

**Meeting: 23 March 2022, 14:15-16:00**

**Building 1481, Room 366**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Tabish Khair, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Majbritt Kastberg Grønbæk, Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen.

**Observers:**

Ann Carroll-Bøgh, Jane Lücke Didriksen, Hannah Færge (studievejledning), Louise Wennemoes Hansen, Tina Trang Lam (uddannelsesjura), Marianne Rasmussen, Leila Trapp, Mejse Voss.

**Apologies:** Claire Isabel Hendrick, Helena Fjeldsted Jensen, Dominic Rainsford.

**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 16 February 2022*, also found in O:\ARTS\_CC-ENG-UN\Archive\Referater.

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

There was a brief comment in relation to item 4 about electives. UN Chair Anne Schjoldager (AS) mentioned that the description of an elective approved by the UN at the February meeting has been edited, but the elective still focuses on the same topic.

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

See document *UN-Engl-3-Newsletter Arts Studies March 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:

- The appointment of the wellbeing coordinator has been extended and continues throughout 2022
- The internationalisation electives for autumn 2022 and spring 2023 can now be seen in the course catalogue
- Events for students to strengthen the motivation, balance and exam techniques (webinar 6 April and workshop 25 April)
- Power BI workshops 2022 for employees, e.g. in preparation for the annual status review and degree programme evaluations (workshops in Aarhus 20 or 22 April, the deadline for registration is 18 April).

**Minutes (referat)**

**Uddannelsesnævn Engelsk**

Date: 31 March 2022

Ref: Louise Wennemoes Hansen

Side 1/8

#### **4. Information and discussion: Rules and procedures in connection with exam cheating**

See document *UN-Engl-4-Plagiarism and exam cheating SSV*.

Tina Trang Lam (TTL) from Educational Law gave the UN a presentation about the rules and procedures in connection with exam cheating (including plagiarism) before, under and after exam cheating has been reported to Educational Law. This was to draw attention to the nature and seriousness of the issue of exam cheating for students and VIPs in the Department of English.

When an investigation about exam cheating is on-going, the exam assessment is put on hold while Educational Law investigates the case. The examiner is to mark those parts in the exam assignment that indicate exam cheating, including plagiarism. When Educational Law has reached a decision, this is sent to the Dean's Office for approval and to be signed by the Dean.

If students are reported for exam cheating, they cannot be assessed for the exam in question while their case is being investigated by Educational Law. Otherwise, students who have been reported to Educational Law on a suspicion of exam cheating have the same rights as other students. Students who have been reported for exam cheating at an ordinary exam will therefore be allowed to register for and take the re-examination of the course in question. It is recommended that students who have been reported to Educational Law on suspicion of exam cheating register for the first re-examination, so that they will not have to wait for the second re-examination in the course. Students should contact the study administration and ask to be allowed to register for the re-examination.

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. If the first re-examination takes place soon after the ordinary exam (which is often the case), Educational Law will probably not be able to finish their investigation before the first re-examination.

It was discussed how the department can help students who have been reported for exam cheating and create a constructive dialogue with them about it. It was pointed out that students' questions about the legal aspects of the case should be directed to Educational Law, and students are very welcome to contact Educational Law. As far as the academic side is concerned, students also need help and guidance from the academic staff. However, when a student has been reported for exam cheating, this may be perceived of as a highly sensitive matter, and it may therefore not be a good idea for the student and the examiner in question to be in contact. In such cases, Educational Law should advise the student to contact the department (for instance, Mejsse Voss), so that the department can find out how best to guide and help the student academically.

After the meeting, TTL sent a PowerPoint presentation and some information about how to contact Educational Law to the UN. Both were forwarded by mail to all UN members and observers.

The Educational Law presentation was supplemented by student counsellor Hannah Færge. See also document *UN-Engl-4*.

At the meeting in April 2022, the UN will be given a presentation by coordinator and study counsellor Chalotte Theresa Christensen about student counsellors' involvement in guiding and helping students when they have been reported to Educational Law on suspicion of exam cheating.

