

**Meeting: 20 september 2023, 14:15-16:15**  
**Building 1481, Room 366**  
**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Anne Schjoldager (UN chair), Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Peter Katballe-Kristensen, Martin Engelsborg Schwartz (UN vice-chair), Freja Helene Kjærby

**Observers:**

Dominic Rainsford, Ken Ramshøj Christensen, Matthias Stephan, Joseph Sterrett, Emma Molte Korsgaard Schmidt, Emma Stanley, Ann Carroll-Bøgh, Jane Lücke Didriksen, Mejse Voss, Anne Bjørn Friis (minutes)

**Guests for item 4:**

Shivika Jain, Minna Petersen, Maiken Thorsager, Sarah, Frederikke B. Larsen, Makaila Nicole Stierlin

**Apologies:**

Nadia Schalipp

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 20. september 2023

Ref: Anne Bjørn Friis

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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**

The UN followed up on the approved minutes from the meeting on 23 August 2023:

- UN chair Anne Schjoldager (AS) informed the UN that she had informed SN IKK of last month's discussion in UN English regarding students who are granted extensions of their examination deadlines, when the UN gave UVAEKA input from the department. SN IKK intends to put a discussion regarding this on their agenda for a future meeting.
- AS informed the UN of a general School of IKK decision that the School will pay for first-year students' "hyttetur", taking effect from 2023.
- Mejse Voss (MV) informed the UN of an upcoming meeting with the Ouriginal team in AU Library, when she will find out more about the possibilities of integrating Ouriginals as a default for all exams in the department.

The UN did not have any further comments.

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

UN secretary Anne Bjørn Friis (ABF) informed the UN about the September newsletter from Arts Studies and mentioned the following points:

*Useful information:*

- *Changes in academic regulations as of 1 September 2023*
- *Practical questions in connection with teaching activities*
- *Admissions to further and continuing education programmes after the application deadline*
- *Internationalisation*
- *Presentation for new exchange students by Study Centre Arts*
- *Career events at Arts*

*Important deadlines:*

- *Second attempt to submit master's theses – deadline on 15 September*

#### **4. Discussion: Evaluating the study start**

Head tutors Shivika Jaim, Minna Petersen, Maiken Thorsager, Sarah, Frederikke B. Larsen and Makaila Nicole Stierlin from KAF (Kandidatforening for Engelsk) participated in and contributed to the UN's evaluation of the study start for the department's degree programmes, including the orientation week. The head tutors from IVK were not able to participate in the meeting, but AS summarized their experiences from notes that they had provided for the UN meeting.

From the discussion regarding the evaluations of the study start:

##### **BA SLK**

- Overall, the study start was a great success with no major issues, which the evaluations also reflect.
- The attendance level for the orientation week was particularly high in comparison with previous years.
- The panel debate was especially successful. Comments regarding the panel debate from some of the new students will be considered for the planning of next year's orientation week.
- The days were shorter than in previous years and, in addition, the students were given a full day off in the middle of the week, which had an expected positive effect.
- The department should evaluate the rather comprehensive task of dividing students into study groups, which is currently placed with the head tutors.
- Regarding introduction to AU IT: Some students are ahead, while other students have significant issues. Perhaps this fact could be worked into the planning? Perhaps the introduction to IT could be converted to a workshop for less IT-competent students, which the more well-versed students could choose not to attend.

##### **BA IVK**

- Many similar points as mentioned above for SLK
- Comments from some new students about the academic content of the orientation week will be included in the planning for next year to see whether the academic elements were perhaps too overwhelming.

##### **KA ICS**

- There was a high attendance – almost 80 students – which was great. However, the rooms booked were too small, and this meant last-minute changes.

- In general, the department should evaluate and improve communication to new students, including communication about the programme and room changes.
- The head tutors would have liked to get information about the nationalities of the new students to be able to create diverse study groups.
- The head tutors would have liked to receive information about students who had in fact already left the degree programme before the beginning of orientation week.
- Overall good evaluations with many comments compared to previously. Some students commented on the programme as too extensive and said they would have liked more social events.

#### KA SLK (one introduction day)

- Overall positive reactions from the new students.
- The only unfortunate point was that the programme clashed with classes for some of the students – is it possible to move the introduction day to the week before classes start?
- Some students commented that the programme could be cut shorter or that the presentations could be done in smaller groups, because not all the information is relevant for all students.

#### KA CLM (one introduction day)

- The introduction day was arranged by the IVK/CLM coordinator together with German Romance coordinators, as CLM has no head-tutors. The introduction took place in the first week of the semester.
- The programme was more or less the same as last year.
- The day went well, but not all students came, and some said that the day was too long.

