

**Meeting: 23-09-2020 14.15-16.30**

**Online meeting – Zoom**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Ushma Chauhan Jacobsen, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Tenna Blindbæk, Emily Virginia Hus, Amalie Kathrine Kjærulff, Emma Hundahl Kærsgaard, Sofie Lavall Nøjsen, Henriette Feldborg Olesen, Emilie Bak Sand.

**Observers:**

Simon Skaarup Axelsen (studievejledning), Louise Bjerregaard, Ann Carroll-Bøgh, Kristine Damholdt (Head tutor), Pernille Højvang Nielsen (Head tutor), Trine Susanne Johansen, Dominic Rainsford, Thomas Alexander Sharp (Head tutor), Mejse Voss.

**Apologies:**

Tabish Khair

**Referat**

**Uddannelsesnævn Engelsk**

Dato: 14. oktober 2020

Ref: Louise Bjerregaard

Side 1/8

**1. Approval of the agenda**

The agenda was approved.

**2. Approval of the minutes**

See document *UN-Engl-2*, also found in O:\ARTS\_CC-ENG-UN\Archive\Referater.

The minutes were approved.

**3. Evaluation of arrangements for the BA orientation week etc., autumn 2019**

See documents *UN-Engl-3a* and *-3b*.

Chairman Sten Vikner (SV) welcomed the Head tutors from SLK English, who took part in the UN meeting as guest. UN was supposed to evaluate the *studiestart* with a view to optimising initiatives for the following year.

The UN showed great appreciation for the Head tutors' work and for the positive feedback from the new students in the evaluations. Head of Department Dominic Rainsford (DR) thanked the Head tutors for having developed the *studiestart* in a very responsible manner during the difficult conditions with guidelines changing frequently until the week itself.

In the IVK English evaluation, a student mentioned alcohol. UN discussed that no alcohol had been involved in the week or in the planning itself. Alcohol could only have been involved in the students' own social activities outside the planned *studiestart* by the Head tutors from IVK English. It was pointed out that it was difficult for the Head tutors to control this.

Furthermore, UN discussed comments about the AU systems such as Blackboard in the evaluations. The Head tutors informed the UN that this comment had more to do with the new students feeling uncertain about the many systems even though the tutors had spent a fair amount of time on introducing them to the systems. This turned out to be a frequent comment in the evaluations about *studiestart*.

#### 4. Specific changes to academic regulations effective from September 1, 2020

SV oriented UN about the specific changes to the UN's academic regulations:

- BA TV English (SLK):  
Changes to the re-examination in *English linguistics 1: Levels of language*: The re-examination will be published at the end of the teaching instead of at the beginning of the semester, and a sentence had been removed concerning the assessment of the level of the prerequisite requirements.
- BA TV Strategic Communication in Organisations:  
Changes to the re-examination in the courses *The communicating organisation* and *Internal communication* where it has been made clearer that doing the portfolio in groups is also possible in the re-exam (if this had been the case in the exam).
- BA English (SLK):  
Addition of separate re-examination for *English linguistics 1: Levels of language* with a specific description of the prerequisite requirements for the re-examination, and a sentence had been removed concerning the assessment of the level of the prerequisite requirements.
- BA IVK English:  
Changes in the purpose section for the course *Philosophy of science and scientific methods*.  
*Bachelor's Project*: We no longer offer different project electives, so minor changes have been made in the description of the academic objectives and form of instruction in order to match this change in courses offered.
- KA English (SLK):  
Addition of a new ('delayed' or 'out of sync') Track B for students with programme extensions.

#### 5. General changes to academic regulations effective from September 1, 2020

See the Newsletter from Arts Studies, document *UN-Engl-6*.

