

Board of Studies for the School of Culture and Society: Approved guidelines

Updated April 2016. Approved minutes can be found on the board of studies website:

<http://studerende.au.dk/en/studies/subject-portals/arts/contact/board-studies/culture-and-society/>

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1. Executive committee for administrative procedures, 14 March 2012 and 12 December 2012

[New summary April 2016 by board of studies secretary]

On 14 March 2012 the board of studies approved the appointment of an executive committee for administrative procedures, consisting of one member of academic staff and one (possibly two) students. The committee normally meets once a week during each semester. The committee will operate based on Frederik Langkjær's memo "Administrative procedures at the Faculty of Arts" of 6 February 2012 (distributed to the board of studies as an appendix at the meeting on 14 March 2012) and section 4 of the standard rules of procedure approved by the board of studies at the School of Culture and Society on 12 December 2012:

Section 4. The board of studies may delegate tasks and the authority to make decisions to committees, which will have the same proportional composition as the board of studies. The committee's members must also be members of the board of studies. Subsection 2. Decisions of major importance and decisions regarding establishing/changing practice may not be delegated. In addition, decisions may not be delegated to the extent that the board of studies in effect becomes superfluous.

The executive committee's practice is that all cases under the jurisdiction of the board of studies should be submitted to the executive committee, with the exception of

- cases involving dispensation for the fifth examination attempt or more, as well as other important cases of principle, which should be dealt with at meetings of the board of studies
- cases for which there is a precedent which do not give any cause for doubt with regard to assessment: these will generally be dealt with directly by the administration, possibly including an academic assessment (e.g. routine cases regarding credit transfer)

The executive committee's decisions are submitted to written consultation by the board of studies with a three-day deadline for objections.

Since the discussion at the meeting of the board of studies on 12 March 2014, the authority of the board of studies has been regarded as distinct from the authority of the director of studies with regard to decisions and dispensation from deadlines and other planning issues. In October 2015 there was a ministerial rebuttal of this distinction, so all cases regarding deadlines and other planning issues also now belong under the auspices of the board of studies.

2. Delegation concerning Master's thesis, 14 March 2012

The task of approving the supervisor, topic formulation and supervision plan for Master's theses (section 18 subsection (5) of the University Act) is delegated by the director of studies to the heads of department.

3. Approval of teaching plans and exam schedules by the board of studies, 14 March 2012

In accordance with Section 18 subsection (4) item (3) of the University Act, these are handled in practice by the degree programme boards.

4. Assessment of degree programmes from other countries, 9 May 2012

Assessment of degree programmes from other countries in connection with student applications for scholarships to study abroad (and more specifically, assessment of whether AU could have had an exchange agreement with the degree programme in question):

1. in general, the board of studies recommends granting such applications to prevent any barriers to the internationalisation of students
2. the study administration office may take over specific assessments, which can normally be made on the basis of general and objective criteria, e.g. forms of accreditation or compliance with the study structures of the Bologna process

5. Language of examination, approved 11 March 2015

In continuation of [section 6](#) of the Examination Order, the board of studies approved the following revised guidelines with the explicit objective of increasing clarity for students and teachers, and reducing the need for applications:

| Language of degree programme or line | Language of teaching | The student's exam language on the course | |
|--------------------------------------|------------------------------------|---|-------------------------------------|
| | | must generally be | may be |
| Danish | Danish (section 6 subsection (1)) | Danish | English, if the teacher allows this |
| | English (section 6 subsection (3)) | English | Danish if the teacher allows this |
| English (section 6 subsection (4)) | English | English | English |

The board of studies added a few points:

- External examiners should be informed.
- Students should not necessarily be granted dispensation to sit exams in English on a Danish degree programme, and it should not be possible to complete a degree programme that is taught in Danish without doing exams in Danish. This would create the same imbalance between the exam certificate and the student's actual language abilities which the guidelines seek to avoid with regard to degree programmes that are taught in

English.

- As long as this does not undermine the basic objectives of the degree programme in question, teachers may allow students on degree programmes taught in Danish to do exams in foreign languages other than English (German or French, for instance).

