

**Meeting: 18 May 2022, 14:15-16:00**

**Building 1481, Room 366**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Trine Susanne Johansen, Tabish Khair, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Majbritt Kastberg Grønbæk (also Head tutor for BA English), Claire Isabel Hendrick, Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen.

**Observers:**

Ann Carroll-Bøgh, Jane Lücke Didriksen, Laura Bøgedal (studievejledning, also Head tutor for MA English), Louise Wennemoes Hansen, Tine Jensen (Head tutor for BA English), Julie Nørgaard Løffer (Head tutor for MA ICS), Lærke Orup, Alicia Proton de la Chapelle (Head tutor for MA ICS), Mejse Voss.

**Apologies:** Helena Fjeldsted Jensen, Dominic Rainsford.

**Minutes (referat)**

**Uddannelsesnævn Engelsk**

Date: 2 June 2022

Ref: Louise Wennemoes  
Hansen

Side 1/8

**1. Approval of the agenda**

The agenda was approved.

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

See document *UN-Engl-2-Minutes UN meeting English 20 April 2022*, also found in *O:\ARTS\_CC-ENG-UN\Archive\Referater*.

For information about UN English, including approved minutes, see the link:

<https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur#c2498337>

The UN followed up on the approved minutes from the last UN meeting in April:

In relation to item 6, the UN was given an update on this comment in the MA CLM English indicator data about indicator 4: *"Pga. sammenlæsning er der kun data på indikator 4 Undervisningsevaluering på CLM engelsk, da det er engelsk der udbyder de sammenlæste fag"*.

The reason for this comment is that data is extracted from the same teaching/UVA code for all four CLM degree programmes in connection with data for indicator 4, and this code is linked to CLM English. German-Romance does not have indicator 4 in their CLM data, so their data is only available as part of the data for CLM English.

It is, of course, possible that CLM students in German-Romance have responded more positively or more negatively than CLM students in English and that this will influence the overall results. Unfortunately, however, it is only possible to give one shared result for all CLM degree programmes regarding indicator 4 because this is how the academic regulations have been set up.

The 33.2% response rate is therefore the collective response from all participating CLM students (that is, from CLM English, German, French and Spanish). If the Department of English wants to get a result concerning indicator 4 only for CLM English, the department will have to look at the actual teaching evaluations of the CLM English courses and examine how these students have responded to the AU question “I assess the overall benefit of the course as...”.

In relation to item 5, the UN was informed that the meeting with the student counsellors for English went well, though the *årshjul* was not ready yet. When it is ready, the Head of Department will forward it to the teachers.

### 3. Information: News from Arts Studies

See document *UN-Engl-3-Newsletter Arts Studies May 2022* or the link: <https://medarbejdere.au.dk/fakulteter/arts/til-undervisere-paa-arts/nyhedsbrev-fra-arts-studier>.

UN secretary Louise Wennemoes Hansen (LWH) informed the UN about the most recent newsletter from Arts Studier and mentioned the following points:

The newsletter includes information about guidance sessions for students delayed in spring 2022: The figures for IKK is 147 BA students and 82 MA students. Students are regarded as delayed if they are more than 30 ECTS points behind. Below, the UN was given the figures for delayed students in the Department of English in spring 2022 and autumn 2021:

	BA English (SLK)	MA English (SLK)	BA IVK English	MA CLM English	MA ISC (English)
<b>S2022</b>	<b>25</b>	<b>8</b>	<b>9</b>	<b>5</b>	<b>1</b>
A2021	18	10	6	4	2

As in previous years, students who only need to submit their Master’s thesis are not included in the statistics.

### 4. Decision: Approval of study start programmes for the introductory week

See documents:

*UN-Engl-4a-Study start programme for BA English students*

*UN-Engl-4b-Study start programme for BA IVK English students*

*UN-Engl-4c-Study start programme for MA English students*

*UN-Engl-4d-Study start programme for MA CLM students (all languages)*

*UN-Engl-4e-Study start programme for MA ICS students (all languages)*

The UN was to look at the study start programmes for BA English, BA IVK English, MA English, MA CLM and MA Intercultural Studies (ICS). All Head tutors were invited to present and discuss the programmes. Unfortunately, the Head tutors for BA IVK English were not able to attend the meeting.

