

**Meeting: 21 September 2022, 15:15-17:15**  
**Building 1481, Room 366**  
**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Maria Hvidkær Christensen, Majbritt Kastberg Grønæk (also BA SLK Head tutor), Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen.

**Observers:**

Sofie Brezinski Andersen (BA SLK Head tutor), Ann Carroll-Bøgh, Victor Johannes Møller Christensen (*studievejledning*), Jane Lücke Didriksen, Hannah Færge (*studievejledning*), Louise Wennemoes Hansen, Tine Jensen (BA SLK Head tutor), Sebastian Thorhauge Kristensen (BA SLK Head tutor), Lærke Orup, Dominic Rainsford, Marianne Ras-mussen, Nadia Schalipp, Signe Schioldan (BA IVK Head tutor), Ruben Skov (BA IVK Head tutor), Matthias Stephan, Joseph William Sterrett, Thea Kjær Søgaard (BA IVK Head tutor), Mejse Voss.

**Apologies:**

Trine Susanne Johansen, Claire Isabel Hendrick.

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 26 September 2022

Ref: Louise Wennemoes  
Hansen

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**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 24 August 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 UN meeting in August, and UN Chair Anne Schjoldager (AS) informed the UN that, as from this UN meeting, Maria Hvidkær Christensen will take Helena Fjeldsted Jensen's place as UN member (IVK representative). The AU website will be updated with this information after the meeting.

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

See document *UN-Engl-3-Newsletter Arts September August 2022* or 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:

- An e-mail was sent to teachers at the start of the autumn semester with information about teaching and deadlines for submitting exam questions and confirming that students have complied with exam prerequisites.

- The Faculty of Arts has been focusing on reducing the number of academic regulations for several years now. In September 2022, Arts have 242 active academic regulations. The corresponding number in July 2017 was 436. Arts has 177 lines of study (BA degree programmes, MA degree programmes, professional Master's degree programmes and BA/MA supplementary subjects (*tilvalg*)).
- 623 new exchange students were enrolled at Aarhus University in the autumn of 2022, and 188 of these are placed at Arts.
- Information from *Arts Karriere* regarding the work with informing students about career perspectives, for instance in the introduction week, and about events and workshops this autumn (see more on their website: <https://studerende.au.dk/studier/fagportaler/arts/artskarriere/arrangementer>)

#### 4. Discussion: Evaluation of the introduction week (*studievelkomst*)

See documents (in Danish):

- *UN-Engl-4a-Engelsk SLK\_evaluering\_studievelkomst 2022*
- *UN-Engl-4b-Engelsk IVK\_evaluering\_studievelkomst 2022*

The UN evaluated the introduction week with a view to ensuring that next year's initiatives are proactive and optimal. Head tutors were invited to give a status on the introduction week and the evaluations in documents *UN-Engl-4a* and *-4b*.

##### *BA Engelsk (SLK):*

Overall, head tutors were satisfied with students' evaluations and the introduction week. In the evaluations, there were comments about the IT introduction and also some issues with tutors' IT presentations, which should be improved next year. Normally, the IT department offers a course, but this year this was planned at the same time as an event in the introduction week. It was therefore promised that a recording of the course would be made available, but the course was not recorded, and head tutors only received a Power-Point presentation, which was hard to follow on its own.

Furthermore, it was discussed how better to integrate BATV students, who were given their own introduction programme, but head tutors need to allocate more time to understand the BATV courses and also invite one or more teachers, who can give students specific introductions and answer questions.

Head tutors mentioned the new process of making study groups, which had worked well, even if they only had a few days to divide students into study groups. In November, the process will be evaluated and students will be asked if the study groups function as well as expected. The UN praised and thanked the head tutors for all their good work and also their willingness to try this new process.

##### *BA IVK Engelsk:*

Overall, head tutors were satisfied with students' evaluations and the introduction week. They mentioned some initial issues with the finances and also said that there were too many days planned for the introduction week – and that there should be a better balance between academic and social aspects, including fewer evening activities with alcohol consumption.