### 5. Information and discussion: End-of-term teaching evaluations

The UN discussed the end-of-term evaluations from spring 2023.

From the discussion:

- The evaluations show similar results to previous years, with overall positive evaluations.
- Questions regarding student preparation and participation generally rate lower than other questions.
- Some students have commented that they want more practical exam preparation earlier in the semester.
- Several students have reacted well to lectures held by guest lecturers during the semester, which the department has recently increased.
- Some students have commented on a lack of preparation among their classmates.
- The response rates have gone up for some IVK and Strategic Communication courses, but they are still relatively low. It can be difficult to get students to participate in the evaluations, even when time is given for it during class.
- Some students have commented on issues with teaching planning, for example consecutive classes on locations far apart, or not enough preparation time between lectures and seminars.

At a later point, the UN plans to discuss the format of the coordinators' summaries with a view to agreeing on a best practice for these.

*Next steps:*

Based on the discussion in the UN, the head of department will write a summary report (approx. one page) of the teaching evaluations in spring 2023. The head of department sends the evaluation report to the director of studies at [studeleleder@cc.au.dk](mailto:studeleleder@cc.au.dk) by **4 October 2023**. The director of studies will review the report and send it to the SN.

## **6. Information: Making changes to academic regulations**

The UN was reminded that degree programmes that have had a full run-through (at least once) may be revised. The process is that any suggested changes are discussed and approved by the UN in October 2023. Approved changes will take effect on 1 September 2024. It is a good idea to consult with Anne Bjørn Friis before submitting proposals to the UN. If changes are not proposed for the October meeting, they cannot be implemented on 1 September 2024.

## **7. Information: Changes to academic regulations from 1 September 2023**

The UN was informed of changes to the academic regulations of the degree programmes in the department, which took effect on 1 September 2023.

As something special this year, changes have been introduced to the academic content of almost all academic regulations, which is due to the project of removing prerequisites. The project has been triggered by changes to the Examination Order (*eksamensbekendtgørelsen*) and has led to the removal of prerequisites. In courses from which the exam prerequisite has been removed, there might be additional changes to the academic regulations. Therefore, it is especially important this year that all teachers check the academic regulations and the course catalogue to see whether any changes have been made in the courses that they teach.

Other general changes in the academic regulations:

Section 1 – About the degree programme:

- Plans to phase out old academic regulations when new ones come into force.

Section 2.1 – Degree programme rules:

- Changes to the standard descriptions of prerequisite requirements and lecture participation as a form of examination. These are a consequence of the project to remove prerequisites.
- It has been added to all translated English versions of academic regulations for Danish-accredited degree programmes that it is the Danish version that is legally binding.

Section 3 – general rules:

- Minor changes in texts in connection with registration deadlines for re-examinations.

This year's legal review has led to the following changes in the exam descriptions of some academic regulations:

- In professional master's degree programmes, the existing progression requirements for the master's project have been clarified, so that it is clear from the exam description of the master's project that all other courses in the degree programme must be passed before the student can be allowed to take the exam and any teaching/supervision. The individual departments will receive more information about the progression rule from Arts studies as soon as possible.
- In the description of master's theses (*speciale*), it has been made clear that there is a requirement for approval of a supervision plan for the thesis to be assessed.

For further information, check [Changes in academic regulations as of 1 September 2023 \(au.dk\)](#)

Specific changes:

Changes can also be made for specific courses, often suggested by teachers to clarify points that have been misunderstood. All such changes must have been approved by the UN in collaboration with the head of department and by the SN and the Dean's Office. There are no such changes for 2023 in the department of English.

## **8. Discussion and decision: Plans of action**

*This item was postponed to the meeting in October.*

## **9. Update: SN and UN elections**

The UN was given an update on the list of candidates for the SN/UN elections VIP members and substitutes in November 2023. In relation to the elections, DR informed the UN about a decision to make various changes to the structure of coordinators in the department, which would have implications for which VIPs would be expected to be elected for the UN. The UN was also given an update on the list of student candidates.

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

*Nothing in particular.*

## **11. Messages**

- *Head of Department: Nothing*
- *Academic and administrative staff: Nothing*
- *Students: Nothing*
- *Arts Studies: Nothing*
- *Student counsellors (Studievejledning/VEST): The counsellors have provided the UN with a list of meetings and events for the semester.*
- *Internationalisation coordinators: Nothing*

## **12. Deadline for submitting documents for the next UN meeting**

Any documents for the UN meeting on 11 October 2023 should be sent to Anne Schjoldager ([asc@cc.au.dk](mailto:asc@cc.au.dk)) and/or Anne Bjørn Friis ([abf@au.dk](mailto:abf@au.dk)) *no later than on Monday, 2 October 2023.*

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**13. Any other business**

*Nothing*