Relevant AU links in connection with cases of suspected exam cheating:

- Educational Law, AU Administration and Services  
<https://medarbejdere.au.dk/en/administration/overview-of-au-administration/au-student-administration-and-services/educational-law>
- Cheating at exams  
<https://medarbejdere.au.dk/en/administration/au-studies-administration/sagsbe-handlingsportal/eksamen/cheating-at-exams>
- Student Counsellors for Foreign Language Programmes  
<https://studerende.au.dk/en/studies/subject-portals/arts/counselling/student-counsellor/slkeng>

## 5. Discussion: Evaluations of project placements

See documents:

*UN-Engl-5a-Coordinator's summary of CLM English project placement 2021*

*UN-Engl-5b-Coordinator's summary of SLK and ICS project placement 2021*

*UN-Engl-5c-SLK English project placement evaluation students A21*

*UN-Engl-5d-CLM English project placement evaluation students A21*

*UN-Engl-5e-ICS English project placement evaluation students A21*

*UN-Engl-5f-Project placement evaluation UN English project hosts A21*

It was pointed out that the reports in the documents must be treated with confidentiality, as there may be personally identifiable information in the comments.

The UN was to discuss and comment on the evaluations from students and project hosts of project placements in autumn 2021, with a particular focus on the three sub-elements of the project-oriented process and on the correlation between these three sub-elements: (1) Supervision and/or teaching; (2) the placement at the host organisation; (3) the exam form. The UN is also to discuss and comment on the general experience throughout the semester.

The UN discussion could contain both interdisciplinary evaluation themes within the department and programme-specific discussions and themes that could be discussed across the degree programmes in the Board of Studies (SN). It would be good if the discussion could result in proposals for specific follow-up measures that can be included in the plans of action and/or form the basis for annual collective didactic initiatives in the department. The UN was to discuss whether the evaluation results may provide input for proposals for quality improvements or special focus areas. The most important points and issues are to

be taken (orally) to the SN meeting in April. The SN can then pass on the proposals to the Dean's Office.

Evaluations of project placements are part of the general teaching evaluations, but are to be dealt with separately with a view to comparing students' and project hosts' experiences.

The UN discussed the evaluations of project placements for autumn 2021. The coordinator for CLM project placements, Leila Trapp, visited the UN and participated in the discussion for this item.

#### MA English (SLK):

- There were positive responses and overall happy students.
- The students believe that the experience in project placement is valuable.
- The supervision helped with balance and coordination of the internship and the academic objectives for the course.
- Some students commented that it was frustrating that the hours for the academic parts do not fit together with those for the internship. The project placement at SLK is 20 ECTS and they have to participate in a 10 ECTS thesis preparation course on campus. It was suggested that the course should be open for remote participation.
- The department should reinforce the idea that project placement is a unique activity in which the exam is an exercise to help students see more clearly how their competences from the degree programme can be used on the labour market.

#### MA Intercultural Studies (ICS):

- Same as for SLK: there were positive responses and the students believe that the project placement experience is valuable.
- The main issue concerned the prerequisite: the project placement at ICS is 30 ECTS and the prerequisite is the thesis preparation. Students believe that the supervision for the prerequisite was lacking and that it seemed disconnected from the course. Furthermore, students found it difficult to find the time to complete the exam paper.

#### MA International Business Communication in English (CLM):

- As for SLK and ICS, there were positive responses, and students believe that the experience is valuable.
- More than half of the students responded positively regarding whether the project placement prepares them for the Master's Thesis; however, comments indicate that while it made sense that the thesis preparation was part of the 30 ECTS project placement, they were too busy to do much work on the thesis while being on a project placement as they put in a lot of hours at the workplace of the project placement, and the exam assignment as a whole is quite extensive. Time and attention were mentioned as big issues. It was suggested to shorten the required length of the exam assignment.

In general, for the three project placement courses, the project hosts submitted positive evaluations and wanted more interns from Arts/AU.