The programme received many positive comments, but there were also some negative comments. Some incidents were mentioned in which tutors had not behaved as professionally as they should have, and the head tutors promised to talk to the tutors in question, emphasising that such behaviour is not acceptable and should not continue at the *hyttetur*.

The IVK had had similar issues with IT as SLK. It was also mentioned that various organisations' presentations should not all be placed on the Friday, as this was too much and meant that students could not focus on the information given, which was unfortunate – for instance, in relation to important information from the *studievejledning*.

The IVK head tutors also mentioned the new process of making study groups, which had been good. In November, they will evaluate this process and ask the students if their study groups function as expected. The UN praised and thanked the head tutors for all their good work and willingness to try this new process. Despite some difficult circumstances, the UN concluded that they had done a very fine job.

## 5. Update regarding *førsteårsprøve*

At the August meeting, the UN brought up an issue concerning the *førsteårsprøve* (1<sup>st</sup> year exam) in Bachelor's degree programmes. The UN was given an update on this:

If a 2<sup>nd</sup> semester course is included in the *førsteårsprøve*, students will only be allowed one reexam (in August of the same year), whereas all other courses allow for two reexams. The department should keep this in mind when deciding on which courses to include in the *førsteårsprøve*. See more in the following link under "First-year exam":

<https://studerende.au.dk/en/studies/subject-portals/arts/rulesandguidelines/important-rules-on-your-degree-programme>

The working group for BA IVK English 2023 discussed *førsteårsprøve* at their meeting on 19 September, and it was decided to have *English Language in Use: Practice and Theory* in the *førsteårsprøve*. As a back-up plan, in case the SN/Director of Studies/Vice-dean cannot accept this, the working group will suggest to have *Politics and Culture for Business* in the *førsteårsprøve*.

The UN pointed out that it could be a good idea to make *Politics and Culture for Business* part of the *førsteårsprøve* since there is no way of knowing how well the changes in connection with *English Language in Use: Practice and Theory* will turn out. After the three-year run of the revised academic regulations, perhaps *English Language in Use: Practice and Theory* may then be part of the *førsteårsprøve*.

The UN briefly discussed that, at BA English (SLK), the *førsteårsprøve* includes two 1<sup>st</sup> semester courses and two 2<sup>nd</sup> semester courses, which seems to work fine. The students mentioned that it is fine that *English linguistics 1* is not part of the *førsteårsprøve*, while *English linguistics 2* is (and this will also be the case in the revised academic regulations for 2023).

## 6. Information: Framework for working with the removal of exam prerequisites

See documents (in Danish):

- *UN-Engl-6a-Removing prerequisites for taking exams at the Faculty of Arts*
- *UN-Engl-6b-Framework for removing prerequisites for taking exams*
- *UN-Engl-6c-Catalogue of inspiration from the Centre for Educational Development*
- *UN-Engl-6d-Plan for the process of removing prerequisites for taking exams*

In June 2022, the UN was informed of the decision to remove exam prerequisites at the Faculty of Arts as from 01.09.2023 and onwards. This decision was based on a new ministerial order containing major changes in the description of (and requirements regarding) the usage of prerequisites.

A detailed description of the framework in the ministerial order and the decision regarding the removal of exam prerequisites at the Faculty of Arts can be found in the document entitled “Removing prerequisites for taking exams at the Faculty of Arts” (*UN-Engl-6a*), which the boards of studies (SNs) also received back in June.

The departments will now start working on the academic regulations, adjusting them to comply with the above-mentioned decision. Before the summer holiday, the vice-dean for education and the directors of studies defined a framework for this work, establishing when prerequisites for taking exams may be retained and which changes in the academic regulations may be permitted. This framework can be found in the document entitled “Framework for removing prerequisites for taking exams” (*UN-Engl-6b*). The vice-dean for education has visited the boards of studies (SNs) to present the decision, the reasons for the decision, and the framework for the work that lies ahead.

