

**Meeting: 23 August 2023, 15:15-17:15**  
**Building 1481, Room 366**  
**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

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

**Observers:**

Hanna Færge, Ken Ramshøj Christensen, Matthias Stephan, Lærke Orup, Emma Molte Korsgaard Schmidt, Ann Carroll-Bøgh, Amalie Guldbæk Staggemeier (UVAKEKA, item 4), Anne Bjørn Friis (minutes), Theresa Cecilie Møller (student counsellor), Laura Askholm Zeerow (student counsellor)

**Apologies:**

Nadia Schalipp, Darius Hornschuh, Dominic Rainsford, Mejse Voss

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 23 August 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 21 June 2023. UN chair Anne Schjoldager (AS) informed the UN about updates she has received on discussed items from Mejse Voss (MV), namely one regarding guidelines for teaching planning and one regarding the lack of communication about the decision to anonymise written exams. Head of Studies Lars Kiel has acknowledged this lack of communication and that the staff should have been informed sooner. The UN wishes to have a further discussion at next month's meeting about what further reflection can and should be derived from this experience. The UN didn't have any further comments.

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

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

*Useful information:*

- *New head of studies administration at Arts: Jesper Qvistgaard*
- *Fewer prerequisites from autumn 2023*
- *Commencement of studies exams in autumn 2023*
- *Semester coordination meetings will be held in September*
- *Number of Master's theses submitted on 1 June 2023: 78 % IKK*
- *Updated thesis form*
- *Updated unemployment data for Q4 2022*

*Important deadlines:*

- *Are you interested in running a Summer University course in 2024 – deadline 1 September*

#### **4. Information and discussion: Informing examiners about students' additional time at exams**

The UN was informed of an issue raised in the department recently: It seems that internal and external examiners are not always made properly aware that students have been given dispensations and granted additional time for exams, and that, even when examiners *are* made aware of this, the information given tends to be rather random and confusing. This means that examiners do not always know if students' exam papers will arrive later than the deadline stipulated in the department's [exam plan](#). This is a problem for examiners, who are often pressed for time and need to be able to plan their time carefully for exam marking. Because the number of students who are given dispensations appears to be growing, the problem is also growing – especially because the deadlines for marking papers are not equally extended. Examiners suggest that such information should be systematically provided ahead of the exam. Information might, for instance, be given automatically by [Digital Exam](#) in the relevant exam flow (both before and after the exam deadline) – at least, in connection with anonymous exams.

Studies coordinator Amalie Guldbæk Staggemeier (AGS), Arts Studies Administration (UVAEKA), participated in the meeting and informed the UN (in Danish) about current exam procedures regarding student dispensations and additional exam time.

AGS said that UVAEKA is aware that this is an important area for examiners and that there are some issues. The procedure is the same as in previous years, but the increasing number of students who receive exemptions and the fact that there are more anonymous exams than before make up the most significant difference between now and before. In other words, UVAEKA is doing the same as before, but the situation has changed. The Digital Exam system is to be replaced by Wiseflow in the near future and, because of this, new technical solutions may appear, though there will probably also be new challenges. AGS said that there are two types of students who get exemptions: students entitled to receive extra time for their exams every semester because of documented special needs, and students who apply for exemption almost up to the start of the exam. She explained that the current procedure is as follows: On the day of the deadline for an exam, examiners can see individual students' deadlines. Unfortunately, it is not technically possible to show this earlier. It has previously been decided that the deadline for the assessment cannot be postponed to make up for an extended deadline. Examiners' concerns regarding this decision must be addressed to the heads of studies of the faculty. AGS invited the UN to provide input for improvements, which she could take back to her department.

UN provided AGS with the following input:

- It is crucial for examiners to receive a heads-up in advance about the number of students involved in a given exam – specifically, regarding already-known extensions, which constitute the majority. Examiners are concerned about overlooking students with the current procedure.

- Some examiners have received a general email about the number of students with extensions, but this information should be sent specifically to the examiners of the students in question.
- There is a desire for a uniformity of procedures, so that communication between UVAEKA and examiners happens in the same way every semester.
- It would be helpful if examiners are informed more generally about the expected length of extensions. In other words, there is a wish for the department/UN to be presented with a description of SN's exemption (dispensation) practices.
- Examiners should not be informed about *which* students have received exemptions during the semester, but rather about the *number* of students involved – this is an important distinction.
- It's not fair that examiners get less time to assess students with deadline extensions – this is perceived as conflicting with working time regulations. A suggestion is to delay the release of exam papers to examiners until *after* the last student's deadline and have the assessment period start from that day. However, currently, this is not technically possible.

