

Meeting: 20 April 2022, 15:15-17:00

Building 1481, Room 366

Uddannelsesnævnsmøde Engelsk

Participants:

UN members:

Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Majbritt Kastberg Grønbæk, Helena Fjeldsted Jensen, Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen.

Observers:

Ann Carroll-Bøgh, Chalotte Theresa Christensen, Jane Lücke Didriksen, Laura Bøgedal (studievejledning), Louise Wennemoes Hansen, Lærke Orup, Marianne Rasmussen, Dominic Rainsford, Mejse Voss.

Apologies: Tabish Khair, Sten Vikner, Claire Isabel Hendrick.

1. Approval of the agenda

The agenda was approved. However, item 9 was discussed after item 5.

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

See document *UN-Engl-2-Minutes UN meeting English 23 March 2022*, also found in *O:\ARTS_CC-ENG-UN\Archive\Referater*.

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

In relation to item 4, UN Chair Anne Schjoldager (AS) pointed out that the following formulation was not sufficiently clear enough:

“When students are reported to Educational Law, they will receive a copy of the examiner’s report and any documentation sent to Educational Law by the examiner. As soon as possible, Educational Law will reach out to the student with information about their rights and information about rules and procedures.”

AS pointed out that an examiner that has reported a student to Educational Law on suspicion of exam cheating is *not* to send the examiner’s report to the student in question. This is the responsibility of Educational Law – just as it is their responsibility to inform the student of potential consequences of the examiner’s report.

3. Information: News from Arts Studies

See document *UN-Engl-3-Newsletter Arts Studies April 2022* or the link: <https://medarbejdere.au.dk/fakulteter/ar/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:

- Elective courses and profile courses for autumn 2022 are visible in the course catalogue. From autumn 2022, MA students can take two new 10 ECTS profile

Minutes (referat)

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courses in the 3rd semester. Students can register for both elective courses and profile courses between 1 and 5 May 2022.

- For two years from 1 September 2022, the Vice-dean has decided to continue the pilot project on commencement-of-studies exams on Master's degree programmes. The pilot project will be expanded to include all Master's degree programmes at Arts, and the commencement-of-studies exam will be conducted as a questionnaire survey. Commencement-of-studies exams will be conducted only on the A tracks of the Master's degree programmes and only in connection with summer admissions.

AS pointed out that, at the Board of Studies (*studienævn*, SN) meeting in March 2022, it was mentioned that the departments should be able to see the results from the commencement-of-studies exams and that the questionnaire survey should be formulated in English as well.

- The new term of appointment for the bodies of external co-examiners begins on 1 April 2022, and it runs for four years. In connection with the new term of appointment, a large number of changes will be made to the composition and names of the bodies of external co-examiners (*censorkorps for eksterne censorer*). The changes to the bodies of external co-examiners can be seen in the relevant academic regulations on the study portal as of 1 April 2022.

4. Information/Discussion: Rules and procedures in connection with exam cheating

See document *UN-Engl-4-Oplæg om eksamenssnyd - UN-møde 23. marts 2022*.

At the UN meeting in March, Tina Trang Lam from Educational Law gave a presentation about rules and procedures in connection with exam cheating, including plagiarism. After the meeting, the UN received a PowerPoint presentation, see document *UN-Engl-4*.

At the April UN meeting, full-time student counsellor and coordinator Chalotte Theresa Christensen (CTC), [Arts Administrative Centre - Guidance and Study Information, Aarhus](#), gave a presentation about their involvement in the guidance of students in connection with exam cheating cases.

The UN was informed of an event organised by the student counsellors when students are guided on how to avoid exam cheating – namely at a BA *årgangsmøde* for 1st-semester students, when students are also quizzed in their knowledge about exam cheating. It was suggested by the UN to include this event in the study plan and in students' timetables (*timplaner.au.dk*) as a *fagligt arrangement*. CTC will talk to UVAEKA about this.

