



AALBORG UNIVERSITY
DENMARK

**Approved minutes 3/2016 in the Study Board of Languages and International Studies, September 14, at 12:30-2.30
(RUS coordinators Isa and Julie arrived at 1: 30)**

**Study Board of Languages
and International Studies,**
Krogstræde 1,
DK- 9220 Aalborg East

Study Board Secretary
Inga Ernst Andersen
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Present: Kirsten Jæger(KJ), Oscar Garcia (OG), Laura Bang Lindegaard(LBL), Sara Elmiina Viitanen(SEV), Laura Høvring Møller(LHM), SIS Studievejledere Anita Toft Jepsen/Trine Degn Preuss, Julie Laursen og Isa Bakkegaard(RUS)

Not present: Bent Boel(BB), Robert C. Thomsen(RCT), Randi Kallestrup(RK)

Referent: Anita Toft Jepsen

Agenda

1. Approval of agenda
2. Approval of semester descriptions (SIS Spanish and LISE)(LISE 1th and 5th sem attached, 3rd sem and Spanish will be sent shortly)
3. Portfolio grading and compensation
4. Course/project/semester evaluations (LISE(BD) attached; Spanish will be sent shortly)
5. "RUS" program
6. New curriculum for SIS Spanish, status (OG)
7. Retningslinjer ifm dispensationsansøgninger(attached, only in Danish)
8. Other issues?

1. Approval of agenda

The agenda was approved

2. Approval of semester descriptions

KJ informed the study board that the School of Culture and Global Studies has decided to introduce a new procedure for semester descriptions. For each semester, a standard document will be produced containing all necessary information. The documents will also have a standard lay-out. The job of the study board and the coordinators will then be to collect all information about changes and to revise the document accordingly. This

procedure will replace the procedure of constructing new documents each year based on the information in Moodle mid-August.

KJ suggested that we spend a few hours of the Study Board's resources to produce 'good-looking' documents with all necessary information. The approval of Spanish semester descriptions was postponed as the semester descriptions came in late. Approval will take place via email as soon as possible.

The semester descriptions of 1st, 3rd and 5th semester LISE were approved. Minor revisions are needed.

3. Portfolio grading and compensation

Everyone gets compensation for grading. It has been discussed whether a certain amount of the assigned hours should be 'earmarked' for feedback. However, this idea was not approved by all teachers. We will stick to the principle that hours for grading include answering occasional questions from students regarding their work and the grade.

4. Course /project /semester evaluations

In relation to project supervision, some students have commented that they have had to wait too long for a response from their supervisors. We must be careful not to overburden individual supervisors with too many students. Part-time staff will often have to take many hours and unfortunately the hours are placed within a short period of time. See if we can arrange for part-time staff to have a more varied portfolio of tasks which can be spread over the course of the semester.

- Students were concerned about information concerning the practical use of their education
- Students felt there was sometimes a lack of information about how to practically use the theoretical information in their courses
- Students noted that non-functioning technical apparatus in the course (projectors, etc.) could affect the instructors' ability to make adequate presentations
- Students were concerned with whether there were enough adequate places to study and meet in the education's primary building
- Students felt that class schedules were released sometimes late, and that there was sometimes not adequate information about procedure, due dates and exams

The study board discussed the issue of better career preparation. As stated in the evaluation, the study board plans a 'career day' on November 18th. Students were asked what we can do to improve students' knowledge about potential career tracks both in terms of Master's degree programs and future job possibilities. It was suggested that study counselors could play a more active role in the discussion of career opportunities, and students need to be made aware that they can use their student counselors for such discussions. Student careers are also a priority in the Study Board's strategy and action plan.

The Spanish students fear their level of Spanish is not good enough when they go abroad. That a group of students fail to benefit from their study abroad semester – and also that they fail their exams is an important issue to address. What can be done about this problem? The problem seems to be that the students do not have the level of competence that would allow them to function adequately in a Spanish language academic environment. In the first semesters, it is difficult to find the balance between teaching in Spanish and in Danish. Also, students do not attend classes in oral communication to a sufficient degree (?). Previously, the study board has presented the idea to the faculty that students could get extra credits for completing a self-study

program, including both oral and written communication training. The extra credits would be in the form of a 'free study activity'. However, the idea was not approved by the faculty of the humanities. It was decided that KJ should ask the vice dean to reconsider the decision. It was also decided that students should be made aware of existing opportunities such as the Intercambio program, the 'buddy program', and International Nights at Huset.

Regarding students' dissatisfaction with the physical study environment, KJ and LHM reported from the meeting in the School of Culture and Global Studies that a major initiative has been taken to create more room for student work by using hallways etc. as working space (for group work and individual work).

It was decided that the study board should introduce the practice of having semester representatives. Semester representatives will meet app. once a month with the coordinator to clarify various issues.

5. RUS program

Isa and Julie (RUS coordinators) presented the problems that they see in cancelling the RUS camp and replacing it with various RUS activities. Some of the students miss it and the social aspect of it. Many students feel that the RUS camp should be reintroduced. The students present at the study board meeting also agreed that there is a need to rethink the entire RUS tour/camp concept in order to avoid the unfortunate incidents that we have experienced previously. Particularly, it is extremely important that nobody feels excluded because of the expectation that the event is focused on partying and consuming alcohol. Isa and Julie agreed to work on a model for a RUS camp/tour with a focus on inclusion and social integration.

The RUS coordinators also brought up the issue that they need a clear specification of their tasks because they sometimes feel overwhelmed by questions from students that they are unable to ask. Specifically, it should be clear where students with IT problems should be referred to. It was agreed that a clear job description/a set of guidelines for RUS coordinators should be produced. The guidelines should include the issue of the RUS budget.

6. New curriculum for SIS Spanish, status (OG)

Ana Maria and Óscar work on a draft.

7. New guidelines for dispensation applications

Only documented medical conditions can give students postponed deadlines and exams

Reg. applications for 4th and 5th exam attempt: these must be handled by the study board in the first place. Once we have developed a standard or more principled approach, we can delegate the decision to the chair of the study board.

If cases turn up that are very different from the 'standard cases', the study board will have to discuss these cases as well.

8. Other issues

No other issues were brought up.