*Next steps:*

SN representative Anne Schjoldager (AS) will take up the issue in the Board of Studies (SN). Head of department Dominic Rainsford (DR) will raise the issue with Head of Studies, Lars Kiel Bertelsen. The UN will be given an update on this issue at the meeting in September.

## **5. Discussion and decision: Approval of course descriptions for electives in spring 2024**

The UN were to approve course descriptions for electives in spring 2024 and discussed the following proposed electives:

English BA IVK (4<sup>th</sup> semester):

- *Negotiation in theory and practice*
- *Social Interaction, Identity, and Organisations*

Previously there have been three electives in the 4<sup>th</sup> semester, but due to downsizing and an expectation of more students going abroad, the department only allows two electives for the spring of 2024. International coordinator Ann Carroll-Bøgh (ACB) commented that the descriptions are also interesting for exchange students, but the electives are not made available for exchange students. ACB therefore encouraged the department to make these electives again for exchange students. Students commented that both topics were very interesting.

English KA SLK, Advanced Research Topic (2<sup>nd</sup> semester):

- *Saving Uncle Sam*
- *The X-bar Files*
- *Indian and Pakistani Fiction in English*

The UN had no corrections and commented that the topics looked very interesting.

*Decision:*

The UN approved the presented course descriptions for electives for spring 2024.

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*Next step:*

The Head of Department is to send the approved electives to UVAEKA by 14 September 2023.

## **6. Information and decision: UN questions for end-of-term evaluations of courses shared with GermanRomance**

In May 2023, GermanRomance UN suggested changes to the UN questions for the degrees that are shared between the two departments. It was suggested to remove question ST-50, to keep questions DPU-SN 009 and IKK-VF 001 and to add a new question regarding a respectful learning environment.

At the May meeting, UN English supported the removal of question ST-50 and to keep questions DPU-SN 009 and the slightly modified version of IKK-VF 001, but UN English did not wish to add a further UN question already for the autumn semester. However, subsequently, the Brightspace/BLUE support has announced that it is not possible to choose a third set of questions – that is, a set of questions to be used *only* for courses shared by UN English and UN GermanRomance, in addition to the sets of questions used by the two UNs for their own courses. It has also been announced that the sets of UN questions (those of English and GermanRomance) are assigned automatically, and an overview of these were presented in a document for the meeting.

Prior to the meeting, AS had discussed the situation with UN chair of GermanRomance, and they agreed that the UNs should not change their respective questions and continue with the automatic assignment of UN questions for the autumn of 2023. GermanRomance UN approved this decision at their meeting on 16.08.2023.

The UN briefly discussed the UN questions:

- 1) Should English UN decide to keep the phrasing regarding the academic level of the course, which is different from that of GermanRomance?
- 2) Should English UN include GermanRomance's question regarding a respectful learning environment as a UN English question for autumn 2023.
- 3) Should English UN ask for changes in the automatic assignment of questions for autumn 2023?

From the discussion regarding 1)

As former UN chair, Sten Vikner (SV) explained that, in 2019, the UN decided to revise this question from the question bank and leave out the last part of the question: "in relation to your own level" for the department's own questions and keep the question from the question bank for the joint courses with GermanRomance. SV explained that in his perspective, it is a matter of two different questions – whether students think the level is too high compared to their own personal competences, or whether they think that the course is taught at a reasonable level for students enrolled in the degree programme in the semester in question. The reasoning behind English UN's change thus holds a pedagogical dimension.

Some members asked to be presented with the reasoning behind UN GermanRomance's version of the question. When approved, the minutes for the GermanRomance meeting in August will be available on their website here: [Kommunikation og Kultur - uddannelsesnævn \(UN\) \(au.dk\)](#). The minutes will also be available as a document for the English UN meeting in September or October.

From the discussion regarding 2)

Students commented that the question is redundant due to another question commonly used in the department (added by some teachers) about study environment: "the atmosphere in the classroom has promoted learning". SV and other VIPs agreed, and added that the question is graded and also has a comment box, where students can mention any issues regarding respect. Several members suggested that this question should be discussed by the UN in October and or November, including whether to make it a mandatory English UN question and perhaps also whether to suggest it to GermanRomance.