5. Information: Annual meeting with student counsellors for English

The UN was informed of the annual meeting between Head of Department Dominic Rainsford (DR), IVK English coordinator Sandro Nielsen and student counsellors for English, which will take place on 9 May 2022. The UN was invited to suggest relevant points to be discussed at this meeting. One suggestion was that the IVK exchange meeting should be moved to an earlier date.

CTC pointed out that the annual schedule of events (*årshjul*) organised by the student counsellors would be available for this meeting. VIP suggested that other VIPs would also like to see the annual schedule to be informed about the various events. DR promised to forward this document to the teachers in the department.

Information about the student counsellors for foreign language programmes can be found on this website: <https://studerende.au.dk/en/studies/subject-portals/arts/counselling/student-counsellor/slkeng>.

6. Discussion: Annual status review 2022

See documents:

UN-Engl-6a-Letter from the Vice-dean the quality year 2022

UN-Engl-6b-Degree programme quality assurance processes at the Faculty of Arts 2022

UN-Engl-6c-Indicator and threshold value overview

UN-Engl-6d-UN English Total Indicator card 2022

UN-Engl-6e-Indicator card and background data 2022 BA ENG SLK

UN-Engl-6f-Indicator card and background data 2022 MA ENG SLK

UN-Engl-6g-Indicator card and background data 2022 MA ICS

UN-Engl-6h-Indicator card and background data 2022 BA IVK ENG

UN-Engl-6i-Indicator card and background data 2022 MA CLM ENG

UN-Engl-6j-Supplementary key figures 2022 MA CLM ENG

UN-Engl-6k-Bemandingsplan Staffing Plan E20F21 English

UN-Engl-6l-Approved Action Plan 2021 BA ENG SLK

UN-Engl-6m-Approved Action Plan 2021 MA ENG SLK

UN-Engl-6n-Approved Action Plan 2021 MA ICS

UN-Engl-6o-Approved Action Plan 2021 BA IVK ENG

UN-Engl-6p-Approved Action Plan 2021 MA CLM ENG

UN-Engl-6q-Action Plan Template 2022

The annual status review is part of the ongoing quality assurance process relating to degree programmes at the Faculty of Arts, and is described in greater detail in [degree programme quality processes at Arts](#). The purpose of the [annual status review process](#) is that the degree programme committee (*uddannelsesnævn*: UN), board of studies (*studienævn*: SN) and school should prioritise the areas on which the UN will focus in the upcoming quality year to ensure the quality of our degree programmes in accordance with [AU's quality assurance policy](#), based on a systematic review of these degree programmes in their entirety.

The UN is the primary forum for subject-specific discussions. Heads of department, UN chairs and UN members are encouraged to focus on the following activities during their discussions:

- Revisiting plans of action for degree programmes from the previous quality year, remembering that there are now four sub-policies instead of five
- Incorporating the subject-specific actions that have been included in the plans of action for the assessment of teaching environment
- Discussing the proportion of teaching done by researchers: is there a sufficient match between the research areas of the teachers and the courses taught on our degree programmes (staffing plans)

- Paying special attention to indicator 7: Time on task (*studieintensitet*)
- Making the plans of action as specific as possible
- Discussing a realistic timetable for implementing and achieving the actions desired

Tasks of the Head of Department and UN:

1. The Head of Department reviews the status of last year's plans of actions for degree programmes, with input from members of the UN.

Actions that have been completed should be entered under "Status of completed actions from the last quality year". On this basis, the UN discusses whether there are any derived actions which need to be continued. Derived actions should be added to the plan of action for 2022. The discussion also follows up on actions in the published action plan from the teaching environment evaluation (*undervisningsmiljøvurdering*), which was discussed on 22 September 2021.

The published action plan can be found via this link: <https://studerende.au.dk/studier/fag-portaler/arts/campus/undervisningsmiljoevurdering-2021>. Click on 'Handleplan for den enkelte uddannelse' and choose 'Uddannelser på Institut for Kommunikation og Kultur' and see pages 40-42 of 'Handleplan for undervisningsmiljøvurdering 2021-2023'.

2. The Head of Department produces a draft of the plans of action for degree programmes, which will be discussed by the UN. The UN approves the plans of action for each individual degree programme with a view to recommending these to the SN.

