

**Meeting: 16 November 2022, 15:15-17:15**  
**Building 1481, Room 366**  
**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Rikke Oddershede Laursen, Emma Hove Petersen, Maria Hvidkær Christensen, Claire Isabel Hendrick.

**Observers:**

Ann Carroll-Bøgh, Laura Bøgedal (*studievejledning*), Dominic Rainsford, Matthias Stephan, Joseph William Sterrett, Lærke Orup, Mejse Voss, Louise Wennemoes Hansen.

**Apologies:**

Majbritt Kastberg Grønbæk, Christina Maria Møller.

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 23 November 2022

Ref: Louise Wennemoes Hansen

Side 1/5

**1. Approval of the agenda**

The agenda was approved.

**2. Any follow-ups on the approved minutes of the last meeting**

The UN followed up on the approved minutes from the UN meetings on 12 and 31 October:

- Regarding item 5: UN Chair Anne Schjoldager (AS) reminded the UN that the course guide used by SLK, which was mentioned at the meeting, was uploaded in the folder for the meeting on the o-drive after the meeting.
- Regarding the extraordinary meeting: The UN was reminded that, at the extraordinary UN meeting on 31 October 2022, AS informed the UN of *ministeriets underviserpris 2023* under “any other business”. The UN was now informed that one of the two candidates recommended by IKK for the award to the faculty is a teacher in the Department of English.

**3. Information: News from Arts Studies**

Louise Wennemoes Hansen (LWH) from SNUK informed the UN about the newsletter from Arts Studies in November 2022 and mentioned the following points:

- The timetables for the spring semester 2023 were announced in MyTimetable to teaching staff and students on 14 October.
- The degree programme diagrams under the 2023 academic regulations are now available in the study guide (see more about this in item 6, below).
- 18 Summer University courses have now been approved by the board of studies (SN) and set up in the system. [The courses can be found in the course catalogue here.](#)
- A new report, “*Tid til første job*”, is now available in Power BI. The report shows how long it takes for graduates to get first full-time jobs.

- Arts is currently focusing on exam prerequisites and removal hereof. However, exam prerequisites are not removed until the autumn of 2023. Students taking the upcoming winter exams and the summer exams in 2023 will still need to meet exam prerequisites. Teaching staff are asked to send a list to UVAEKA of students who have met/not met the prerequisites (if any). In relation to the upcoming winter exams, the deadline for doing so is 9 December 2022.

Another news item was about “EVU”. The UN commented that, when Arts Studies use the abbreviation “EVU”, they should first explain what this means as readers might not know this. The UN was told that the abbreviation stands for *efter- og videreuddannelse*, which is not particularly relevant for the Department of English.

#### 4. Information: Newly elected student members as from February 2023 (for UN and SN)

The UN was given an update on the (uncontested) student elections by UN vice-chair Emma Hove Petersen. [See the list of students via the election website on page 6 in the \*fredsvalg\*](#). All students on the list will be invited for UN meetings as from January 2023.

Nadia Schalipp will be SN representative for English in the next period. Unfortunately, it was not possible to find students from ICS. It was pointed out that the ICS coordinator can encourage students to join the UN as observers.

For more information about election results, check this link:  
<https://medarbejdere.au.dk/strategi/universitetsvalg/valgresultat>

#### 5. Decision: Meeting plan for UN meetings from February 2023 to January 2024

The Board of Studies (SN) has decided on their meetings in 2023 and in January 2024. The UN was to approve of the suggested UN meeting plan (below). UN meetings are scheduled on Wednesdays in the weeks before SN meetings:

- 11 January 2023 15:15-17:15 (already decided and booked)
- 22 February 2023 14:15-16:15
- 22 March 2023 15:15-17:15
- 19 April 2023 14:15-16:15
- 24 May 2023 15:15-17:15
- 21 June 2023 14:15-16:15
- 23 August 2023 15:15-17:15
- 20 September 2023 14:15-16:15
- 18 October 2023 15:15-17:15
- 15 November 2023 14:15-16:15
- 6 December 2023 15:15-17:15
- 17 January 2024 14:15-16:15

*Decision:* The UN approved the suggested meeting dates, except for the date in October, which is in week 42 (the autumn break) and therefore needs to be changed. Another change regards the meeting time on 11 January 2023, which will be 14:15-16:15.

UN meetings were booked after the UN meeting.

## 6. Discussion: The department's academic regulations in the study guide (*studieguiden*)

As mentioned in the newsletter from Arts Studies (see item 3, above), the department's revised academic regulations are now included in the online study guide, which is an important source of information for potential applicants at AU. The new and current academic regulations are presented on [www.bachelor.au.dk](http://www.bachelor.au.dk), [www.tilvalg.au.dk](http://www.tilvalg.au.dk) and [www.kandidat.au.dk](http://www.kandidat.au.dk) – which together are referred to as 'the study guide' (*studieguiden*). The UN was given an opportunity to comment on various presentations of the UN's degree programmes in this guide.