The Centre for Educational Development (CED) has produced a catalogue of ideas for inspiration containing proposals for didactic teaching initiatives which can be used to replace the current prerequisites (*UN-Engl-6c*).

SNUK has drawn up a plan for the process that lies ahead and the implementation of necessary changes (*UN-Engl-6d*). This plan shows when departments can expect to receive material from SNUK containing a detailed analysis of the academic regulations for each department.

Head of Department Dominic Rainsford (DR) informed the UN of a meeting with SNUK about the removal of exam prerequisites just before the UN meeting (on 21 September 2022). DR pointed out that SNUK has made a great deal of the work already and that removing prerequisites will be less of a problem for the Department of English than for other departments. SNUK has sent DR some proposed changes for each degree programme. The changes do not seem radical at all. DR will look through these suggestions and involve the relevant teachers. DR pointed out that some changes are mostly a matter of rephrasing. For instance, in connection with free take-home assignments, the phrasing “the topic must be approved by the teacher” should be changed to “the topic can be discussed with the teacher”, to clarify that there is no exam prerequisite. Of course, teachers can still state in their course plan that it would be beneficial for student to consult with them about their exam topics.

The UN asked if the Thesis research colloquium (MA programmes, 3<sup>rd</sup> semester) could continue to include a prerequisite for the Project placement exam. DR explained that this might be possible.

It was clarified that lecture participation (*undervisningsdeltagelse*) can still be used as an exam form, but not as an exam prerequisite. Thus, for instance, if a course has lecture participation as a prerequisite for an oral exam, the lecture participation is to be removed from the academic regulations, but the exam will still be an oral exam. On the other hand, if a course has lecture participation as the exam form, nothing will have to be changed.

The UN is to approve changes in connection with the removal of prerequisites in the department’s academic regulations at the meeting in December 2022.

## **7. Information: Changes to academic regulations by 1 September 2022**

All changes to academic regulations take effect on 1 September 2022.

7.1: The UN is to be informed about specific changes to the academic regulations that came into force on 01.09.2022 for the UN's degree programmes:

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This may include minor changes to academic regulations which have been requested by the UN and which have been approved by the Board of Studies (SN) and the Dean's Office, but other changes may also have been made in connection with uncertainties that could lead to misunderstandings or constitute a threat to students' legal rights. Such uncertainties may be discovered by teachers or administrative staff. Changes will always be made in collaboration with the Head of Department and relevant teachers.

The UN was informed of the changes:

- BATV Strategic communication in organisations (2019): For the course *Internal communication*, the number of pages has been changed to 12-15 standard pages (from 15-20 standard pages).
- BA IVK English (2017): For the course *Philosophy of science and scientific methods*, changes have been made in the course description due to co-teaching with German, Spanish and French.
- MA CLM English (2020): Section 1.1 and description under study diagram: Highlighting the general rule that the creation of elective courses is conditional on the number of registered students, it has been clarified in the academic regulations for CLM (2020) that the establishment of the electives *Corporate Technical Communication and Multilingual Document Management* and *Translation of Corporate Legal and Financial Texts* is contingent on the number of students applying for these. Therefore it cannot be guaranteed that these electives will be established. Students should be aware of this, as graduates who wish to gain the right to use "university trained translator" ("*uddannet translator*") need these electives. The UN was informed that students may obtain the same rights by taking courses offered by the *translatorforening*.
- For some degree programmes, names of relevant bodies of external co-examiners have been changed.