The plans of action for 2022 are an extension of the quality work done in previous years, so the experience gained in each degree programme can be carried forward to the new quality year. The data material is not enough on its own, so it is important that specific knowledge and experience regarding the degree programmes is used to add perspective to the discussions about degree programme quality.

An annual status review is carried out at the meeting of the UN in April and/or May. At the first meeting, the head of department can present proposals for plans of action for which the UN can provide input, and which are approved at the same meeting or the following meeting.

The plans of action proposed by the UN are discussed by the SN in June. Provisional plans of action are prepared alongside the evaluation report for all the degree programmes which are to be evaluated.

The UN discussed the plans of action from 2021 and the data for this annual status review and the necessary actions for the plans of actions for 2022:

BA English (SLK) has green indicators except for indicator 1 (*Førsteårsfrafald*), which is yellow, and indicator 7 (*Studieintensitet*), which is red. It was pointed out that many students find it difficult to answer the question about *studieintensitet* (how many hours they typically spend on studying per week) and that students generally tend to underestimate

how many hours they spend studying. DR pointed out that VIPs should revisit the contents of the department study guide, where students are advised on this. Furthermore, it was pointed out that the response rate for *studieintensitet* was rather low: 21 %. In relation to *førsteårsfrafald*, it was suggested that the Corona situation could have impacted the numbers negatively. However, it was hoped that revised academic regulations of both BA English and BA IVK English would help on *førsteårsfrafald* and *studieintensitet*. It was also pointed out that the revised version of BA English was expected to improve coherence between ‘the three legs’ of the degree programme (English linguistics/Literature in English/History, society and culture).

DR pointed out that the planned writing centre would help improve students’ writing skills and that the centre could be beneficial not just for students of English, but for other students as well.

MA English (SLK) has green indicators except for indicator 7 (*Studieintensitet*), which is yellow, and indicator 8 (*Ledighed*), which is red. It was pointed out that more students take an internship, but also that the department should emphasise the value of internships more. The same discussion about *studieintensitet* was taken for this degree programme as for BA English (SLK).

BA IVK English has green indicators except for indicator 1 (*Førsteårsfrafald*), which is yellow, and for indicator 7 (*studieintensitet*), which is red. *Førsteårsfrafald* has increased. The same discussion about *studieintensitet* was taken for this degree programme as for BA English (SLK). The hope is that the revised academic regulations will improve both *førsteårsfrafald* and *studieintensitet* because some courses will be placed differently and some exam formats will change.

MA ICS has green indicators except for indicator 7 (*Studieintensitet*) and indicator 8 (*Ledighed*), which are both red. The same discussion about *studieintensitet* was taken for this degree programme as for BA English (SLK). ICS English coordinator Ushma Chauhan Jacobsen (UCJ) had sent input to AS about the indicators: There has been a slight decrease in indicator 4 (*Undervisningsevaluering*), which is related to some specific courses. The decrease in indicators 5a and 5b (*Studiemiljø - faglig trivsel* and *Studiemiljø - social trivsel*) is based on data gathered in Corona times, and this could also be reflected in most of the department’s other degree programmes. All points addressed in the plan of action from 2021 are being worked on in a targeted way, and the revision of the ICS degree programme will address the major issues that ICS faces. The construction of a clearer profile that pays more attention to future careers is central to this revision and will hopefully also address the problem of employability (that is, indicator 8 *Ledighed*). ICS coordinator Mette Zølner from German-Romance and UCJ have worked together to improve the coordination of ICS courses offered by English and German-Romance, and this work will continue for the benefit of future students also.

Finally, the UN talked about indicator 8 (*Ledighed*) in relation to international students. It was pointed out that former exchange students who have graduated and left the country may be registered as employed in indicator 8 (*Ledighed*) even if they are actually unemployed. The reason for this is that the Danish welfare system has no way of knowing if former students are unemployed if they do not – or cannot – claim Danish unemployment benefit (*dagpenge*).

