at least two years' relevant work experience after having obtained the entrance qualifications which must, as a minimum, correspond to a relevant Bachelor programme or a professional bachelor programme. It is a further prerequisite that applicants in their programmes or work experience have acquired academic experience which relates to disciplines within African Studies. The Centre of African Studies may decide to interview the applicant as part of the admission procedure.

2.3. The application form available at www.teol.ku.dk/cas must be used in connection with applications for enrolment. Application deadlines are available at www.teol.ku.dk/cas .

3. Study plan

3.1. After admission, the student is assigned a supervisor by the Centre of African Studies, and an individual study plan is prepared for the individual student. The plan is prepared by the student in collaboration with and following prior guidance from the assigned supervisor based on the student's work experience, life experience and previous education. The Centre's form *Professional Master – Study Plan* is used in connection with the preparation of the study plan.

3.2. The supervisor has the academic responsibility for the study plan.

3.3. The study plan must describe the student's overall course of study, including the final project. The study plan specifies the major subject and the study elements which the student must take to be able to complete the desired study programme. The individual study elements must be within the curriculum in force at the Centre of African Studies (cf., however, item 4.4.). The plan must thus describe:

3.3.1. The basis of admission of the student (cf. items 2.2. and 2.3.).

3.3.2. The academic profile of the study programme, including the major subject.

3.3.3. The composition of the study elements included in the course of study with indication of ECTS points, including study elements already taken.

3.3.4. The institution at which the elements are to be or have been taken.

3.3.5. The order in which the study elements are to be taken, and a recommended timetable for this.

3.4. Once the study plan has been prepared, the student submits it to the Study Board together with an application for approval. If the student applies for credit transfers to the Master's programme, the credit transfer application must be enclosed with the study plan.

3.5. Following the Study Board's approval of the study plan, the plan is signed by the Study Board and the student. The student receives a copy of the plan.

3.6. At the student's request and subject to the supervisor's approval, the Study Board may permit deviations from the study plan.

3.7. The study plan lapses if the study programme is not completed within 6 years. The time is calculated from the time of signing the study plan.

3.8. If the study plan lapses, a new study plan may be prepared upon the student's request based on which the student can make a renewed application for admission.

4. Elements of the study programme

4.1. Together with the final project, the level, order and composition of the individual study elements must ensure a clear academic profile, a competence level corresponding to Master level, inner coherence and academic progression in the relevant study programme.

4.2. The study elements, incl. the final project, must jointly cover 60 ECTS points. At least 45 ECTS points, including the 15 ECTS points of the final project, must be obtained through in-depth work with a major subject.

4.3. The study programme will typically comprise three or four courses of 10 or 15 ECTS points each as well as the 15 ECTS points of the final project.

4.4. The individual study elements are taken at the Centre of African Studies or other educational institutions offering regulated programmes. At least 30 ECTS points must be taken at the Centre of African Studies.

4.5. It is the responsibility of the student to register for the individual courses prior to the start of the semester. Before each semester, the student must fill in the form *Professional Master – Course Registration* and submit the form to the CAS administration. See the deadlines at the website <http://www.teol.ku.dk/cas/>.

Final project

4.6. The course of study concludes with an individual written final project. The project must link the individual study elements. The topic of the final project must lie within the major subject of the study programme.

4.7. The student must find a supervisor approved by the CAS administration. The student agrees with the supervisor on a topic for the final project, and the *Professional Master – Registration for Final Project and exam* form is filled in. The student subsequently submits the registration form to the Study Board.

4.8. If the topic cannot be approved, the student, upon agreement with the supervisor on a change of topic, may submit a new application for approval.

4.9. The final project is written on the basis of 1,500-2,000 pages of literature studied and must have a length of 60,000-84,000 characters. The number of characters must be stated on the front page of the paper. The final project is written in English. The final project must contain a summary in Danish of a maximum of one page.

4.10. Written exam papers must meet the formal requirements set out in the general guidelines. Deadlines for first, second and third exam attempt are available at http://teol.ku.dk/cas/programmes/professional_master/ All written exams are submitted to the digital exam platform.

When calculating the number of pages, note that one page is calculated as 2,400 characters including spaces. For a final project, the total page number includes the notes, abstract, and presentation for non-specialists. The cover page, figures, tables, illustrations and bibliography is not included. If appropriate, the exam assignment can be accompanied by appendices (these are not included in the total number of pages).

See also the common faculty guidelines for written exams available in English for all faculty students in the study pages on KUnet www.intranet.ku.dk/africanstudies_ma/
All written exam assignments, except the thesis, must be submitted via the digital examination portal.

All written assignments and synopsis must include a cover page with the following information:

- The title of the assignment
- Supervisor
- UCPH username
- Name of author(s)
- Length of assignment (number of characters)

The cover is designed by the student. Violation of the rules with regard to the length of the assignment will be considered an attempt to cheat in the exam.

For written exam assignments followed by an oral defense, the student must write a new assignment if they fail or do not attend the oral defense. If the student is prevented from attending the oral defense due to illness, they do not need to write a new assignment. http://teol.ku.dk/cas/programmes/professional_master/

4.11. The final project can only be completed at the Centre of African Studies.

4.12. The final project is assessed at an oral exam held a maximum of 2 months after the deadline for submission, July is not included. The exam is an individual 30-minute exam, including assessment and announcement of the result. No preparation time is allowed.

4.13. One overall grade is given for the written final project and the oral presentation. The grade of 12 is given when the student, through the final project and at the oral exam, demonstrates:

- In-depth knowledge of the topic of the final project
- In-depth insight into relevant theories within the topic of the final project
- An in-depth insight into the correlation between the topic of the final project and the major subject of the study programme as well as understanding of the perspectives of the subject
- A confident ability to apply relevant scientific methods
- A confident ability to search for, select and utilize relevant information and literature
- A confident ability to account for and consider in writing the topic chosen through the expedient organization of the material and a clear and coherent presentation, including excellent spelling and writing abilities
- A confident ability to orally account for and discuss the topic chosen

4.14. The supervisor and an external examiner appointed by the Danish Ministry of Education participate in the assessment of the final project. A grade is awarded according to the 7-point grading scale, cf. Danish Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education (*Bekendtgørelse om karakterskala og anden bedømmelse ved universitetsuddannelser*). Further, the Danish Ministerial Order on University Examinations and Grading (the Examination Order)

(*Bekendtgørelse om eksamen og censur ved universitetsuddannelser (eksamensbekendtgørelsen*)) applies to the assessment of the final project.

5. Payment

5.1. The payment covers supervision, preparation and approval of the study plan, for supervision, approval and assessment of the final project as well as issuing a diploma. Information about payment is available at www.teol.ku.dk/cas

5.2. The study elements (excl. the final project) are acquired through the courses offered at the Centre of African Studies. Payment for the study elements is effected according to the applicable rates for courses offered as *Part-time Study* at the Centre of African Studies and the Faculty of Theology. It should be noted that the price of the courses varies depending on the ECTS point weighting of the courses.

5.3. If, after the lapse of a study plan, a student applies for renewed admission, payment must be effected for this according to the rules on approval of the new study plan as well as approval of the topic of the final project.

6. Granting credit transfer from already completed study elements

6.1. If the student applies for credit transfers to the Master's programme, the credit transfer application must be enclosed with the study plan. If the student can document credits corresponding to 45 ECTS points the student may commence the final project for the Professional Master's programme at the Centre of African Studies. Application for credit transfer and for approval of the final project topic in this connection takes place according to the above-mentioned guidelines.