Louise Bjerregaard (LB) oriented the UN about the general changes to academic regulations and changes caused by SNUK's annual review of legal issues (*juridisk gennemsyn*). Changes in *Requirements in the degree programme order* (section 2.1 of the academic regulations) or *General rules* (section 3 of the academic regulations) are made once a year due to changes in the rules – for instance new ministerial orders, revised rules for AU or the Faculty of Arts, or decisions regarding new practices made by the Board of Studies. Changes this year are the following:

- Defining the rules for the language of teaching and exams in accordance with the new language policy at the Faculty of Arts (the language policy is explained under point 6 in the agenda)

- The rules about participating in the teaching have been modified in the autumn of 2020 due to the Corona-pandemic: Regular attendance (75%) in the teaching is not required in the autumn semester 2020.
- The rules about prerequisites (*forudsætningskrav*) have been moved from section 3 to section 2.1.
- Rules for syllabus: See the Study portal for rules about reusing the syllabus for re-examinations.
- More precise wording of the section about registering for and withdrawing from exams (section 3 of the academic regulations).

SNUK carries out a legal review of all the faculty's academic regulations once a year. SNUK collects information from our departments and administration, as well as information about exam complaints relating to problems in the academic regulations. SNUK will then decide which changes are needed in the academic regulations, based on the issues that are most urgent. These improvements help to remove any confusion among teachers and students, to reduce the number of exams that cannot be completed, to improve communication, and to ensure the legal rights of the students.

This year's legal review has led to the following changes in the exam descriptions in relevant academic regulations at IKK:

- The term "prerequisite" is used in English versions of academic regulations to make this point clearer.
- The requirements of the ministerial order regarding individual assessment have been made explicit in the description of portfolio exams, with the teacher using Blackboard to explain whether sub-assignments can be written in groups.
- A reference to the study portal has been added if the wording about the deadline for submitting prerequisites was unclear.
- A correct reference to section 2.1 has been added, describing the rules for taking part in the teaching.
- It has been underlined that the deadline for submitting assignments in the digital exam system can be found in the exam plan.

## 6. Newsletter from Arts Studies

See document *UN-Engl-6*.

LB informed the UN about the most recent newsletter from Arts Studier, and explained that a new language policy has been launched at the faculty of Arts in connection with the new outlines for teaching and language of examination from *Styrelsen for Forskning og Uddannelse*. The faculty are obliged to tell the students in which language the teaching and exams take place, and the students should be able to see the specified language in the exams in advance. The teaching and language of examination is therefore determined before the students' registrations are made. On [bachelor.au.dk](http://bachelor.au.dk) and [kandidat.au.dk](http://kandidat.au.dk) it will say which language will be the primary teaching language for each degree programme, and whether the students can expect to receive teaching in other languages. The academic regulations describe the rules for teaching and language of examination and is updated September 1, 2020. The course catalogue specifies the language in which the specific teaching and the exam is conducted for each course offering. The language of instruction must

be stated in the course catalogue no later than April 1 and October 1. LB informed the UN about the specific language policies applying to the UN's degree programmes:

*Language policy applying to BA-TV English Business Communication and BA-TV Strategic Communication in Organisations (Danish track\*):*

Danish accredited degree programmes: Teaching and exams in Danish or English, depending on who teaches or the purpose of the course. The teacher must comply with the wishes of the student to take the exam in Danish, even if the teaching was conducted in English, and vice versa.

The Faculty management team and the Board of Studies have decided to continue the practice of Danish accredited degree programmes with teachers and students agreeing on other language of examination (as Swedish and Norwegian), except when linguistic knowledge (*sprogkundskab*) is part of the academic objectives. The teacher registers any other language of examination in connection with grading.

*Language policy applying to BA, BA-TV, KA-TV and KA SLK English, KA Intercultural Studies, BA-TV Contemporary Communication in English\*\* and BA-TV Strategic Communication in Organisations (English track\*):*

English accredited degree programmes: All teaching and exams are conducted in English alone. The teacher may not agree otherwise with students.

\*One addition is that on the BA-TV Strategic Communication in Organisations, the students can have teaching in both Danish and English within the same course. In these cases, the students must choose in which language they want the exam to be conducted.

\*\*The language of the teaching and exams is English. By arrangement with their teacher, students may take exams in Danish in all the courses on the programme, unless one of the objectives of the exam is to demonstrate the students' language skills.

*Language policy applying to KA CLM English and BA IVK English:*

Danish accredited degree programmes in language and language-based area studies: Teaching and exams are conducted in Danish, English or the studied language. If language skills are part of the academic objectives, the students cannot take the exam in other languages than the language studied. If language skills are not part of the academic objectives, the teacher can meet the student's wish to take the exam in Danish, even though the teaching has been conducted in English, and vice versa.