## 6. Discussion: UN questions for end-of-term evaluations in autumn 2023

See document *UN-Engl-6-Questions for the end-of-term teaching evaluations A22*.

The UN has the option of choosing a number of end-of-term evaluation questions – in addition to the two obligatory AU questions and the obligatory Board of Studies (SN) questions. In April, the Board of Studies (SN) is to approve the SN end-of-term evaluation questions. The UN should discuss whether or not to change the existing UN end-of-term evaluation questions.

The previously chosen questions can be seen in document *UN-Engl-6*.

### 6.1: *The UN is to decide whether to re-use the same obligatory and recommended UN questions for autumn 2022 as for spring 2022.*

The UN decided to keep the same UN questions for autumn 2022 as for spring 2022.

### 6.2: *The UN is to decide whether to re-use the obligatory and recommended UN questions for autumn 2022 for courses taught in collaboration with the German-Romance department as for spring 2022.*

The UN decided to keep the same UN questions for autumn 2022 as for spring 2022 for courses taught in collaboration with the German-Romance department.

## 7. Information/discussion: Guidelines for teachers' end-of-term evaluation reports

See document *UN-Engl-7-English linguistics guidelines for end-of-term evaluation reports*.

At the February meeting, the UN agreed that it might be a good idea for all teachers to be given a template with some input for their end-of-term evaluation reports. This would make the results of the end-of-term evaluations more comparable (between courses, semesters and years), and it would help coordinators include and address some of the same points in their reports to the UN and the Head of Department. Sten Vikner had submitted the guidelines used by courses within English linguistics (SLK) for the UN to see and discuss in document *UN-Engl-7*.

The UN supported the guidelines in document *UN-Engl-7*. VIPs prefer not to include names of the teachers in the reports. Students pointed out that general guidelines such as these would make it easier for student class representative to approve and sign teachers' evaluation reports, which they are required to do. The coordinators will work further with this for the end-of-term evaluations of this semester (spring 2022).

## 8. Discussion: English names for courses on [Timetable.au.dk](https://www.timetable.au.dk)

SLK teachers at the Department of English have noticed that the titles of their courses are written in Danish on [Timetable.au.dk](https://www.timetable.au.dk) even though the degree programme is in English.

The reason for this is that Timetable.au.dk draws names from the planning system TermTime. If there is a Danish title, the English title of the course will not be used on Timetable.au.dk because TermTime draws the name from the place in the course catalogue/academic regulations system where Arts Studies adds Danish course titles to diplomas. Arts Studies has made it clear that, while this problem certainly needs to be fixed, it will take a long time for the necessary changes to be carried out as decisions about both systems are taken at the AU level. Arts Studies has already done what can be done administratively.

The UN was to discuss whether to take this problem (orally) to the Board of Studies (SN) and/or to ask the Head of Department to take it up with the school management.

The UN supported that courses for degree programmes in the Department that are accredited in English (SLK and ISC) should have English names in the timetables. During the UN meeting, some members checked their own timetables, and it seemed that obligatory course names appeared in English, which was positive. However, it was pointed out that electives should also be listed in English in the timetables, which they were not.

#### **9. Decision: Anonymous set take-home exam assignments (*bundne skriftlige prøver*)**

UN German-Romance wanted to make set take-home exam assignments anonymous in their CLM degree programmes. UN German-Romance therefore asked if UN English would also want to make set take-home exam assignments anonymous in the English CLM degree programme.

The UN English agreed that the set take-home exam assignments at the CLM should be anonymous. The Head of Department for German-Romance will be contacted about this decision by the CLM English coordinator.

#### **10. Discussion: How best to integrate study groups and other types of group work in the teaching of the department**

See document *UN-Engl-10-Autumn 2022 Questionnaire for study groups*.

The UN was requested by the Board of Studies (SN) to discuss this point. See *Item § 8. 'Studiemiljø og gruppearbejde – tema for IKK SN i 2022'* in item 12 at this meeting ('Items from the Agenda of the School of Communication and Culture Board of Studies') below.