6. Guidelines for credit transfer for profile courses, approved 8 May 2013

Guidelines for practice concerning credit transfer for the profile semester, autumn 2013 and onwards

The practice concerning credit transfer is a continuation of the existing practice with adjustments in relation to the changed structure of profile courses from the autumn of 2013.

The main principle (also for practice concerning credit transfer) is that the profile semester is concerned with developing the student's academic and practical competence

- by going through the process resulting from the internationalisation of their academic identity during study abroad
- by using their academic identity in an internship/field studies
- or by engaging in cross-disciplinary and practical fashion in courses targeting academically relevant labour market segments

In addition to this, there are two principles in the following suggestion for practice:

- As far as possible, the three options (study abroad, internship/field studies, profile course) should not be mixed in relation to credit transfer
- Advance approval of anything other than the three options is not normally given, except in the following case: if the student does not wish to do a profile course, they must study abroad or do an internship/field studies

1. Internships/field studies

a) In principle, advance approval of credit transfer is not given.

b) Credit transfer after the event, for instance for students who have changed Master's degree programmes or universities, is granted in exceptional circumstances and on the basis of an academic assessment.

2. International electives 1-3

a) In principle advance approval of credit transfer is only granted to students studying abroad, except when students return home with exams that can be credited to less than 30 ECTS. In such cases, advance approval of credit transfer can be given following academic assessment to replace one or two of the international electives with either a profile course with the relevant ECTS weighting or other courses which are deemed relevant for the student's overall academic and practical competences.

b) Credit transfer may be granted after the event on the basis of an academic assessment and is, as a rule, unproblematic for courses taken abroad at a Master's degree level (depending on the demand for the academic level stated in the relevant academic regulations) during enrolment at

another Master's degree programme or university. Credit transfer to international electives from other types of subject will only be granted after the event in exceptional circumstances, except in cases covered by point 2a.

3. Profile courses

There are various practices for credit transfer for profile courses, depending on whether the student applies for advance approval of credit transfer for the obligatory and constituent 20 ECTS profile course or the 10 ECTS elective profile course, and on whether the student does not speak Danish.

Advance approval is granted on the basis of an individual academic assessment. This academic assessment is carried out by the board of studies to which the profile belongs.

a) Advance approval of credit transfer for obligatory and constituent 20 ECTS profile courses:

The decisions of the boards of studies regarding advance approval of credit transfer are made based on the overall competence profile of the profile concerned

(<http://studerende.au.dk/en/studies/subject-portals/arts/teaching/profile-courses/>).

In connection with the assessment, the course concerned:

- must be at Master's degree level
- must create space for collaboration across disciplines
- must be vocational and include collaboration with external partners
- must contain a clearly defined practice and learning-by-doing dimension, and
- must amount to 20 ECTS credits

b) Advance approval of credit transfer for 10 ECTS elective profile courses:

The decisions of boards of studies regarding advance approval of credit transfer are made based on the extent to which the course:

- creates space for collaboration across disciplines
- is vocational
- contains a clearly defined practice and learning-by-doing dimension

or:

- is a practical course which can support the profiling that takes place in the 20 ECTS obligatory and constituent profile course that the student has chosen

c) Advance approval of credit transfer for students who do not speak Danish:

For students who do not speak Danish and who do not wish to complete the profiling semester by doing an internship/field studies or taking international electives, a separate practice for credit transfer applies.

This separate practice is partly based on the limited range of English-speaking profile courses offered, but also on the special situation in which international students find themselves in relation to their studies at AU.

The profile courses aim to develop the students' academic and practical competences by

engaging in a cross-disciplinary and practical fashion in courses targeting relevant labour market segments. These academic and practical competences are directed towards the Danish business community; and since students who do not speak Danish do not necessarily stay in Denmark after completing their studies, this is less relevant to their post-university lives.

Consequently, all students who do not speak Danish and are doing a profile course will be given advance approval of credit transfer for all courses in English. The only requirement is that the course is at a Master's degree level.

7. Master's thesis supervisors in other programmes, approved 12 September 2012

The board of studies has agreed that student requests for a supervisor from another programme within the School of Culture and Society can be met. If the decision results in an imbalance in terms of workloads and completion bonuses, it will have to be reconsidered.