Decision: Based on last year's plans of action and the current status of the degree programmes concerned, the UN decided which actions should be given priority in the department's plans of action for 2022. The plans of action for 2022 are to be discussed by the SN in June. It was pointed out that several of the actions from 2021 should continue in 2022 and will therefore also be included in the plans for 2022.

DR will make draft versions of the plans of action for 2022, which will be presented to the UN at the May meeting.

Degree programmes which are to be evaluated:

The data must be dealt with in the same way as data for other degree programmes. However, the focus is not on the plans of action, but on discussing qualitative evaluation focus points for use in connection with the degree programme evaluation. These focus points must be linked to the four sub-policies of the quality policy and the indicators. During its discussions, the UN should also be aware of any general issues in the department's other degree programmes that should be included in the analysis work connected to drawing up the evaluation report and provisional plans of action. Proposals for actions identified by the analysis are added to the provisional plan of action, which is drawn up parallel to the report. Current actions are also followed up, making it possible to indicate their status in the provisional plan of action.

Plans of action for degree programmes which have been evaluated are to be drafted after the evaluation meeting in the autumn of 2022, and are subject to approval by the vice-dean for education.

For further descriptions of procedures and guidelines for degree programme evaluations, please see [Procesbeskrivelse for uddannelsesevaluering på Arts – STANDARD TRACK](#) (Degree programme evaluations at Arts).

MA CLM English is going to be evaluated and the preliminary evaluation focus areas were presented to the UN:

The evaluation focus areas for academic experts will focus on the correlation between the BA and MA level (sub-policy 1: The good study start) and the academic content and progression, the weighting between the subject areas of the degree programme and the study intensity (sub-policy 2: Academically strong and coherent degree programmes).

The evaluation focus areas for employer experts will focus on unemployment (sub-policy 4: Strong graduates with relevant competencies).

The UN discussed the data for this annual status review 2022:

MA CLM English has green indicators except for indicator 5a (*Studiemiljø*), which is yellow, and indicator 7 (*Studieintensitet*) and indicator 8 (*Ledighed*), which are red. It was pointed out as positive that indicator 1 (*Førsteårsfrafald*) has decreased and is now green.

The UN did not understand the implication of an added note to indicator 4 (*Undervisningsevaluering*): ”Pga. sammenlæsning er der kun data på indikator 4 Undervisningsevaluering på CLM engelsk, da det er engelsk der udbyder de sammenlæste fag.”. LWH will follow up on this in the UN meeting in May.

7. Discussion: The list of external experts for the degree programme evaluation of CLM English

The Head of Department and the coordinator for CLM English presented a general list of external experts relevant for CLM English. The list had been produced after receiving input from the academic staff. The UN was given an opportunity to provide input for the list with external experts relevant for CLM English before the Head of Department forwards the list to the Head of School.

Together with German-Romance, the list to the Head of School is to include a total of four external experts: two academic experts and two employer experts.

8. Discussion: Employers to comment on the degree programme evaluation report on CLM English

The UN was given an opportunity to discuss which employers from the School’s employer panel and/or forum should be asked to comment on the evaluation report on CLM English. For information about the employer panel of the School of Communication and Culture and the Employer forum of the Department of English, see:

<https://cc.au.dk/en/about-the-school/employer-panel>.

It was pointed out that it would probably be less relevant to ask employers specialised in interpreting to comment on the evaluation report. The reason for this is that, in the current version of the CLM degree programme (from 2020), interpreting is no longer taught in a separate course.

9. Discussion: Recruiting problems for student associations and committees with student representatives, including the UN

See document *UN-Engl-9-Recruiting student representatives*.

At the UN meeting in March, the UN was informed that there are currently no members of [the Arts student council](#) (ARTSrådet), which led to a brief discussion of some general problems in connection with recruiting students for associations and committees with student representatives, including the UN.

The UN discussed how best to support the recruitment of new student representatives for these associations and committees. For both *Communitas* (IVK *fagråd*) and *Anglia* (SLK *fagråd*), it was pointed out that social aspects of student associations should probably be emphasised more than academic aspects, though both aspects are important. It was pointed out that *Communitas* in particular needs to recruit new members and that they are currently taking steps to do so.