Furthermore, LB informed the UN about the reduced number of re-examinations at the Bachelor degree programmes (first described in [the newsletter in February 2020](#)). From autumn 2020, only one re-examination annually (summer *or* winter) will be offered, in the same examination period as the ordinary exam. Some re-examinations are still offered both in the summer and winter to give students the best opportunity to complete their degree programmes within the framework and rules.

VEST has initiated a proactive counselling initiative aimed at students who are at risk of dropping out because of the Corona shutdown. Student counsellors will contact 260 students at the faculty of Arts and offer them guidance.

*Styregruppen for Studiepraktik* has decided that the student internship (*studiepraktik*) 2020 will be an online event, which VEST is working on. The event will be shorter than

originally planned, it will take place in week 43, and it is facilitated by students from the various studies.

*Analyse og indberetning* and *International uddannelse* have updated the report *emnerapport 014* in Power-BI with *optagelsestal* at Summer University 2020.

## 7. Discussion of the end-of-term teaching evaluations from spring 2020

See documents in the folder *O:\ARTS\_CC-ENG-UN\Meetings 2020\2020 09 23\evaluations*.

SV and DR introduced the UN to the new guidelines for teaching evaluation, where it was important that both the UN discussion and the summary were related to both the cross-disciplinary evaluation themes (*tværgående evalueringstemaer*) in the Department and any specific degree programme discussions.

The summary should provide an opportunity to adopt a comprehensive, managerial perspective on the challenges/opportunities/best practices identified by the course evaluations. It was therefore important to mention if there were themes that could be discussed across the degree programmes in the Board of Studies.

It would be fine if the work with the end-of-term teaching evaluation would result in proposals for specific follow-up initiatives which could be included in the action plans and/or form the basis for the annual collective didactic initiatives at the Department.

The summary needed to be in Danish and should be formulated in a way that was appropriate for publication on the AU website. The summary had to contain the following:

- *Afdeling*
- *Uddannelser diskuteret på UN-møde (dato):*
- *Afdelingsleders redegørelse for semesterets evaluering (tilføj evt referatuddrag fra UN-mødet)*
- *Hvilke erfaringer, spørgsmål og/eller problemer kan/bør tages til drøftelse i SN?*
- *Evt. andre kommentarer*

UN discussed the ICS coordinator evaluation, and DR explained that it could be found together with the HSC (history, society and culture) coordinator evaluation. UN discussed that maybe an ICS coordinator could be in the UN in connection with end-of-term teaching evaluations. As for now, the HSC coordinator handles the ICS because the coordinator also teaches ICS courses.

UN discussed 'the cause for concern' in DR's summary. UN discussed the need for more VIPs in the obligatory courses than D-VIPs, since this is a lot of work for D-VIPs and they need more support. It was pointed out that there was a difference in the evaluations depending on whether the course had been taught by a VIP or a D-VIP. The department needs more fulltime staff instead of the part-time staff, since this has an effect on the level of the teaching. To DR's summary, UN suggested to write that D-VIPs need more support from the department and from the different coordinators, and a solution could be to not to give the D-VIPs different courses.

Furthermore, the UN discussed in relation to the teaching under the Corona-situation that students need clarification about the teaching and that the same teaching is planned

whether it is carried out online or not. It was pointed out that there still should be diversity in the teaching but it should be planned as close as possible to the original campus-teaching.

## 8. Where we are regarding the action plans (*handleplaner*) 2020

See documents *UN-Engl-8a*, *-8b*, *-8c*, *-8d*, and *-8e*.

DR informed the UN about the status of the action plans and that the UN should decide which concrete steps need to be taken by the UN, e.g. in the UN meetings in the coming year.

DR explained that some actions have not been possible yet, but they are all in progress and in general, the actions are moving in the right direction.

The issues regarding *forskningsdækning* and the need for more teaching staff will be set in motion when DR will talk to the Director of studies (*Studieleder*) about possible positions at the department.

DR oriented the UN about the possibility for more electives. It had turned out to be possible to have four instead of three electives in the autumn 2021.