7.2: The UN is to be informed of general changes to academic regulations that came into force on 01.09.2022:

See newsletter from Arts Studies Administration and the link: <https://medarbejdere.au.dk/en/faculties/arts/currently/single-news/artikel/aendringer-i-studieordninger-pr-1-september-2022>

The UN was informed of general changes to academic regulations taking effect on 1 September 2022:

- The faculty management team has decided that admission to all Danish-language Master's degree programmes will require level B English from 2024 onwards. Furthermore, the Master's degree programmes admission requirements have been updated (specifying the requirements for "other degree programmes").
- For Bachelor's degree programmes, the maximum period of study has been changed from 1/2 to 1 year in section 1.5.
- Dispensation relating to the demand for lecture participation (*tilstedeværelseskrav*) in relation to the Covid-19 pandemic has been removed from section 2.1.1. Furthermore, the dispensation on the profile semester (Master's degree programmes), giving the students the option of taking non-Danish courses at Danish universities in the form of international electives due to the Covid-19 pandemic, has been removed.

- Alignment of information in both Danish and English about the profile course in the profile semester (Master's degree programmes).
- Specification of submission in Digital exam on re-examinations for courses with lecture participation as ordinary examination, when the re-examination is a written exam.
- All A-tracks with summer intake 2022 on Master's degree programmes at the faculty of Arts must have a commencement of studies exam and this will be processed via Digital Exam with information about this to the students sent via AU student post in connection with the study start.

## 8. Discussion: End-of-term evaluations from spring 2022

See the documents:

- *UN-Engl-8a-evaluation report ENG LING s2022-final*
- *UN-Engl-8b.1-End of Term evaluation summaries literature Spring 2022*
- *UN-Engl-8b.2-Summary of evaluation for Peter and Mathias's course*
- *UN-Engl-8c-HSC Course Evaluation Report\_Spring 2022*
- *UN-Engl-8d-Course Evaluation IVK English Spring 2022*
- *UN-Engl-8e-ICS Course Evaluations Report - Spring 2022*
- *UN-Engl-8f-StaKom\_undervisningsevaluering\_resume\_F22\_TSJ*
- *UN-Engl-8g-Til UN\_kort kommentar til undervisningsevalueringerne FS22 - strategisk kommunikation i organisationer*
- *UN-Engl-8h-Head of Department's draft summary*

The UN was to discuss the end-of-term evaluations from spring 2022 and to give input to the Head of Department's summary report.

The Board of Studies (SN) has decided to continue the simplified reporting format. Based on the discussion in the UN, the Head of Department is to write a summary report (approx. one page) on the evaluations from spring 2022. The report is to be written on the basis of the discussion in the UN. The summary must be formulated in a way that is appropriate for publication on the AU website – here: <https://studerende.au.dk/studier/fag-portaler/arts/undervisning/undervisningsevaluering>. The finalised report will also be available for the UN on the o-drive.

It is important that the UN discussion and the Head of Department summary report relate to themes that are specific to the UN's degree programmes as well as to any relevant cross-disciplinary themes. The report provides an opportunity to adopt a comprehensive, managerial perspective on the challenges/opportunities/best practices identified in the evaluations. It is therefore important to mention any themes that could be discussed across degree programmes in the Board of Studies (SN). This work will hopefully result in suggestions for specific follow-up initiatives to be included in the action plans and/or inform annual collective didactic initiatives of the department.

Questions that may be useful for the discussion in the UN:

- What can the department learn from the evaluations?
- What will the department/UN work with on the basis of the evaluations?
- What will the department/UN pass on to the Board of Studies for discussion?

The IKK evaluation policy can be found on the AU website – here: [https://cc.medarbejdere.au.dk/fileadmin/user\\_upload/IKK\\_evalueringspolitik\\_2016\\_\\_godkendt\\_version.pdf](https://cc.medarbejdere.au.dk/fileadmin/user_upload/IKK_evalueringspolitik_2016__godkendt_version.pdf). This document has not yet been fully updated, but it mentions the new evaluation procedure.

The Head of Department has been informed by Director of Studies Lars Kiel Bertelsen that the evaluation report must be sent to [studieleder@cc.au.dk](mailto:studieleder@cc.au.dk) by 5 October 2022. After a review, the Director of Studies will forward the Head of Department reports to the Board of Studies (SN).

