ARTS
AARHUS UNIVERSITET

Meeting: 28th of February 2024 at. 12.15-14.00
Building 1467, room 515
UN-meeting, Global Studies

Minutes

Present
Members VIP: Annette Skovsted Hansen, Birgitte Pristed (item 1-5), Georg Fischer, Vivek Kumar Shukla, Christina Fiig and Hagen Schulz-Forsberg.

Members Students: Frederik Edsberg Hansen, Daniela Lange Andersen, Kasper Steenbjerg, Lise Hostrup Daugberg, Sofie Lambertsen and Willem Adriaan Cornelis Koen.

Observers: Andreas Steen (VIP), Vladimir Pacheco (VIP) (item 1-8), Studievejledere IHO, and Sine Gyde Meler (Arts Studies, ref)

Absent: Anemone Platz, Uwe Skoda, Joakim Axel Bengt Ydebäck og Jakob Hoffmann Holm

1. **Welcome to the meeting (12.15-12.20)**
Head of department Annette Skovsted Hansen (ASH) welcomed to the meeting and UN had a quick introduction round.

2. **Approval of agenda and follow up from the minutes from last meeting (12.20-12.25)**
UN approved the agenda and followed up from the last meeting 24th of January 2024. Sine Gyde Meler (SGM) informed that some changes have been made to the approved minutes regarding the discussion about GDPR. An updated version of the minutes can be found online via this link. ASH informed that, the school are arranging for a meeting about GDPR and IT-security in general, due to the focus on the matters at the moment.

3. **Evaluation of project placement (item for discussion) (12.25-12.35)**
The UN discussed and commented on the evaluation of Project Placements for F23 and E23 from students and project hosts, with 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 stay at the host organisation and
3. The exam form, as well as the general context throughout the semester.

The UN discussed whether the evaluation results provided input for proposals for quality improvements or special focus areas and take the most important points and issues with the SN meeting in April (orally), from which they are collected and passed on to the Dean's Office and UFA (Uddannelsesforum, Arts).

Project placement coordinator Vladimir Pacheo (VP) informed about an event February 19th when students were introduced to the project placement framework and student representatives informed about their experience with project placement. The attendance was good. Thereafter VP presented the main points from the evaluations:
- Very low response rates from the students
- Students were satisfied with the outcome and expressed that it gave them better understanding about their own competences and qualifications for a workplace.
- The companies inform that the students bring a lot of value, new knowledge, development etc.
- There may need to be an extra focus on supervisors securing a link between the workplace and academic skills.

UN's comments:
- There was a discussion about the timeframe and how the department deals with the fact that many students wish to have a project placement in for example embassies/EU where they often ask students to stay longer than the AU/Arts timeframe.
- UN discussed whether the timing of project placement is problematic for the winter intake at GLAS. This is an issue that needs to be brought up if/when there will be new academic regulations – the same with the framework for the exams.
- ASH expressed the importance that students respond to the evaluations, so teachers/the department can react if something needs to be changed.

3.1   Orientation about the guidelines regarding hours used for the project placement.

UN was informed that all guidelines and information about project placement can be found at the Studyportal.

Christina Fiig (CF) mentioned that the department has two different information letters: one for the project host and one to the students, which both explain the framework for the project placement and the connections between the academic skills and workplace and the one for the students includes information about the supervision etc.

4.   Orientations from the students (12.35-12.45)

Students informed that they are focusing on recruitment of new students from 2nd semester to the fagudvalg.

5. Short oral briefings and question (12.45-12.55)

5.1 News from the Board of Studies
Link to agenda and minutes.

5.2 News from the Head of Department
There has been a need to change some of the upcoming meeting dates, new calendar invitations are out.

5.3 News from the student guidance
U-days was last week, there is no official evaluation yet. But the overall experience is that U-days went well.

5.4 News from the study administration
Newsletter from Arts Studier (click here)

6. Information on academic regulations/changes to academic regulations following a review by the Dean's Office to take effect on 1 September 2024 (item for orientation) (12.55-13.00)

The vice-dean for education has reviewed the proposals received for new academic regulations and changes to academic regulations.
On this basis, the degree programme board was informed about academic regulations and changes to academic regulations that will take effect on 1st of September 2024.

3.1 New academic regulations 2024
The approved academic regulations will be published on the study portal no later than 1st of March 2024 and will take effect on 1st of September 2024.
The approved academic regulations are:
MA Global area Studies
MA International studies

3.2 Changes to academic regulations 2024
The approved changes to the academic regulations take effect on 1 September 2024.
Autumn courses are published in the course catalogue on 1 April 2024.

Following changes have been approved:
- BATV Addressing Global Challenges (2020): Migration and mobilities – ændring af omfang af eksamensopgave og præcisering af eksamensbeskrivelse
- BATV i China studies (2018): Elective subjects – præcisering af hvilke valgfag studerende kan vælge

Following changes have not been approved:
- BATV Addressing Global Challenges (2020): Introduction to Global Challenges – addition of a sentence that teachers form the groups.