8. Guidelines for activity account, evaluated January 2014

http://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/Retningslinjer_IKS-studienaevnets_Aktivitetskonto_02.pdf

9. Summary of Bachelor's projects and Master's theses, approved 13 February 2013

The board of studies has agreed that the summary in Bachelor's projects, Master's theses and Master's projects is not included in the total number of pages.

10. Evaluation policy, updated April 2016

See the evaluation policy on the board of studies' website:

<http://studerende.au.dk/en/studies/subject-portals/arts/contact/board-studies/culture-and-society/>

11. Two-year plan for teaching period

Please note: The plan may be revised as a result of new, joint decisions made by the faculty.

- 30 May 2016 Submission of BA projects
- 22 August 2016 Freshers' week/Commencement of studies
- 29 August 2016 Start of the semester (but humanities electives start on 5 September)
- 14 December 2016 Submission of BA projects
- February 2017 Start of the semester
- 30 May 2017 Submission of BA projects
- 28 August 2017 Freshers' week/Commencement of studies
- September 2017 Start of the semester

- xx. December 2017 Submission of BA projects

Please note: Programmes which have quarterly teaching or project-based teaching may have different dates

Autumn 2016

| | | |
|------------------------------|--|---|
| 22-26 August | Freshers' week | |
| 2-3 September | Master's introduction | |
| 29 August | Start of semester | (Humanities electives 5 September) |
| 17-21 October | Autumn holiday | |
| 9 December | Teaching ends | Introductory course in language with 14 weeks until 16 December |
| 14 December | Joint deadline for submission of BA projects | |
| Week 50 (12-16 December) | Examination week for humanities electives (semester 3) Take-home assignment 14/12 Set, take-home assignment 9-16/12 Synopsis + oral exam 7/12 (synopsis) + 14-16/12 (oral exam) | all other teaching during semester 3 must be completed |
| 9-20 December + 2-30 January | Standard exam period | exams for supplementary subject in week 51 |

Agreements regarding location of teaching:

- Semester 3: All humanities elective teaching is on Monday
- Semester 5/Semester 7: Teaching in connection with BA projects is on Friday (so teaching for supplementary subjects during semester 1 is Monday to Thursday, including co-taught BA/supplementary subject courses)
- Master's degree, semester 3: Profile courses 20 ECTS Monday-Tuesday, profile courses 10 ECTS Wednesday-Friday

Spring 2017

| | | |
|----------------------|--|--|
| 30 January | Start of semester | |
| 10-12 April | Easter holiday | |
| 19 May | Teaching ends | |
| 30 May/Monday 2 June | Joint deadline for submission of BA projects | |
| 19 May to 27 June | Standard exam period | |
| 1 June 2017 | Submission of thesis | |

Autumn 2017

| | | |
|--------------------------------|--|--|
| 28 August – 1 September | Freshers' week | |
| first week of September | Master's introduction | |
| 4 September | Start of semester | |
| 16-20 October | Autumn holiday | |
| 8 December | Teaching ends | |
| 12 December/Monday 15 December | Joint deadline for submission of BA projects | |
| 11-15 December | Examination week for humanities electives (semester 3) | all other teaching during semester 3 must be completed |
| 15-22 December + 2-30 January | Standard exam period | exams for supplementary subject in week 51 |

Agreements regarding location of teaching:

- Semester 3: All humanities elective teaching is on Monday
- Semester 5/Semester 7: Teaching in connection with BA projects is on Friday (so teaching for supplementary subjects during semester 1 is Monday to Thursday, including co-taught BA/supplementary subject courses)
- Master's degree, semester 3: Profile courses 20 ECTS Monday-Tuesday, profile courses 10 ECTS Wednesday-Friday

12. Guidelines for advance assessment of admission requirements, approved 10 April 2013

The board of studies has agreed that advance assessments of whether or not a Bachelor's degree programme meets admission requirements for a Master's degree programme will not be made. This will only be assessed specifically, individually and in a binding manner when applying for admission.

