

**Meeting: 19-08-2020 14.15-16.30**

**Online meeting – Zoom**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Tabish Khair, 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:**

Ida Chalmer Hansen (studievejledning), Louise Bjerregaard, Ann Carroll-Bøgh, Trine Susanne Johansen, Dominic Rainsford, Mejse Voss.

**Apologies:**

Ushma Chauhan Jacobsen.

**1. Approval of the agenda**

The agenda was approved.

Chairman Sten Vikner (SV) welcomed Mark Eaton who will be a VIP substitute for Sara Dybris McQuaid until February 1, 2021, and welcomed Emma Hundahl Kærsgaard and Henriette Feldborg Olesen as UN members. Furthermore, SV informed the UN that Tenna Blindbæk is now acting as the UN vice-chair, and Amalie Kathrine Kjærulff is the student representative in the IKK Board of Studies.

SV pointed out to the UN that teacher Sara Dybris McQuaid 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. The UN had received this information on e-mail before the UN meeting.

**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. Newsletter from Arts Studies**

See document *UN-Engl-3*.

Louise Bjerregaard (LB) informed the UN about the most recent newsletter from Arts Studier, and explained that it had been discovered that the faculties at Aarhus University (AU) have varied in their guidelines on self-plagiarism. The issue had been discussed by the Committee for Education (*Udvalget for Uddannelse*), which has decided that the fact

**Referat**

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that a student reuses parts of a previously submitted exam attempt in a new attempt to pass the same exam without referring to this in the last submitted assignment should not count as plagiarism. Students are therefore allowed to continue working on a failed assignment within the same subject area. This has always been the practice at the Faculty of Arts, and such cases should therefore still not be reported, but now there is a common guideline for all faculties. SV pointed out that the guidelines for self-plagiarism still do not allow for any part of the exam in the course *Thesis research colloquium (Speciale-forberedende forløb)* to be reused as part of the same student's *Master's thesis (Speciale)*. LB also informed the UN about changes in courses and academic regulations which take effect on September 1, 2020 and explained that changes to autumn courses 2020 had been published in the course catalogue in April. These changes will only be specified in the academic regulations from September 1, 2020, and LB pointed out that it would be a good idea that the teaching staff looked in the course catalogue for the courses taught in the autumn. All changes to the academic regulations will be visible September 1, 2020 – both for spring and autumn courses and adjustments to general rules. The newsletter for September will contain further information about this.

Furthermore, data on bachelor-graduates' further course of study and progress at AU was available in a Power-BI report. In the report, it is possible to get an overview of the number of graduates who will continue their studies at a Master's degree programme (MA) at the university, and it is also possible to see any breaks between the Bachelor's degree programme (BA) and MA as well as gender, age and nationality of the graduates. The data had been extracted in March 2020.

LB said that there was still time to submit proposals for AU Summer University courses in 2021. The deadline for submission of proposals is September 1, 2020. The Board of Studies will deal with the proposed Summer University courses after the deadline.

#### 4. Deadlines for the assessment of exams

See links <https://medarbejdere.au.dk/en/faculties/arts/for-teachers-at-the-faculty/exams/guidelines-for-assessment/> and <https://medarbejdere.au.dk/fakulteter/ar/til-undervisere-paa-arts/eksamen/retningslinjer-for-bedoemmelse/>.

A VIP oriented the UN that some of the deadline for the assessment of exams do not leave very much time for the assessment process itself, and that this had been an unpleasant surprise with assessment for the summer exams. The VIP had thought that teachers would have at least four weeks to assess the paper, but they had only been given 10 days for assessment of one exam and three weeks for another exam.

The UN discussed whether the links said the same according to the deadlines and discussed if there was a rule for maximum and minimum duration of assessment. Head of Department Dominic Rainsford (DR) and SV pointed out that the Danish and English website contained the same information about assessment deadlines but that the text in itself was not very specific. They informed the UN that the teachers always have four weeks except of at the end of the exam period where there is less than four weeks to the end of the exam period. This could be the reason for the experience with short deadlines such as 10 days.

It was suggested that if staff members could see from the exam plan that there were only 10 days assessment for an exam, then they should ask the Head of the Department if this was correct. DR encouraged teachers to keep an eye on this.

It was pointed out that exam planning meetings take place around 8 months before each exam period, and in these meetings special attention should be paid to whether any written exam deadline would fall in January or June, as these are the ones that might cause shortened assessment periods.

### **5. The practical (re-)organisation of teaching in A-2020 given 1 metre distancing**

See the documents *UN-Engl-5a/-5b/-5c/-5d*.

After suggestions had been submitted by individual teachers as to how the courses could be taught given the Corona situation, planning meetings were held for SLK/CCE and for IVK/Strategic Communication, and subsequently DR had outlined via e-mail (UN-Engl-5a/-5b) how teaching would take place in each course.