All study-start programmes were praised for providing good, inspiring and well selected information that would benefit new students, and the UN thanked the Head tutors for all their work. However, it was also pointed out that tutors should be reminded that they act

in a professional capacity as representatives of the university, the department and the degree programme in question. Thus, for instance, tutors are expected to be good role models for new students.

The UN also discussed each study-start programme in some detail:

*BA English:*

The UN suggested some minor corrections – for instance to a room number and that a typo (on page 23, in the text about the Board of Studies (SN), the word “nice” should be changed to “nine”).

*BA IVK English:*

The UN had several corrections to be implemented before the BA IVK programme could be approved. The list below contains UN’s main corrections and also some suggestions:

- As a new item, there should be an introduction to study groups.
- There was some confusion over the page numbering of the study-start programme and also the welcome text by the Head of Department. This was because an older version of the study-programme had been uploaded on the o-drive for the UN, while a more recent version was also available. Of course, the page numbering should be sorted and the welcome text by the Head of Department should be included.
- It was pointed out that the map on page 3 contained an error: According to the programme, students are to go to building 1482, but the map directs them to building 1485.
- The programme mentions “Team 1, Team 2” etc., but the UN is unsure what this means. If this refers to “*hold*”, “team” should be changed to “class”.
- Considering the current situation in Europe, the UN finds it inappropriate to mention, “Plus, we make a killer White Russian” (in relation to the Esperanto Friday Bar, page 15). This remark should be removed.
- The UN pointed out that the programme contained four very late nights, ending at 2 in the morning, which is probably too much in an already heavily packed introduction week. It was suggested to change “- 00.02” to “- ??” as the ending time for the parties/gatherings on Monday, Tuesday and Thursday, but not on Friday. The UN stressed that the scheduled evening events are not part of the official program for AU, and it should therefore be clear that these are *not* mandatory.
- The UN asked why BATV IVK English students are not included in the programme, as they should also be made to feel welcome, should also be encouraged to meet the other students in their (respective) class(es) (*hold*), and should also be invited to participate in the study-group activities and in the academic parts of the programme, especially the course introductions on Tuesday morning. This should also benefit BA IVK students.
- The UN pointed out that tutor presentations (under the pictures on the final pages) might make the study-start programme unnecessarily long and, in particular, that the wording of many presentations seems inappropriate for an official study-start programme to be sent out by the university. It was suggested to keep tutors’ pictures, names and contact information in the programme, but to move

the texts to the Head tutors' Facebook page (assuming that tutors are also to be introduced here).

- It was suggested that next year, there could be an additional event inspired by the SLK study-start reception, when teachers meet students and give short academic and personal presentations – something like speed dating. This event could be scheduled for the first week of the semester (that is, in the week after the introduction week), when students may be (more) ready for this.
- For next year, perhaps Head tutors could be assigned a contact teacher among the teachers in the first semester, who could then help them plan and organise the study-start programme.

*MA English:*

It was pointed out that next year the introduction day for the MA English students should be organised on a day when there is no teaching for students taking the MA supplementary subject. The UN suggested to place the introduction day in the introduction week (as for MA CLM) and not in the first semester week, as it is now.

*MA CLM (all degree programmes):*

The UN had no corrections or suggestions to the programme.

*MA ICS (all degree programmes):*

The UN had no corrections or suggestions to the programme, but the UN praised the focus on integrating new students from other countries. It was the first time that ICS tutors attended the UN meeting and presented their study-start programme, which the UN appreciated very much and would like to continue with this next year.

*Decision:* The UN approved the study-start programmes with the corrections mentioned above. Sandro Nielsen will inform the Head tutors from IVK about the corrections and suggestions discussed by the UN.

*Next step:* Head tutors of BA English and of BA IVK are to send the approved and revised programmes to study-start coordinators in VEST Jannie Laigaard or Trine Schouborg no later than on 1 June 2022.

## **5. Information: Staff seminar at Moesgaard on 17 May 2022**

The UN was to be given a report of the staff seminar. The item was moved to the next meeting in June.

