



AALBORG UNIVERSITY
DENMARK

Approved minutes of meeting 1/2018 in the Study Board of Languages and International Studies, February 6, 2018

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), Óscar García (OG), Kirsten Jæger (KJ), Bent Boel (BB), Nanna Søndergaard Holt (NSH), Liza Pank (LP), Lize van Biesen (LVB).

Not present: Inga Ernst Andersen (IEA), Louise Brahms Vinther (LBV), Laura Høvring Møller (LHM), Frederikke Bruhn Johnsen (FBJ), Bolette Halkjær Skov Sørensen (BHS), Karina Freimanis Sørensen (KFS), Robert Chr. Thomsen (RCT), Susanne Hald (SH), Ana Maria Macias (AMM)

Referent: Nanna Holt

Agenda:

1. Welcome, presentation, and introduction
2. Election of new chair (VIP) and vice-chair (student) of the study board
3. Approval of agenda
4. Approval of minutes 6/2017 (attached)
5. Comment on semester descriptions (LISE's are attached)
6. Comment on evaluations (course, semester, and project)
7. Procedure around setting-up meetings (use of Doodle)
8. Comment on template for course info. in Moodle
9. Comment on study abroad policy (1 semester, not 2)
10. Comment on LISE and SIS website films
11. Comment on diversity statement (request for volunteers)
12. News from students; new SB student members and contact with students
13. News from student counsellors
14. General discussion points (from Ben: English level and paper formatting)

1. Welcome, presentation, and introduction

Election of new chair (VIP) and vice-chair (student) of the study board

The election of a new chair (VIP) is confirmed (Ben Dorfman).

For the election of the vice-chair position, two candidates were presented; Lize van Biesen and Bolette Halkjær Skov Sørensen. The Study Board elected Lize van Biesen as vice-chairman.

2. Approval of agenda

Agenda for meeting approved.

3. Approval of minutes 6/2017

Comments were in relation to the minutes of 6/2017:

LVB expressed wanting to keep the 1st semester project as these function as a help for improving the learning process of the study program in the context of preparing for project/PBL processes.

LVB also noted that the PBL course for 1st semester is not challenging enough. The instructors of the course will consider the content of the course and are in agreement that it should be extended, especially in terms of further involvement with more project process and methodology (a point also raised by LVB).

4. Comment on semester descriptions (LISE's)

The semester description for 6th semester was at the time of the meeting not completed, due to lack of information in Moodle. The Study Board agreed that more needs to be done to complete these in due time.

5. Comment on evaluations (course, semester, and project)

The evaluations were postponed until next meeting due to lack of summaries, as the evaluations were not at hand in time for the meeting. BD notes a rise in the number of respondents to evaluations.

6. Procedure around setting-up meetings (use of Doodle)

The use of Doodle was agreed as a preferred method for setting up meeting from here on in order to ensure higher number of attendees.

7. Comment on template for course info. in Moodle

The practical execution of exams and exact literature references are often missing or lacking in the courses' Moodle pages. BD is considering providing a template for information to be included in Moodle in relation to all courses.

8. Comment on study abroad policy (1 semester, not 2)

For LISE, several students ask for two semesters abroad. The Board of Studies is in agreement that study abroad is for one semester short of a dispensation based on an academically compelling argument.

SIS experiences similar notions for the 4th semester students. OG notes that especially the internal dynamic of the program can suffer, if students are away too long (i.e. two semesters). It is noted that students must have similar courses abroad to match the ECTS points, especially in relation to grammar. SIS is of similar mind and handle the situations according to students.

LVB voiced a question of having language classes abroad being permissible for credit transfer. BD noted that all areas within the study may potentially be employed in study abroad if at an appropriate academic level; approval of study abroad courses is based on a balance between matching with courses in a given semester at AAU and helping the individual student develop their academic profile.

9. Comment on LISE and SIS website films

BD noted that a major renovation of the LISE website is underway. The student association Connect Intl. will make these for both LISE and SIS.

10. Comment on diversity statement (request for volunteers)

The program continues work on a diversity statement in the interest of being a leader on culturally inclusive study atmospheres at AAU.

NSH and KJ will draft paragraphs for this and send these to the LISE and SIS coordinators..

11. News from students; new SB student members and contact with students

LVB noted a need for more social activities. The movies nights initially held created too much pressure on the students. There was a wish for these to be of a more relaxed atmosphere. It was noted that the student association Connect Intl. can and should be a platform for these activities; there's a distinction between social activities and educational activities (documentary film evenings are intended as educational activities). It was suggested and encouraged that students directly contact the association and provide this with actual ideas. It was suggested that Connect Intl. attend more Study Board meetings.

LVB expressed a need for better communication to the students on matters of referencing, style format and utilizing articles in different language. It was noted that different professors provide different explanations on these matters. LVB suggested this being written into the student handbook. BD commented that several emails had been circulated with information on correct referencing and character counting, and the information is in fact printed in the student handbook as well as provided in all orientation meetings.

It was also asked whether the use of sources in languages other than English is allowed. The study board confirms that it is as long as any quotations used in the text are translated into English, and that a remark on this will be added to the student handbook. On the having uniformity for referencing style, BD commented that such is not achievable.

LVB asked if students have the right to ask for feedback on all assignments – e.g., in cases where written feedback wasn't provided. The board confirms that students absolutely have the right to ask for feedback.

Students have asked for an elective course in law, i.e. international or European law. KJ noted the ability to take elective course outside the LIS study board; the Board of Studies will investigate the possibility of such a course.

LVB notes that international students have asked for exact dates for in relation to completion of the BA project. BD noted that this will not be possible to provide earlier than is currently done due to contingencies such as external censors and other administrative tasks.

LVB asked for a graduation ceremony for the students. It was noted that AAU does arrange a similar event, however as this is quite late in the year, many students are no longer in Aalborg. The incentive for the Study Board to arrange such an event for LISE and SIS students is contingent on the number of participants. BD and NSH will have a meeting on this matter and invite others member so the Study Board whom may have input for the matter.

LVB asked for the statistics of grades to be visible again in STADS. As this is not a matter the Study Board can assist in, LP suggested contacting the exams office on this matter.

12. News from student counsellors

No student counsellors present due to the Kick-Off event for Åbent Hus.

13. General discussion points (from Ben: English level and paper formatting)

It was noted that, though provided to them in both print and electronic form, and asked to have it on their person at all times in the study, students are often forgetful of the student handbook. LVB agreed to this and commented that many students are not presents for the courses

throughout the semester. They thus take up the 'question time' for exams to ask questions for which extensive information has already been provided.

BD noted that the written English level for LISE students is worrisome at times. Furthermore, the efforts made on formatting essays need be better. LVB assented to this point.