A VIP asked about a specific example regarding rooms for different groups (*hold*) in the course for the IVK Bachelor's project where there are five groups but some of the rooms for one or more of the groups were too small to teach in according to the 1 metre distancing. It was asked if blended teaching was acceptable for all of the groups or if they should teach the groups in different ways. The UN discussed what the best solution to the specific example was and decided that blended teaching would be the best solution. It was pointed out that blended teaching can be seen and implemented in various ways.

It was pointed out that students are allowed to stay on campus between courses, but there will be more guidelines for general ways to be at campus.

A student asked if the information in the Time planner was correct or if they should expect the information to change. DR and SV pointed out that the information in the Time planner was correct, the Department must stick to the time and rooms given. SV said that there was three possible examples for any given teaching room: 1) the room could be empty because of virtual teaching, 2) the room could be full and used because it would be acceptable with the number of students, or 3) the room could be half full and used because of blended teaching.

The *studievejledning* underlined the importance of the study group workshop as discussed by the UN at the UN meeting in June:

The *studievejledning* wanted to connect the workshop to the SLK course *History, society and culture 1* and the IVK course *Introduction to corporate communication and PR*, which was approved by the UN. The workshop would be an extra session and not a replacement for one of the teaching sessions. It was pointed out that UVAEKA could help with the technicalities concerning joining the workshop session to the course and that the *studievejledning* should contact them soon. Every teacher should to the students that they should take part in this online workshop. The *studievejledning* said that the exact date would be communicated to the teachers, where SV pointed out that the sooner the teachers have the date the better.

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

None of the following points was discussed by the UN:

Item §4. *Coronasituationen*.

Item §7. *Anerkendelse af god undervisning*.

## 7. Briefing about making changes to academic regulations

See the document *UN-Engl-7*.

LB informed the UN about making changes to academic regulations effective from September 2021, and explained that it was still possible at this point for the UN to request changes to existing academic regulations. According to the review of degree programmes (*Uddannelseseftersyn*), this requires that the academic regulations must have completed a full run through (*fuldt gennemløb*). LB pointed out that the proposed changes would be dealt with at a UN meeting in October or November 2020, where the UN should recommend changes that would need to be approved by the Board of Studies in November. The Dean's Office will deal with the recommended changes in January 2021. Approved changes to the academic regulations take effect on September 1, 2021.

The following academic regulations that has had a full run through:

- BA in International business communication in English from 2017
- MA in Intercultural Studies from 2018
- MA in English from 2017
- BA TV in English Business Communication from 2019
- BA TV in Strategic Communication in Organisations from 2019
- BA TV in English from 2018
- MA TV in English from 2017

The UN has previously recommended the following changes:

- Master's degree programme in Intercultural Studies 2018: Change to the course *Local Representations* due to a wrong formulation in connection with division of the course (cf. item 8 at the UN meeting in May 2020).

LB pointed out that teachers should contact her about the template to propose changes or if they have any questions about possible changes.

## 8. Brief reminder about the upcoming elections to the UN and other boards later in the autumn 2020

SV and LB pointed out that at the moment there was almost no information ready about the upcoming elections to the UN (and the Board of Studies). LB explained that it is possible to list 10 candidates both for VIP and for students, but guidelines and deadlines would be given at the next UN meeting in September. LB underlined that VIP and students should start considering and talking to their fellow colleagues and students about the elections and especially highlighted the need for a student representative from Intercultural Studies in the UN.

**9. Briefing concerning the approval of the electives for spring 2021**

SV informed the UN that the detailed descriptions for electives for spring 2021 were not ready in time for the UN meeting. Because the deadline for submissions to SNUK and UVAEKA was September 14, 2020, the UN would then have to carry out the approval process by e-mail. SV sent an e-mail to the UN with six proposed elective courses for spring 2020: three IVK *Research Topic* courses and three SLK *Advanced Research Topic* courses. UN approved the elective courses by e-mail.

**10. Advance warning of next month's discussion of the end-of-term teaching evaluations from spring 2020**

SV oriented the UN that by September 9, 2020, the coordinators should submit their evaluation summaries to DR, so that he can prepare his Head of Department summary in time for the next UN meeting on September 23, 2020. Mejse Voss should also submit a set of figures for each degree by September 9.

**11. Any other business**

SV expects the next UN meeting on September 23, 2020, to be online.

A student asked what the student organisations could do in connection with the Corona situation. DR informed that student organisations should be closed and social events are cancelled until further notice. A student asked about the reception for Master-graduates and DR expects the event to be cancelled but the Department will look further into how they can compensate for this.

A VIP asked whether the cafeteria would be open to both VIP and students when the semester began and DR explained that it would be open and that it would require the observation of the 1 metre distancing rule. A VIP oriented the UN that the book store was open, but when students want to buy books for the semester they should only go there in small groups at different hours of the day due to the Corona situation.