In relation to the discussion about the action plans, the UN discussed that students complain about supplementary subjects (*tilvalg*) at IVK English:

Students with the IVK supplementary subject in Strategic communication in organisations compared the number of other supplementary subjects at Arts rather than the content of the supplementary subject in Strategic communication in organisations with the other supplementary subjects at Arts. The UN would like it to be emphasised that this supplementary subject should be seen more as a specialisation which is a natural extension of the BA in IVK English. The department needed to look at how they addressed this supplementary subject. It was pointed out that some students might think they have the same supplementary subject as other students from Arts, as it is not clear from the academic regulation that it is mandatory to choose either another IVK language or Strategic communication in organisations.

UN has previously discussed opening the IVK supplementary subject to other students than ones from IVK. The UN will continue this discussion at a later time, but the UN need to know the possibilities before having a discussion about the opportunities and the timeframe, and furthermore, the UN also need to take the UN for German-Romance into account.

## 9. The upcoming elections to the UN and other AU committees in November 2020

SV and LB oriented the UN about the AU elections in the autumn 2020 concerning recruitment, especially among students. The UN will contain of 6 students and 6 VIPs in the future, all of which are to be elected in November. The election will be held on November 9-12, 2020. Lists of candidates may contain ten names, these should list the candidates for the UN and the substitutes as well both for students and for VIP. Submission of candidate lists is expected to take place October 19-23, 2020.

Link to the election page at AU's website:

<https://medarbejdere.au.dk/en/strategy/election/about-the-university-elections-at-au/elections-rules/>

Link to the election rules:

<https://medarbejdere.au.dk/en/strategy/election/about-the-university-elections-at-au/elections-rules/election-rules/>

LB showed the UN the election circular 2020 updated with information about deadline etc. at the election page: <https://medarbejdere.au.dk/strategi/valg/valgcirkulaere-2020/>. SV oriented the UN that Mark Eaton, Sandro Nielsen, Anne Schjoldager (as new UN vice chair), Sten Vikner, Trine Susanne Johansen and Tabish Khair would be the candidates for the UN members in 2021. This meant that Ushma Chauhan Jacobsen was not the SN representative or in UN from the next period, and they therefore needed a new SN representative. This would be coordinated at a staff meeting.

The students discussed the need for student representatives from all degree programmes including ICS. It was expected to be a challenge to cover all degree programmes, given the number of seats in the UN.

#### *Decision:*

UN was expected to decide who should be responsible for the lists of candidates, it was suggested in advance that the UN chair should be in charge of the list of candidates from the teaching staff and the UN vice chair should be in charge of the list of student candidates. The UN choose SV in charge for the lists of VIP candidates and Tenna Blindbæk in charge of the list of student candidates.

#### **10. Submission rates of MA theses (*specialer*)**

See the document *UN-Engl-10*, prepared by Arts studier.

This topic was postponed until the UN meeting in October 2020.

#### **11. Items from the Agenda of the School of Communication and Culture Board of Studies (*IKK Studienævn*)**

Potential points to be discussed include:

- Item §4. *Studieordninger: Studieoversigter og Om uddannelsen (orienteringspunkt)*
- Item §5. *Summer University Udbud 2021 (beslutningspunkt)*
- Item §6. *Valg på AU (drøftelsespunkt)*
- Item §7. *Kommentering på udkast til retningslinjer for undervisnings- og eksamensplanlægning (beslutningspunkt/udtalelse)*
- Item §8. *Mulige emner til drøftelse (beslutningspunkt)*

UN discussed item §7 in relation to the point from the last UN meeting about the four weeks exam assessment, but the UN decided that this was too specific for the department to discuss at the SN meeting. This is something that DR will take up in the school leadership meetings.

None of the other items were discussed.

**12. Any other business**

Sara Dybris McQuaid (SDM) had been recommended to the Board of Studies by the UN student representatives as a candidate for the *hyldestpris til en fremragende underviser*, which the ministry will hand out in 2021. SV mentioned this last meeting and could now inform the UN that SDM had not received the price but she wanted to thank the students, and SN wanted to thank for the UNs participation in this.