In connection with the item, the UN received a document provided by Inger Drivsholm Schytter, the local editor of the study guide, describing the procedure for changes in the study guide.

The UN pointed out some issues with the information on the pages for the department's degree programmes, for instance:

- In most cases, the study diagrams are in Danish and not translated into English, even though teachers and the department always use the English titles of the courses.
- Under *uddannelsesstruktur*: Not all current courses for ICS are mentioned.
- Under *en typisk uge*: In BA English, the programme content is not reflected correctly.
- Under *undervisningssprog* regarding the BA IVK English and BATV IVK English: It is not sufficiently clear that the teaching language is generally English.
- The UN recommends that links to BA IVK English and BATV IVK English academic regulations should be to the English-language versions, which are the versions that teachers and the department use and refer to.

It was pointed out that every year the department receives an e-mail from the above-mentioned local editor of the study guide in relation to making changes. This is sent in the middle of January. The UN therefore encouraged the coordinators/the department to look at the study guides again in January 2023 and suggest the necessary changes – especially in connection with the revised academic regulations.

LWH will ask the local editor of the study guide if it is possible to link to the English-language versions of the IVK academic regulations instead of the Danish versions.

## 7. Information: Summary of degree programme evaluation meeting about CLM English

The UN was informed about the results of the degree programme evaluation meeting about CLM English, which was held on 14 November 2022. Head of Department Dominic Rainsford (DR) mentioned that it was a good and positive meeting with different comments and ideas for the future of the CLM, taught in collaboration with the Department of German-Romance.

The pre-meeting (*formøde*), which is held before the actual evaluation meeting, between the external experts, teaching staff and students also went well. The students contributed a lot to this meeting, which was very positive, and they were generally very satisfied with

the degree programme, though it was also emphasised that the department should focus more on the CLM identity, which was changed somewhat when the programme was moved from BSS to Arts.

The Head of Department will provide the Board of Studies (SN) with this information at the December meeting.

### **8. Decision: UN questions for end-of-term teaching evaluations in 2023**

In addition to the compulsory AU and SN questions, the UN could choose to include a number of compulsory questions at the degree programme level of the end-of-term evaluations. Compulsory questions will be part of all end-of-term teaching evaluations in the department's degree programmes. The School's evaluation policy specifies areas that must be included in all evaluations, see link here: [https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/IKK\\_evaluering-spolitik.pdf](https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/IKK_evaluering-spolitik.pdf)

The UN was to decide whether to continue with the compulsory UN questions in the end-of-term teaching evaluations for spring 2023 and also for autumn 2023. The chosen UN questions for spring 2023 were listed in a document for the meeting.

*Decision:* The UN decided to continue with the compulsory UN questions for the whole of 2023.

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

The UN was given the agenda for the Board of Studies (SN) meeting on 21 November and had the possibility of seeing the documents for the meeting. Potential points from the SN agenda to be discussed in the UN included:

- *Item § 4. Studieordninger 2023 (beslutningspunkt)*
- *Item § 5. Behandling af foreslåede studieordningsændringer (beslutningspunkt)*

The UN was informed of the SN items, but none were discussed. It was pointed out that AS can decide to upload documents for the SN meeting in the UN folder if she finds these relevant for the UN.

### **10. Messages**

The UN received updates and news from:

- *Head of Department:* DR informed the UN about the financial situation at the School. For example, there will be fewer part-time teachers, and more full-time and permanent staff will therefore have to do more of the teaching. This affects the schedules for spring 2023, and it might also affect the schedules for autumn 2023, which the department starts planning in December.
- *Academic and administrative staff:* First-semester students have been given a survey regarding the processes in connection with setting up the study groups in this semester. The overall impression is that the first-semester study groups have worked better than in previous years. The UN will be informed about the results of the survey.
- *Students:* No new messages.
- *Arts Studies:* No new messages.

- *Student counsellors (Studievejledning/VEST)*: The student counsellors are planning U-days 2023 in February and 1<sup>st</sup> year BA-meetings, when, among other things, they will talk to students about 1<sup>st</sup> year exams, exam plans and re-exams. Furthermore, the student counsellors are organising a *Kandidatdag* on 24 November. The student counsellors encouraged staff to get in contact with them if they have suggestions for *alumni* to participate in the event *Karriereveje*, which will be held in April 2023.
- *Internationalisation coordinators*: No new messages.

## 11. Any other business

None.