From the discussion regarding 3)

VIP commented that *Strategic Communication in Organisations* does not currently have the correct assignment of questions, which means that the UN should discuss the list in October with a final decision in November.

As a derived discussion, the UN talked about general challenges with coordinating decisions between the two UN's. UN English should not have to react to decisions made by the GermanRomance UN after the fact. UN chair AS will take this up with GermanRomance UN chair.

*Decision:*

The UN decided not to change anything for the autumn of 2023.

The UN decided to discuss the automatic assignment of questions for shared courses and the UN's own list of questions at the October meeting and to make final decisions regarding UN questions in 2024 and follow up on any issues at the November meeting.

## **7. Information: Next month's discussion of the end-of-term evaluations from spring 2023**

At the September meeting, the UN is to discuss the end-of-term teaching evaluations for spring 2023. Therefore, *by Monday 11 September 2023*, coordinators are to submit evaluation summaries to Head of Department Dominic Rainsford (DR) and UN chair AS. DR can then prepare a Head of Department summary in time for the UN meeting in September, or he could use the discussion at the September meeting for input to the summary.

Apart from DR's summary and the coordinators' summaries, the UN is to have access to end-of-term evaluation data generated automatically about the department's degree programmes (minus comments). Evaluation data for the degree programmes *without* course-specific data would have to be extracted manually (by means of screenshots), and the UN has previously decided that this was not sufficiently useful.

Next steps:

At the September meeting, the UN is to discuss whether or not to continue with the above-mentioned procedure and data.

DR is to send his summary to the Director of Studies by 4 October 2023. If the UN has not seen the summary before, it should be submitted to the UN for the October meeting for information.

AS will ask MV to follow up on the procedure for end-of-term evaluations for IKK's IV courses and update the UN on this at the meeting in September. In connection with this, the UN is to be informed of the decision process regarding which IV courses are offered and cancelled. While VIPs in the department offer IV courses, the UN has not been involved in the quality check of these.

### **8. Update and discussion: Using Ouriginals for all exams**

So far, it has been up to individual course responsables/teachers/examiners to decide whether to use the plagiarism detection tool [Ouriginals](#) (formerly, Urkund) for a course exam, meaning that Ouriginals is integrated into the exam flow in [Digital Exam](#).

The UN was given an opportunity to discuss whether Ouriginals should be used for all the department's exams as from the winter exams of 2023.

From the discussion:

- VIPs have experienced that even when they had specifically asked for Ouriginals to be switched on, this did not always happen.
- VIPs have never been asked directly if they want it switched on or not.
- AS's impression from SN is that the tradition in IKK is not to use electronic checks.
- Obviously, the results of an electronic check cannot be the sole reason for reporting a student to AU Law, but it can be a very helpful tool for detecting and documenting plagiarism and other exam cheating.
- VIP mentioned that there should be an exception: In student collaborations with businesses, students are sometimes asked to sign a confidentiality agreement which prohibits the use of external sources such as plagiarism software.
- Students were surprised that electronic checks are not automatically used for all exams.

*Next steps:*

MV will find out if such a decision can be taken by the UN for all courses in the department. Plan B is to bring the question up at a staff meeting in case the department can decide so by majority. MV might also facilitate a procedure in which all teachers of the department are asked whether or not they wish to have Ouriginals switched on for their exams. In addition, it needs to be worked out at which level the tool is to be switched on/off for, at programme, course, teacher or class level.

### **9. Update: Meeting with the Employer Forum for International Business Communication**

The UN was given an update on the meeting with the Employer Forum for International Business Communication, which is shared with the GermanRomance department.

Some of the main items concerned the digital aspects and tools (AI etc.) and the academic content of the degree programmes. The employers were in agreement that it is important that the students have strong language skills, which includes both the foreign language *and* Danish. In second and third place of important skills after obtaining their degree, employers mentioned that they look for candidates with intercultural competencies and candidates with basic knowledge of digital tools and the ability to learn new skills rapidly.

For information about this forum, check here: <https://cc.au.dk/en/about-the-school/employer-panel>

### **10. Discussion and decision: Changing exam requirements for Project placement in KA English**

At the June meeting, the UN discussed and approved a proposal for a reduction in the requirement for the scope of Project placement in KA ICS and KA CLM (3<sup>rd</sup> semester). The decision for ICS could be implemented right away in the new academic regulations as from September 2023, whereas the decision for CLM cannot be implemented in the academic regulations until September 2024. GermanRomance UN has decided the same for both ICS and CLM.