## **6. Decision: Annual status review 2022 (continued)**

See documents:

*UN-Engl-6a-Plan of action 2022 for BA English*

*UN-Engl-6b-Plan of action 2022 for MA English*

*UN-Engl-6c-Plan of action 2022 for BA IVK English*

*UN-Engl-6d-Plan of action 2022 for MA ICS*

The annual status review is to be carried out at UN meetings in April and May. Following discussions in April, the UN was to be presented with plans of action for 2022 for BA

English, MA English, BA IVK English and MA ICS English. At the May meeting, the UN was to approve these plans, and the Head of Department is to submit them for discussion by the Board of Studies (*Studienævn: SN*) in June.

For degree programmes that are to be evaluated, plans of action are made in parallel with the evaluation report. The UN was therefore not to be presented with a plan of action for 2022 for MA CLM English.

UN chair Anne Schjoldager (AS) drew attention to the minutes of the UN meeting in April (see document *UN-Engl-2-Minutes UN meeting English 20 April 2022*) concerning the UN's discussion of the data from the annual status review with a view to giving input to the Head of Department Dominic Rainsford (DR) for the plans of action for 2022. On the basis of this input, DR is in the process of preparing the plans.

Due to unforeseen circumstances, DR has not been able to have the plans ready for this meeting. Instead, the UN suggested that DR is to send all four plans to the UN for written consultation (*skriftlig høring*) and also to upload the documents on the o-drive for this meeting (as documents *UN-Engl-6a* to *-6d*).

*Decision:* The UN will approve the proposed plans of action for 2022 by e-mail consultation. DR will send the plans to all UN members and observers by 10 June, and members and observers should respond to DR by 16 June. It was suggested that coordinators are particularly attentive to the plans of action/those parts of the plans that relate to the programmes that they are responsible for, and that students should focus on commenting on the plans of action that concern their own degree programmes.

*Next step:* DR is to submit the plans to the SN secretary at [meol@au.dk](mailto:meol@au.dk) no later than on 20 June 2022. After the e-mail consultation with the UN (starting on 10 June and ending on 16 June), DR will have ten days to adjust the plans (if necessary). At the June meeting, the UN is to get an update about the submitted plans.

## **7. Discussion: Finding students for the preliminary meeting and the evaluation meeting of the degree programme evaluation of CLM English**

See documents:

*UN-Engl-7a-List of participating students for the preliminary meeting MA CLM 2022*

*UN-Engl-7b-Recruitment of students for the MA CLM degree programme evaluation*

*UN-Engl-7c-List of participating students for the evaluation meeting MA CLM 2022*

The degree programme evaluation of MA CLM includes students in the preliminary meeting (*formøde*) and the evaluation meeting (*evalueringsmøde*). The number of students and guidelines are stated in documents *UN-Engl-7a-* and *-7c*. Both meetings are held on 14 November 2022.

The UN discussed how to find students, and it was suggested to ask *Communitas* and *Studievejledningen* for help.

*Next step:* The completed lists are to be forwarded to Mette Olesen [meol@au.dk](mailto:meol@au.dk), who is the administrative coordinator for the MA CLM degree programme evaluation.

## 8. Discussion: Annual reports from the chairs of external co-examiners

See documents:

*UN-Engl-8a-SLK English Annual report 2021*

*UN-Engl-8b-IVK CLM Annual report 2021*

*UN-Engl-8c-ICS Annual report 2021*

The UN discussed the annual reports from the three presidencies of external co-examiners (*censorkorps*). The UN could decide to choose particular focal points in the discussion.

*SLK Annual report:*

- Page 2: the work of the study administration is praised.
- Page 3: there is concern about exams that focus on different disciplines (“*hvor 2 discipliner er slået sammen, Engelsk lingvistik 2, Struktur og forandring (History of English og syntax)*”). The UN discussed that, if the department had a choice, they would also like to divide those exams into two separate exams (and give two grades instead of one), but this is not possible since 5 ECTS courses are generally not allowed.
- Page 5: the report recommends a greater variation in exam forms, pointing out that written exams are now mainly take-home assignments. The UN suggested that this was to be reported to the Board of Studies (SN) because the department agrees and is also worried about the current lack of variation in exam forms.

*IVK/CLM Annual report:*

- It was noticed that this presidency had changed their name and now included the word “media” (*erhvervskommunikation, sprog og medier*).
- It was pointed out that some presidencies may change for the next period (some will be merged with other presidencies), but this would probably not happen to this one.
- Page 10: there is some concern about exam cheating when on-site exams are changed to take-home assignments and when external co-examiners are told to act as co-examiner via a video link. The UN shares these concerns, but notes that the statement about exam cheating does not refer to the department of English.

