

**Meeting:** d. 20. September 2023 at. 14.00-16.00

**Building 1467, room 316**

**UN-meeting, Global Studies**

**Minutes**

**Present**

Members VIP: Uwe Skoda, Georg Fischer and Anemone Platz.

Uddannelsesnævn Globale  
Studier

Members Students: Frederik Edsberg Hansen, Daniela Lange Andersen, og Sofie Lambertsen.

Dato: 20. september 2023

Observers: Christina Fiig, Chun Zhang (VIP), Studievejledere IHO, Freja Juul Knudsen (student), Julie Schultz Pedersen Lorensen (Department coordinator) and Sine Gyde Meler (Arts Studies, ref).

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**Absent:** Jonas Østvand Matthiesen, Julia Ieva Jørgensen, Karoline Thode Fogh, Jakob Frederik Thomsen, Birgitte Pristed, Vivek Kumar Shukla and Hagen Schulz-Forberg.

**1. Approval of agenda and follow up from the minutes from last meeting (14.00-14.05)**

UN approved the agenda and there was no follow up from the meeting in august.

**2. Briefings (14.05-14.20)**

2.1 News from the Board of Studies

- New guidelines for texts (PDF-files), which preferably need to be in a format so students with dyslexia can have the computer to read the text out loud, which are not possible with scanned texts.
- The need to have similarly templates for the body of external co-examines reports was discussed.
- Suggestion to summer university courses for 2024 was discussed and comments from SN will be send to the teacher representatives for the courses.
- The two academic regulations for MA International studies and MA GLAS were also discussed.

2.2 News from the Head of Department

US informed about the:

- The faculty is following the upcoming master's degree programme reform (Kandidatreformen) closely, when there is news out the degree programmes will be informed.
- CED attended a staff meeting and how to deal with Chat Gpt and other AI tools in teaching and exam was discussed, the new AU guidelines on AI will be out in the coming months.

- The graduation ceremony for the MA students was a success and a similarly format with alumni could be used next year.

### 2.3 News from the student guidance

The planning of Studiepraktik has begun and it will be in week 43.

### 2.4 News from the study administration

News letter from Arts Studier ([click here](#))

## 3. Establishment of a new deputy chair for the degree programme board – as of September 2023 (item for decision) (14.20-14.25)

The UN elected a new deputy chair for the autumn 23 as agreed on the meeting in February.

### *Decision:*

The degree programme board elected Frederik Edsberg Hansen as the deputy chair for Autumn 23.

## 4. Evaluation of introductory week (item for discussion) (14.25-14.45)

The degree programme board evaluated the introductory week with a view to ensuring that next year's initiatives are proactive and optimizing. The head tutors were invited as guest and gave a brief status of the week.

Overall, the week went well and the support and communication with the department have been helpful. Due to the fact that some of the tutors backed out last minute, the head tutors had to make changes in the program, because they were not able to carry out all the planned activities. The tutors suggested, that for next year there could be a more formalized recruiting process of the tutors to secure their engagement in the work. Furthermore, the tutors would like to see more clear guidelines for the introductory week program, for example that the mandatory activities are included in a template for the introductory program. That could minimize the workload for the tutors.

The UN discussed how to have the best introductory week for the smaller degree programmes and whether there need to be more joint activities. Tutors informed that this would require more coordination and maybe more support from the department, and it need to be balanced so each degree programme is still acknowledged for their differences. It was mentioned that the introduction from Arts Career was good, but that it may be to early to have in the introductory week. The tutors have discussed with tutors from other degree programmes, that the evaluation of the introductory week should be moved to one of the first classes in the week after the introductory week, so the whole week is evaluated.

UN and US thanked the tutors for their work with planning and carrying out the activities for the week. US commented that the department will use the feedback and comments next year and look into making clear guidelines, discuss the balance between joint and spilt activities and if there should be a different “tutor recruitment practice”. US also commented that there need to be a discussion with the coordinators for the introductory week to make sure the tutors are well prepared for the job, e.g., with the planning and conflict management during the week which was also expressed by the totors It could be part of the preparation of tutors by VEST.

The tutors were encouraged to send there feedback directly to US and Julie Schultz Pedersen Lorensen (JSPL) via mail.

#### **5. Brief status update about the introductory week from teachers and students (item for discussion) (14.45-14.55)**

The UN had covered most of the subjects in point 4, but there was a comment from Christina Fiig, that the focus on integrating MA students in the social environment in the department is very positive. For example, the MA students were invited to the last Friday bar in the BA introductory week. The UN very much welcomes this cross-departmental approach.

#### **6. Information on changes to academic regulations published on 1 September the current year (14.55-15.00)**

The degree programme board was informed of the changes to their own academic regulations taking effect on 1 September. In addition to those changes, there are also changes made in many courses, based on the project on the removal of prerequisites where the prerequisite requirements have either been removed or reformulated.

UN has previously approved all the changes, but it is important that all teaching staff look in the academic regulations and course catalogue in relation to finding the right course descriptions for courses. The UN was also informed of general changes to academic regulations taking effect on 1 September, which can be seen in the [newsletter from Arts Studies Administration](#).

#### **7. Review of teaching evaluations from the spring semester (15.00-15.25)**

The degree programme board processed the course evaluations for the previous semester (spring 2023). US presented the key points across the evaluations and the UN were asked to discuss the evaluations. UN have a rotation principle, which means that not all courses from the Spring semester 2023 were discussed.