The UN discussed whether KA English should reduce the requirements for the scope of the exam assignment in Project placement, which is a 20-ECTS course, whereas Project placement in ICS and CLM is a 30-ECTS course. The current length of Project Placement in KA English is 17-21 pages (5-7 pp. “Work Report” and 12-14 pp. “Written Assignment”). The following changes were proposed:

- *The exam length for the course should be reduced from 17-21 pages to 15-17 pages for the Project placement exam. This includes reductions from 5-7 pages to 4-5 pages for the “Work Report” and from 12-14 pages to 11-12 pages for the “Written Assignment”.*

The UN had previously discussed a similar reduction for ICS and CLM and did not have many additional comments. The UN suggested to change the pages from the suggested 15-17 to **14-16** for the whole exam and from the suggested 11-12 pages to **10-11** pages for the written assignment.

*Decision:*

The UN decided to approve the reductions with the adjustments described above.

### **11. Information: Latest admission figures for English degree programmes**

The UN was informed of the latest figures from [Den Koordinerede Tilmelding](#) (KOT) regarding English degree programmes, including information on minimum grade point average for admission. Not all admitted students had the programmes as their first priority, which might result in higher drop-out rates. English IVK are still taking in over a hundred students in spite of the downsizing – this is due to redistribution within the faculty. The number of offered places does not necessarily reflect the number of students who have accepted.



## 12. Information: Making changes to academic regulations

Degree programmes that have had a full run-through (at least once) may be revised and the UN will be informed of details and deadlines in this regard.

The degree programme board has the following academic regulations that have had a full run through:

- Master's degree programme in English (SLK) (2017)
- Master's degree programme in International Business Communication in English (CLM) (2020)
- Bachelor's supplementary subject in Strategic Communication in Organisations (2019)
- Bachelor's supplementary subject in Contemporary Communication in English (2020) (not running in 2023)

The UN is working on the following changes:

- Changes to the Project Placement exam length in the master's degree programmes for SLK and CLM. See also item 10 on this agenda.

*The UN did not discuss this item, which was postponed to September.*

## 13. Information and decision: SN and UN elections

AS informed UN of the SN/UN elections of student and VIP members and substitutes in November 2023. Students will be elected for a year (February 2024 to January 2025), while VIPs will be elected for three years (February 2024 to January 2027). Election lists can comprise a maximum of ten names. The first person on the elected lists will be the SN representative. The first six people on the lists will be UN members (including the first person, who is also SN representative). The last four names on the list will be SN and UN substitutes.

Lists of candidate names of students and VIPs must be ready and uploaded at the beginning of October (probably between 6 and 12 October) and be given full consent of each candidate.

The UN discussed who should be responsible for collecting and uploading the election lists.

For information about election processes at AU, check here: <https://studerende.au.dk/valg-paa-au-studenterorganisationer>

For updated information about election deadlines etc., check here: <https://medarbejdere.au.dk/strategi/universitetsvalg/tidsplan-2023>

*Decision:*

The UN decided that Nadia Schalipp is to be responsible for the election list of candidates for students (this has subsequently been confirmed by NS), with help from Peter Katballe-Kristensen, and that AS is to be responsible for the election list of candidates for VIPs.



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

The SN agenda and documents were not discussed.

#### **15. Messages**

The UN received updates and news from:

- 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):
  - Counsellors have put together a list comprising the different meetings for students throughout the semester, as requested by some teachers, so that the teachers are able to promote these meetings to students. The list will be presented to the UN at the meeting in September.
  - Counsellors encouraged teachers to mention to IVK students in particular that it is important for them to attend events hosted by the counsellors, who will also stress the importance of this during the orientation (introductory) week. Previous experience shows that IVK students are less present at events than students from other degree programmes.
  - Planning for *Studiepraktik* has begun for week 43, which is administered by UVAEKA.
    - Internationalisation coordinators:
  - Arts has admitted 193 new exchange students. Academic orientation is held on 24 August. Coordinators are currently waiting for an update from UVAEKA on assigning first-year SLK courses to exchange students.

#### **16. Deadline for submitting documents to the next UN meeting**

Any documents for the UN meeting on 20 September 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, 11 September 2023.*

#### **17. Any other business**

Nothing