10. Information: Arts Education Fair

DR informed the UN about the annual event called Arts Education Fair (*Arts Uddannelsesdag*). DR pointed out that the fair was attended by relatively few staff members and fewer students, and therefore invited the UN to give input concerning how to make the event more relevant for students and staff.

The UN found it problematic that the Arts Education Fair is placed in the middle of the semester, when teachers and students are most busy and therefore find it difficult to participate in such events. DR would like the entire UN to be able to participate, but it will require that the fair is placed at another time.

The UN is interested in participating and proposed that the fair could be placed at the end of the semester, though it might still be difficult for members to participate at the end of the semester because of other campus-related commitments.

In addition, DR pointed out that it was a shame that speakers at the fair spoke to students as their target group when the room was full of Heads of Department and people from the study administration, and that these speakers should have been informed about this before the event.

The UN wishes to support the Arts Education Fair and to help the event to achieve the potential that lies in such a day.

For information about the Arts Education Fair on 15 March 2022, see <https://events.au.dk/uddannelsesdag22/conference> and see also this description in document *UN-Engl-3-Newsletter Arts Studies April 2022*:

“Arts Education Fair 2022 has now been conducted Arts Education Fair 2022 took place at Godsbanen on 15 March, where approx. 80 staff members and students were gathered to discuss the topic “the essence of the humanities” (*det særligt humanistiske*). The fair included presentations by former students on their experiences in public and private companies, external experts’ perspectives on graduates of the humanities and what the humanities can contribute in particular, and how Arts as an educational institution can help make this clearer. You can read more about the fair and find a summary of the group discussions and videos of the presentations [here](#).”

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

See document *UN-Engl-11-Board of Studies (SN) documents for meeting on 27 April 2022*. UN also had the opportunity to see some of the documents for the SN meeting at the o-drive.

Potential points to be discussed included:

- *Item §4 Evaluering af projektorienteret forløb*
- *Item §5 Orientering om igangsættelse af proces for udvikling af nye studieordninger med ikrafttrædelse fra 1.9. efterfølgende år*
- *Item §6 Studiemiljø og gruppearbejde – tema for IKK SN i 2022*
- *Item §7 Evt. flytning af IKK SN mødet i november*
- *Item §8 Orientering om ændringer i proceduren for specialevejledningsplaner*

The UN was informed of the SN items, especially item 8 regarding changed procedures for MA theses (*specialer*), but none were discussed.

12. Messages

The UN received updates and news from:

Head of Department:

The department has a provisional plan for how to use the legacy of several million DKK mentioned at the UN meeting in February. The money should support the writing centre and travel scholarships, but the department will have a meeting soon about this to finalise the plan. DR will get back to the UN before spending the money.

Academic and administrative staff:

The on-site exam for *English language in Theory and Practice* in the current version of BA IVK English will not be allowed to continue in the revised version of the degree programme. This was a decision made by the Director of Studies after several of years of monitoring the failure rates of the on-site exam in the course. AS informed the UN that VIPs responsible for the course agree that the course needs to be reworked for the revised version of the degree programme. They have discussed how best to revise the teaching and exam format of the course, but they are very surprised to be told by the IKK management that the current exam type (an on-site exam) will not be allowed for the course in the revised BA IVK English.

A student at the department had tried to sign up for a re-exam and was rejected for this without realising so. As it turned out, the student had tried to sign up for the re-exam of another course, and this was the reason for the rejection. Unfortunately, the student did not realise this until just before the re-exam date, when it was too late to try to sign up again. It would be beneficial if students could receive automatic confirmation mails when they have successfully signed up for re-exams, but this is not the practice at Aarhus University. When enquiring about this, Mejse Voss (MV) and AS were asked by the study administration to advise students to check automatic screen messages and to take screenshots of these when they sign up for re-exams. MV and AS were also asked to advise students to check exam registrations in the student self-service system mitstudie.au.dk.

Students: No new messages.

Arts Studies: No new messages.

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

Internationalisation coordinators:

The UN was informed that at Arts a total of 242 exchange students with many different nationalities will be coming soon.

13. Any other business

None.