13. Profile courses on line B of Master's degree programmes, approved 13 June 2013

The board of studies agreed that the Arts Committee on Education's recommendation – i.e. a combination of the obligatory profile courses of 20 ECTS and 10 ECTS from the Master's degree course (called 'New proposal A' in the memo) made good sense for large subjects, but since the subjects' resources and interests vary, the board of studies was against a universal model for line B profile courses. Each subject must choose which model they want – including maintaining 30 ECTS profile courses, as has been the case so far.

14. Implementation of greater openness regarding material discussed at meetings of boards of studies, approved 20 January 2016

At the constituent meeting in January 2016, the board of studies requested greater openness about

the meetings and the decisions made. There is still work to be done on the board of studies' Blackboard forum, where non-confidential documents are made available. There was a request that knowledge of the minutes of meetings should be distributed faster and more broadly. It was therefore decided that in future the minutes of meetings should be approved when they are issued, and published in the School of Culture and Society's newsletter.

15. Assessment period for theses, status May 2016

This point is being revised.

16. Allocation of "empty slots" for single-course students, approved 13 November 2013

As a guideline, the board of studies decided that empty slots should be allocated to applicants for single courses who fulfil the admission requirements or gain dispensation, in the order in which they apply (first come, first served).

17. Changing classes

This is not a guideline approved by the board of studies, but a rule which has been approved by the director of studies and the study administration. The joint rule for teaching which is divided into classes that have different teachers who are also examiners is as follows: in the periods 1-15 September and 1-15 February teachers may move students to a different class with a different teacher, if there is room in that class. There is room in a class if the number of students does not exceed the number of seats reported by the teacher/degree programme director. Class changes which do not involve changes in registration for teaching, exams or examiners do not involve the AU administration and can therefore be carried out in accordance with local rules. Humanities electives can be changed by applying before the start of the semester, subject to places being available.

18. Form of re-examination, standard, approved 21 January 2014

If the form of re-examination is not stated in the academic regulations, the board of studies has agreed on a default solution: re-examinations for all 10 ECTS exams which do not require a practical dimension (for instance excavation work) involve a 10-page, set written assignment, which must be written in one week.

19. Guidelines for medical certificates, approved 9 April 2014

See site page on exemption:

<http://studerende.au.dk/en/studies/subject-portals/arts/counselling/exemptions/>

20. Quota 2 committee, approved 14 May 2014

The board of studies has agreed that the executive committee, on behalf of the board's subjects, can decide about the few applicants who lack one or more marks in the so-called quota two

average. These individuals must therefore be entered by hand in the list of marks.

21. Use of computers during preparation time at oral exams, approved 14 May 2014

The academic regulations state whether the use of computers during preparation time at oral exams is allowed.

At the board of studies meeting on 14 May 2014, the board approved the guidelines presented for using computers at exams:

Use of computers in preparation at oral exams

If all usual materials are permitted during preparation time, and providing that the academic regulations do not explicitly prohibit the use of computers, bringing computers or tablets with the student's own notes is allowed.

The board found it unnecessary to prohibit internet access, partly because this does not pose an academic problem, and because it is not stated in AU's regulations of 1 September 2015 concerning the use of computers at exams. It is only mentioned in the associated guidelines and specifically in connection with on-site exams.

22. Guidelines for exemption from the requirement for compulsory registration for students on maternity/paternity leave, approved 10 November 2014 and 11 February 2015

The board of studies approved the guidelines presented for students on maternity/paternity leave. The guidelines can be found here:

<http://studerende.au.dk/en/studies/subject-portals/arts/counselling/exemptions/>

23. Participant requirements and form of re-examination for humanities electives, last updated 10 February 2016

The form of re-examination and the wording of participant requirements for the humanities elective exam with classroom participation as a prerequisite were approved as presented (11 March 2015, updated 10 February 2016). Forms of examination and prerequisites can be found on the [page for humanities electives](#).

All humanities electives, profile courses and summer school courses must always be evaluated (10 June 2015).

The board of studies also requests that the evaluations are sent cc: to the education consultant, to ensure an overall evaluation of the subjects belonging under the board. For this purpose, a form is also needed to summarise the evaluations of humanities electives (10 June 2015).