Key points across the evaluations:

- Students commented that there in most courses are a respectful tone in the classroom and in general in a positive classroom environment.

- There seems to be a need to discuss what an “active student” is and how many hours students are expected to use on their studies. It could be a point for a later meeting.
- There should be a further discussion about the possibility to share examples on written exam papers amongst students, so they can be inspired from each other.
- There is a need to find good methods on how to have variation in teaching in the small degree programmes where there are few students in the classroom.
- Students commented that there are both pros and cons having many different teachers in one course.

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Students from Russia Studies commented that they would like to have more teaching about different academic methods, US commented that Russia and Brazil studies only have one year of propaedeutics and therefore do not have the same method course as the other BA programmes, but it will be a point for the next revision of the study regulations.

It was discussed that students from China studies who are abroad in Beijing do not have the possibility to access the AU evaluation online. Furthermore, the courses content does not fit the AU template, and the timeframe are not adjusted to the Chinese academic year. There needs to be found suitable format for the evaluation. JSLP and US will talk to the administration to find a solution.

*Next step:*

Based on the UN discussion and the evaluation notes from the courses, Head of Department will complete an evaluation report and the draft of the report will be circulated to the UN after the meeting.

The evaluation report must be sent to the SN-secretary no later than the **2<sup>nd</sup> of October 2023** to the following mail: [arts.uddannelseskvalitet@au.dk](mailto:arts.uddannelseskvalitet@au.dk).

## **8. Elections at AU (15.25-15.30)**

UN is informed about elections at AU in the autumn of 2023. Both students and academic staff are on election. Students are elected every year, and the academic staff are elected for a three-year period (academic staff is elected for the period 2024-2027). The election is expected to be held 13-16 November 2023, and election lists are put together at the beginning of October 2023. See more information about the election via the link: [Elections at Aarhus University \(au.dk\)](https://www.au.dk/en/elections) The Department has decided to continue to have 7 academic staff and 7 student representatives in UN Global Studies during the election period 2024-2027. Therefore, as a minimum, 7 representatives must be listed on each list of candidates (however, it is encouraged to set up more (up to 10) in order to have substitutes for both SN and UN). The election is to SN and the list of candidates therefore includes SN representatives and substitutes. UN members are selected from the list at the constituent meeting in the new UN. The members of SN must be members of the UN.

Frederik Edsberg Hansen have been around to all the BA programmes to inform about the UN and to recruit and will try to recruit among the MA students at the Annual Global Studies Lecture on 27<sup>th</sup> of September.

*Decision:*

UN decided that Frederik Edsberg Hansen is responsible for the lists of candidates for students and Uwe Skoda for the lists of candidates of academic staff.

**9. Best practices for reading instructions for students (discussion point) (15.30-15.45)**

In the meeting in August, the UN members was encouraged to go back to their fellow students/teachers to get inspiration for a discussion about teaching evaluation:

UN had the following comments:

- Students raised the point that student instructors can help teachers with formulating reading questions to the text.
- Some students would like to have more help or maybe an extra course with general introduction to grammar for the language courses, to secure some form of common level.
- US will talk to teachers and see what the next steps are and if this is possible to have such an introduction course. However, previous attempts to organize such courses were not successful due to low number of students participating. Instead, individual participation in FOF courses was recommended.
- Some teachers give specific questions and guidelines for every course, some are about the structure of the text, some are specific question to the sources or content of the text. Often students are asked to discuss the questions in their study groups.
- Some teachers always use the same general reading questions which are applicable on most academic text.
- A point was raised that it should be possible for teachers to use different teaching styles and for example to have the choice to not give students reading questions.

**10. Expectations between teachers and students for oral exams (discussion point) (15.45-50)**

US briefly introduced the point and asked if UN have experienced issues with the tone in the oral exams from the students. UN discussed that there sometimes seems to be a miscommunication or misunderstanding between teachers and students about their roles in the exam situation. Furthermore there seems to be many students who struggle with exam anxiety especially in a post-covid context.

CF suggested inviting VEST to talk about exam anxiety. The student guidance informed that the student guidance has a presentation/meeting about “Stress and Anxiety” in November where all students are invited. US will think about how to frame the discussion in the UN and if there should be invited guest from VEST.

**11. Update about the nomination for the lecturer price (15.50-15.55)**

The fagudvalg have decided not to nominate any teachers from the department, due to the lack of time not because of lack of good teachers.

**12. Updates (time)****12.1 Updates from the students**

Students would like to discuss that they need more support from their international coordinator when going abroad.

Daniela Lange Andersen is a new member of “Akademisk råd”, the project about “Formidling service” is still going on and UN will hear about the project.

**12.2 Updates from the degree programmes**

Semester start going well across the programmes and the UN can see upcoming events on the globalstudies.dk.

**13. Suggested points for upcoming meetings**

Points for upcoming UN meetings:

- Discussion about the use of Chat GPT AI (September/October)

It was discussed that the point should be pushed to after the new AU guidelines are ready.

- “Entry on the labor market” (Autumn 23)
- Special Educational Support -SPS (autumn)
- Further discussion about expectations between for teachers and students for oral exams (October)
- Formidlingsservice

**14. AOB**

Nothing to the point.