7. Review of teaching evaluations from the autumn semester (item for discussion) (13.00-13.30)

The degree programme board processes the teaching evaluations for the previous semester (autumn 2023) and communicates the results in collaboration with head of department. The course evaluation must result in a written summary, signed by the teacher and at least one student. The summaries are discussed in a subject-specific manner in the individual degree programme board, where head of department and the degree programme board work together to draw up evaluation notes for each degree programme or an evaluation memo at section level.

The UN members had a walk and talk about specific themes from the evaluations and brought some main points across the degree programmes to discussion:

- Co-teaching: Needs to be carefully planned when teaching is co-teached. Students can see the benefit and strength when there are multiple teachers, but the structure and information need to be clear.
- Overall, the language courses are going well at the BA-programmes, but at one degree programme it was noticeably that the students had different qualification levels due to some students not showing up for all the classes.
- Some students feel it can be very hard to adjust to Denmark/AU when they have been abroad.
- At India and South Asia studies some students have asked for more literature from outside of India.
- Respond rates in general a low and it must be continuously said that students should evaluate in the class.
- The workload on 7th semester at Russia studies is high, and students do not attend the teaching at the end of the semester to focus on the exams.

AHM highlighted some of the discussion and some points there needs to be followed up on:
- Invite Martin Arvad Nicolaisen who wrote a project about challenges and possible best practices for co-teaching, to an upcoming staff meeting.
- Further discussion about the consequences of the removal of prerequisites – does it have the effect that the students do not show up to class?
- The coordination of the BA projects needs to be in focus.

Next step:
The head of department prepares evaluation memos for each degree programme or an evaluation memo at departmental level to the board of studies.
The evaluation notes must be sent no later than 2nd of April 2024 to the board of studies secretary by email lwbj@au.dk.

8. Discussion about the use of Chat GPT AI (item for discussion) (13.30-13.40)

Vice-chairperson of the UN Frederik Edsberg Hansen (FEH) had prepared a discussion for UN about of generative AI (GAI) at the university.

On the 1st of February, AU has adopted new rules concerning the use of AI in exams, meaning that we are moving from a complete ban, to allowing use of AI in certain assignments. We thought this would be a good opportunity to take up this subject in the UN and start a discussion on what this means for staff as well as for students.

The new rules:
Generative AI will now be allowed in the following contexts:
- Bachelor's projects
- Master's theses
- Final exams on continuing and further education programmes
- Exams for which it explicitly states in the course description that students.
- May use generative artificial intelligence.

When using AI in one of the above assignments, students must explain in an attachment how and where they have used AI, and they must cite the text generated by the AI. If this is not done, using AI will be considered as plagiarism.
You can read the new rules in detail here

Prior to the meeting the UN was asked to think about questions relating to the challenges and possibilities of generative AI.

The UN discussed:
- Students at the meeting were curious to know what teachers think about students who use GAI for their exams.
- One teacher has already discussed how they can use GAI for creating topic ideas and how to define a research question.
- Some students at the meeting stated that the University needs to be proactive regarding rules and descriptions on how to include the tools. Other students also mentioned that the classic academic skills still needs to be taught and learned.
- A teacher had a discussion with the students about what they use GAI for, and they mentioned the following: generating ideas, information search, to make resumes of text. Thereafter they discussed the consequences if students blindly use GAI. It was a good discussion with the students about the use of GAI and the impact of the learning of basic academic skills.
- On teacher informed how he changes reading questions for the academic text every year and find not so common questions, so students are "forced" to read the text.
- UN discussed how the AU guidelines about GAI are still a bit confusing both students and teachers still have many questions about formalities. Head of department stressed that it is very important that students show how they use GAI and students need to accurately describe how they use it and how to reference it.

Next step:
Based on the discussion Frederik Edsberg Hansen will draw up a report that will be circulated to UN members, so UN have a good basis for further discussions in the future, if relevant.

9. Update about formidlingservice (item for orientation) (13.40-13.45)

Daniela Lange Andersen (DLA) gave UN an update about formidlingsservice and the next steps in the project. Formidlingsservice have changed name to: "Globale studiers studenterformidlere" and a new webpage is soon to be launched. If teachers receive questions from high school students, they are welcome to pass them on to "Globale studiers studenterformidlere".

10. First agenda (item orientation) (13.45-13.50 min)

From March 2024, the degree programme board must use FirstAgenda to access meeting materials (agenda and appendices). The UN secretary presented the system to the degree programme board and related guidelines. If any members experience login problems, they are asked to contact the UN-secretary.

11. Updates (13.50-13.55)

11.1 Updates from the degree programmes

Teaching staff were encouraged to update the webpage: globalstudies.dk with information about events etc. at the degree programmes.

12. Suggested items for upcoming meetings (13.55-14.00)

Items for upcoming UN meetings:
- Evaluate the impact of the removal of the extra prerequisite for participation for courses where the prerequisite has been removed.
- "tilvalgsworkshop" – a student (Karoline) from Study of Religion together with other students has organized a specific tilvalgsdag for their department – she would be willing to join an upcoming meeting and share her experiences.
- Visit from the student mentor coordinator and evaluation the mentoring initiative for the autumn semester.

Addition of two items:
- Follow up about GAI.
- Exam planning and information.

13. AOB

Nothing to the item.