*ICS Annual report:*

ICS English coordinator Ushma Chauhan Jacobsen (UCJ) had given comments to AS about the ICS report, which had been coordinated with the ICS coordinator Mette Zølner. The comments from UCJ were as follows:

- Page 7: there is general satisfaction with all five degree programmes covered by the presidency, although large differences are pointed out between student competences in the five degree programmes.
- Page 8: some external co-examiners are concerned that research methods are not taught explicitly in all five degree programmes. It should be pointed out that the new ICS academic regulations will address this issue. There continues to be concern about the removal of the oral defence in connection with Master’s theses, but the department cannot do much about this.
- Page 9: the report notes that external and internal co-examiners mostly agree on the grades.

- Page 10: the report shows that ICS has the highest grade average (9.67) for Master's theses among the five degree programmes.
- Also on page 10: the presidency would like to have more reports from external co-examiners after examinations (*censorindberetninger*).

## 9. Information: Student instructors and pedagogical qualifications

See documents:

*UN-Engl-9a-Example of announcement of vacant instructor positions*

*UN-Engl-9b-Example of mail to instructors from department secretary*

The UN was informed that Anglia had been contacted by a newly employed student instructor, who was surprised that instructors at the Faculty of Arts are not paid for their participation in the pedagogic course for new instructors, unlike student instructors in other faculties. It was pointed out that the course is not mandatory at the Arts, but that it is highly recommended. Furthermore, the faculty pays for the course, and students therefore get the course and the certificate for free. Department secretary Jane Lücke Didriksen (JLD) will try to find out more about this and contact the school management.

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

See document *UN-Engl-10-Board of Studies (SN) agenda for meeting on 25 May 2022*.

UN also had opportunity to see some of the documents for the upcoming SN meeting on the o-drive.

For information about the SN, including agendas and approved minutes, see the link:

<https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/studienaevn/kommunikation-og-kultur>

Potential points to be discussed included:

- *Item § 4. Fjernelse af forudsætningskrav (drøftelsepunkt)*
- *Item § 5. Oversættelse af ECTS til arbejdsbelastning/studieintensitet*
- *Item § 6. Danmark Studieundersøgelse 2021 (SMU) (drøftelsepunkt)*
- *Item § 7. Danmarks Studieundersøgelse, Dimittend (drøftelsepunkt)*

The UN was informed of the SN items and briefly discussed item § 4 about removing exam prerequisites. SLK coordinators thought it was a shame that prerequisites will no longer be allowed in the exams of the department. They agreed with the advantages of using exam prerequisites mentioned by several colleagues in the SN document entitled "*Bilag 4.3 Referatuddrag SN-møde 26. maj 2021*".

## 4. Messages

The UN received updates and news from:

*Head of Department:* No new messages.

*Academic and administrative staff:*

JLD has contacted the school management about some problems in connection with the traditional overnight study-start activity referred to as *hyttetur*, which is organised every

year for new students by their Head tutors, who are employed by the university to be in charge of such activities. On the condition that the *hyttetur* includes some study-relevant activities, the School of IKS pays the rent for the house (*hytte*) and also the deposit, but the School of IKK does not support the *hyttetur* financially. Head tutors in the department of English are finding it difficult to fund this activity. JLD has therefore asked the IKK management to offer the same financial support for the *hyttetur* as IKS does as from the study start in 2023 (realising that it is too late now to change anything about this year's study start).

*Students:* No new messages.

*Arts Studies:* No new messages.

*Student counsellors (Studievejledning/VEST):* No new messages.

*Internationalisation coordinators:*

It was mentioned that partners from other universities were visiting AU this week, which is a success. It was also mentioned that students who drop out of their studies and do not report this to the university create a problem for the department. If students do not inform their international coordinators in advance that they are planning to leave or change their study programmes, then the coordinators are not in a position to offer their exchange slots to other potential outgoing students. Therefore, students should send coordinators any updates and thus maximize use of study abroad allocations at our partner universities.

## **5. Any other business**

AS wanted to hear if the UN could agree to meet for two full hours as other IKK UNs do. Various time options were briefly discussed, but the UN decided to put this on the agenda for the June meeting for further discussion.