Coordinators presented positive and negative aspects of the evaluations:

- For SLK Linguistics courses, there were many good evaluations. Relating to the coordinator summary, it was asked what “AS” meant on page 1, and it was explained that this means “Advanced syntax”, which is one part of the BA English course *English linguistics 2*.
- For SLK Literature courses, there were fine evaluations. The UN discussed the comments from the students about “open dialogue”, and it was explained that students liked the engaging environment teachers created for these courses.
- For SLK History, Society and Culture courses, there were mixed evaluations, especially for the BATV Contemporary Communication in English (CCE). Most comments are connected with issues with the exam. Students are concerned that the aim of the course does not match the exam. For CCE, it was also mentioned that students liked the diversity of having different teachers, but also that teachers need to collaborate more, since courses with many teachers tend to lack coherence.
- For IVK/CLM courses, there were many negative evaluations this time, especially for the BA. In their evaluation reports, several teachers indicate that students are unprepared and do not participate in the teaching activities. Students in the UN commented on this and said that, in a specific case, students felt that the mid-evaluations were not taken seriously and that the teacher did not communicate well with the students, which caused a lack of motivation and deteriorated the teaching environment in the course in question. The department will need to look into this. It seems that many IVK/CLM groups (*hold*) had exceptionally low response rates this time. The UN recommended that response rates and other essential statistics were mentioned in all coordinators’ summaries since the UN does not have access to this information.
- For ICS courses, response rates were fine, but there were both positive and negative evaluations. The UN asked that the next coordinator summary mentions which courses are courses shared with German-Romance and which are only offered to students in the Department of English.
- For BATV strategic communication, the UN received the coordinator’s comments in document *UN-Engl-8g*, mentioning low response rates and an overall comment that many students seem to lack motivation. It seems that many students prioritise taking jobs over studying and going to classes at AU.
- In general, it was pointed out that the AU question regarding the ‘overall learning outcome’ should be moved from the beginning of the questionnaire (it is now the very first question) towards the end, as this would help students consider all aspects of the teaching. The UN agreed that, when the question about the ‘overall outcome’ is placed first, students tend to answer this without substantial reflection on all aspects of the teaching. If the question were to be moved towards the end, students would have a better chance to realise the full meaning of the question. As the question about the ‘overall outcome’ is placed at the very beginning of the questionnaire, the UN finds that answers to this particular question may not reflect students’ whole teaching experience, which is very unfortunate since the

AU management places such high emphasis on students' answers to this particular question.

The UN noted that some teachers had not handed in evaluation reports to their coordinators. AS and DR had discussed this before the UN meeting and agreed on a policy: If coordinators find that an evaluation report is missing, they should contact the teacher in question and remind them to hand in the report, stating the importance of all end-of-term evaluations for the UN, the department, the SN and the School of Communication and Culture, and that Head of Departments' evaluation summary reports are to be posted on the study portal here: <https://studerende.au.dk/studier/fagportaler/arts/undervisning/undervisningsevaluering/>. In case teachers still fail to hand in evaluations reports, coordinators should contact the Head of Department. It was pointed out that DVIPs might need more help, guidance and patience in this respect than VIPs.

At a previous meeting, the UN had discussed whether or not to use a template that indicates the minimum requirements for teachers' reports. At the September meeting, this was discussed again, and the UN recommends that teachers are given such a template, indicating the structure and minimum information required for teachers' reports. It was also emphasised that teachers' reports should always include statistics about response rates, number of students and students' answers regarding the 'overall outcome', as the UN does not have access to this information.

