



**AALBORG UNIVERSITY**  
DENMARK

**Approved minutes of meeting 3/2017 in the Study Board of Languages and International Studies, June 7, 2017, 12.30-15.00**

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

**Study Board Secretary**  
Inga Ernst Andersen  
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**Present:** Ben Dorfman (BD), Kirsten Jæger(KJ), Bent Boel (BB), Laura Høvring Møller(LHM), Camilla Søndergaard (CS), Liza Pank (LP), Oscar Garcia (OG)

**Not present:** Sara Elmiina Viitanen(SEV), SIS Studievejledere Nanna Søndergaard Holt (NSH) & Trine Degn Preuss, Thomas Bavnsgaard Jensen (TBJ), Susanne Hald (SH), Robert Thomsen (RT) and Ana Maria Macias (AMM)

**Referent: BD, IEA**

**Agenda:**

1. Approval of agenda
2. Approval of Minutes 2/2017 (attached)
3. Approval of semester plans, Fall 2017 (attached)
4. Orientation towards "Trafiklys" report – handling of cases with high number of missing credits
5. Update on admission procedure issues (specifically use of letter of intent)
6. Status of new hires (Ph.D. for LISE; Combi-position for IS Spanish)
7. Issues surrounding RUS coordination
8. Initiatives for the upcoming year; outreach to IB schools (LISE); continued extra-curricular activities; guest and professional lectures; closer coordination with IS Connect; opening convocation, graduation activity (LISE [IS Spanish?]); increased exchange agreements

1. Agenda for meeting approved.
2. Comments on minutes from last meeting: Laura was NOT present at the last meeting. Minutes from last meeting approved with this modification.
3. Spanish schedule approved.  
Notification of new combination position ("Kombistilling") in Spanish; noted as NN in current schedule. Discussion about better communication of new positions; BD noted that the secretaries should be better informed in the future.  
LISE schedule approved.  
Study board in process of hiring 2-3 student assistants for portfolio correction in World History and Intro. to International Studies Theories and Methods, 1 sem., and Grammar workshops, 1<sup>st</sup> sem.
4. Study board oriented towards traffic light report.
5. BD offered a resume of upcoming positions; assistant prof. in international studies (LISE; currently a Ph.D.); new Ph.D. in international organizations (LISE); new combination Ph.D./teaching assistant professor (Spanish); new assistant professor (Spanish); this should help strengthen the core of both programs.

6. RUS plan, once established, to be circulated via email among study board; LM notes that adverts for RUS coordinator position could be made earlier.
7. BD noted that he investigated the possibility of including a letter of intent/motivation as part of the application process, and which should be taken into account in admissions procedures (not just superfluous).

This is to prevent the problem of entrants into the study for students who are unsure or unmotivated for their study path – a problem sometimes inculcated by current admissions standards. Current standards and law around admissions procedures prevent the use of admissions letters except in Quota 2, which does not constitute the majority of admissions; however, it would only be one among a number of more quantitative factors involved the assessment of Quota 2 admissions – wherein the use of a letter in the admissions process would affect very few applicants.

It was thus the decision of the Faculty in coordination with the Admissions Office and study board not to use letters of motivation in the admissions process – they would be near-superfluous. It is the opinion of the Chairman that there are serious problems with admissions procedures via the KOT system. It allows too many unmotivated students to enter the education, creating later problems with drop-out rates, for which the study is often blamed. This is extremely problematic and time-consuming in terms of resources for the study.

8. BD noted the quality of International Baccalaureate (IB) students in the program. The study is aware that individual programs are not allowed to campaign specifically to high schools. However, it wonders if it might connect with potential associations for IB School alumni.