Department secretary Jane Lücke Didriksen explained the new procedure for dividing 1<sup>st</sup>-year bachelor's students into study groups. The newly developed questionnaire that will be given/sent to all 1<sup>st</sup>-year students during the introduction week was presented to the UN as document *UN-Engl-10*. The UN pointed out that the word "*mønster-elev*" should be changed to "*mønster-studerende*" in the questionnaire.

The UN discussed how study groups are to be formed based on students' responses to the questionnaire and pointed out that it will be interesting to see how the new procedure might influence the end-of-term evaluations for 1<sup>st</sup>-semester students in the coming semester (autumn 2022).

### 11. Information: The current corona situation

The UN was given a briefing on what is currently known about the Covid-19 situation and how this may influence our degree programmes and there were no news.

For updated information, please check these AU websites:

- <https://medarbejdere.au.dk/corona>
- <https://studerende.au.dk/studier/fagportaler/arts/corona-informationfraarts>

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

See document *UN-Engl-12-Preliminary agenda for the Board of Studies (SN) meeting 28 March 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 include:

- *Item § 4. Indkomne sager*
- *Item § 5. Kvalitetssikring – Evalueringsrapporter efterår 2021 (drøftelses og beslutningspunkt)*
- *Item § 6. Godkendelse af ændringer i profilmag fortsat*
- *Item § 7. Orientering om udvidelse af pilotprojekt med studiestartsprøver på alle kandidatuddannelser i 2 år*
- *Item § 8. Studiemiljø og gruppearbejde – tema for IKK SN i 2022*  
*Emnet inkluderer former for grupper, herunder læsegrupper mv. og gruppeeksamen og drøftes løbende på IKK SN møder i 2022. Anne Schjoldager (AS) orienterer fra en drøftelse i UN Engelsk. I forbindelse med punktet bedes SN-repræsentanterne videregive erfaringer med forskellige former for brug af grupper: 1) Strukturel kortlægning: Hvem sørger for sammensætning af grupper i afdelingen/på uddannelsen? Er der drøftelser i afdelingen/UN/medarbejdere omkring brugen af grupper? 2) Individuelle erfaringer: Hvad er dine egne konkrete erfaringer med brugen af grupper? Der vil til mødet blive opsamlet vha. skriftlig silent sharing.*
- *Item § 9. Tilvalg, tværgående fag og nævnene*

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

### 13. Messages

The UN received updates and news from:

*Head of Department:* No new messages.

*Academic and administrative staff:*

AS gave the UN an update on the issue about the second re-examinations for Bachelor's projects at Arts. The changed range of examinations on Bachelor's degree programmes mean that students will have to wait for a whole year to take the second re-examination if they do not pass the ordinary exam or the first re-examination (in the period during which

the student has attended the teaching). Thus, for instance, if students who took the Bachelor's project course in autumn 2021 failed (or did not take) the ordinary exam on 4 January 2022 and the first re-examination on 16 February 2022 will have to wait for till February 2023 for the second re-examination. The issue was taken up in Arts Forum for Education (*Uddannelsesforum Arts*), and they will monitor the situation for a year. AS informed the UN that students can apply for a dispensation to take the second re-examination sooner – namely in August of the same year. AS referred the UN to [the minutes from the Board of Studies meeting in February under item 11](#).

*Students:*

A student informed the UN that *ArtsRådet* will stop existing since no students are willing to run it. In relation to this, it was also pointed out that the IVK English association *Comunitas* has been unsuccessful in recruiting students. The UN decided to discuss this further at the UN meeting in April: recruiting problems for student associations and committees with student representatives, including the UN. The SLK English association *Anglia* has held a meeting with several associations and, if possible, the minutes from this will be attached to the UN agenda in April.

*Arts Studies:* No new messages.

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

*Internationalisation coordinators:* No new messages.

**14. Any other business**

None.