DR had given the UN a draft version of his Head of Department's summary report in document *UN-Engl-8h*. It was pointed out that some comments in the report concerning IVK/CLM courses in general were overly negative and could also mention some positive aspects, especially since the results within the same courses tended to vary greatly between groups/classes (*hold*), meaning that some were much more positive than others. For instance, DR could mention that (in spite of their answers to the 'overall outcome' question) most students seem satisfied with the general set-up of the courses, such as the alignment between lectures, seminars, material and assignments. It was also mentioned that DR could mention how positive the instructor sessions work for Linguistics courses at the SLK. DR encouraged coordinators to send him suggestions for changes.

The UN ended this item by discussing whether or not to require degree-programme evaluation data from Brightspace. It seems to work fine without such data. The UN therefore decided that no degree-programme data will be required for the discussion of end-of-term evaluations regarding the autumn of 2022, but it was also decided that the UN is to evaluate the process again in the spring of 2022.

## **9. Status: Student elections at AU in November 2022 and the candidate list for the Board of Studies (SN) and the UN**

For information about the elections, see: <https://medarbejdere.au.dk/strategi/universitetsvalg/>. See also document *UN-Engl-9-Up-coming student elections\_UN and SN*.

The UN received a status regarding the list of students for the election to the Board of Studies (SN) and the UN from UN Vice-chair Emma Hove Petersen, who is responsible for the list.

As Communitas (the student association for IVK/CLM English) currently lacks active members, it is especially important to try to make IVK/CLM students aware of the elections. The UN was given a copy of a PowerPoint presentation used for BA IVK students about the elections (*UN-Engl-9*).

The UN was briefly informed that the work with making the candidate list is going well, that two students are willing to become SN student representatives and that both Maria Hvidkær Christensen and Lærke Orup are willing to represent IVK in 2023.

#### **10. Information: Rules for applying to the study administration to be allowed to change class (*hold*)**

The UN was to be given an update on rules regarding how students may be allowed to change groups/classes (*hold*). Students can send an application to the study administration arguing for a change of class. The deadline for the application is the last Friday before semester start. See link: <https://studerende.au.dk/en/studies/subject-portals/arts/teaching/teachingatarts>.

This item was postponed to the next UN meeting.

#### **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) agenda for meeting on 28 September 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. Studieordninger: Studieoversigter og Om uddannelsen**

*Bilag 4.1. "Årsager og udfordringer", "Studieoversigter" og "Om uddannelsen" for KA i litteraturhistorie*

##### **Item § 5. Summer University Udbud 2023**

*Bilag 5.1 Oversigt over IKK forslag til Summer University 2023*

*Bilag 5.2 Summer University Fagbeskrivelser IKK 2023*

##### **Item § 6. 5. semester på BA med særlig fokus på rammesætning af BA-projektforløb**

*Christian Ulrik Andersen fra Digital Design deltager under dette punkt. Studienævnet erfaringsudveksler om, hvordan BA-projektforløb foregår inden for de forskellige afdelinger og hvordan forløbene rammesættes.*

##### **Item § 7. Studerende repræsentant fra IKK til Uddannelsesforum Arts (UFA)**

##### **Item § 8. Valg på AU**

##### **Item § 9. AU's økonomiske situation**

*Dette punkt sættes på, hvis der er informationer ud over det, der allerede er meldt ud.*

*Links til information: Aarhus Universitet nedjusterer årets økonomiske resultat og indfører besparelser (au.dk) og Universitetsdirektøren om forventet underskud i 2022: Vi går fra plus 30-40 millioner kroner på finansielle poster til et negativt afkast (au.dk)*

The UN was informed of the SN items but none were discussed.

## 12. Messages

The UN received updates and news from:

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- *Head of Department*: No new messages.
- *Academic and administrative staff*: No new messages.
- *Students*: No new messages.
- *Arts Studies*: No new messages.
- *Student counsellors (Studievejledning/VEST)*: Victor Johannes Møller Christensen was introduced as a new student counsellor. It was also mentioned that the *studievejledning* are finalising their *studiepraktik* programmes, and that any comments or ideas should be given to *studievejledningen* as soon as possible.
- *Internationalisation coordinators*: No new messages.

## 13. Any other business

None.