



AALBORG UNIVERSITET

## Approved Minutes 1/2020

### Study Board of Language and International Studies

Kroghstræde 3  
DK-9220 Aalborg East

### Study Board Secretary

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Date: 20/05/20

Sagsnr.: 2020-017-01155

<b>Date and time</b>	Monday, February 10, 2020 kl. 930-1200
<b>Place</b>	Kroghstræde 3, 1.202
<b>Present: Elected VIP</b>	Ben Dorfman (BD, Chair of the Study Board), Kirsten Jæger (KJ, representative for LISE)
<b>Present: Elected students</b>	Flavia-Gabriela Sandu (FGS, student representative for LISE), Jakob Blasius Thomsen (JBT, student representative for LISE), Elias Mark (EM, student representative for LISE), Lena Therese Høyrem Gabrielsen (LTHG, student representative for SIS Spanish), Lea Thies (LT, student representative for LISE)
<b>Present Observers</b>	Ofelia Gravesen (OG, SIS Spanish Student Counsellor), Susanne Hald;
<b>Not Present</b>	Robert C. Thomsen (study leader), Oscar Garcia (representative for SIS Spanish), Laura Bang Lindegaard (LISE 2 <sup>nd</sup> Sem. coordinator), Bent Boel (BB, representative for LISE), Ana Maria Macias (AMM, representative for SIS Spanish),
<b>Referent</b>	Ofelia Gravesen (OG, SIS Spanish Student Counsellor), Ben Dorfman, Inga Ernst Andersen (IEA Study Board Secretary)
<b>Approved</b>	May 12 <sup>th</sup> , 2020



	Redegørelse/vurdering	Evt. opfølgning
<b>1. Welcome, presentation, and introduction</b>	The members of the Study Board introduced themselves	
<b>2. Election of new chair (VIP) and vice-chair (student) of the study board</b>	Ben Dorfman was re-elected as chair and Elias Mark (4 <sup>th</sup> semester LISE) was elected as vice-chair	
<b>3. Approval of Agenda</b>	Approved.	
<b>4. Approval of Semester Descriptions</b>	The semester descriptions will be shared and approved via Teams.	
<b>5. Policy on Notation of Instructor Contact Hours with Students</b>	The Study Board agreed on the policy that all instructors must inform the students about how and when they can be contacted, e.g., their office hours. This should be noted in every course description in Moodle.	SB chair will inform all instructors on the teaching schedule in Fall 2020.
<b>6. Comment on new contact hour frameworks and policies from Faculty</b>	The current contact hour framework is 165 – 225 hours for bachelor semesters. The policy on notation of instructor contact hours with students is a part of this. LISE students commented that the fixed hours must not compromise the quality of the supervision. They shared an example from the 2 <sup>nd</sup> semester where a fixed hour of supervision pr. student resulted in students working alone only getting one meeting with their supervisor. The particular issue with 2 <sup>nd</sup> semester projects has been noted.	SB chair will assure that all instructors on the teaching schedule in Fall 2020 are aware of contact hours requirements.



	<p>The framework of 165 – 225 hours represents an increase. The Study Board is aware of this change in the number of contact hours and the faculty and students should be prepared. There will be a dialogue between faculty members, teachers and students on how to deal with the changes.</p> <p>Both SIS and LISE students commented that within these extra hours they are interested in more feedback on exams.</p> <p>SIS's student representative especially emphasized that the instructor should inform of his or her availability for feedback.</p> <p>LISE students shared an example of an exam in which they couldn't get comments and feedback on their mark. This was noted.</p>	
<p><b>7. Review of action plan/study board report meeting with Faculty</b></p>	<p>At the last SB meeting, all the statistics from both programs were shared, especially with focus on Spanish and the irregularity in the number of students completing the program and students attending extracurricular activities.</p> <p>The student representatives expressed interest in creating a better student environment and more communication between LISE and SIS. It was suggested to create a more common international studies environment; SIS and LISE should do more extracurricular activities together.</p> <p>Student representatives confirmed that the students would be OK with English as lingua franca.</p>	<p>SB chair and coordinators, in dialogue with students, will be investigating how to deepen contact between LISE &amp; SIS students.</p>
<p><b>8. Discussion of potential policy of notation of relation of modules to SDGs</b></p>	<p>The Study Board adopted as a policy that the instructors should mention in their course description how courses relate to specific SDGs.</p>	<p>SB chair will inform all instructors on the Fall 2020 schedule of this requirement.</p>
<p><b>9. Notification of formation of student SDG committee</b></p>	<p>The LISE program formed a student SDG Committee that will plan student-arranged activities around the SDGs, which will be designed to engage both SIS and LISE students.</p>	



<b>10. News from students</b>	<p>The Study Board will work for the publication of exam dates for SIS and LISE at the same time, usually in the two first weeks of the semester.</p> <p>A LISE student asked for access to the Medialab (this has been asked about before and is not possible as the department does not pay into the Medialab).</p> <p>Students also mentioned exam grades being late. It was suggested that the instructor informs the students about the delay some days beforehand.</p> <p>6<sup>th</sup> semester asked about a graduation party. The students should discuss if they would like an end of program celebration, possibly in collaboration with Connect Intl.</p> <p>Students suggested a more extensive evaluation of the semester abroad, especially in terms of academics, since students experience a remarkable increase in the expectations of their academic level as they return from their semester abroad.</p> <p>The Spanish students suggest that, as a part of the semester introduction, their experiences with the academic level and their time abroad should be addressed at a common level, so that both the students and the instructors know what to expect from the 5<sup>th</sup> and 6<sup>th</sup> semester.</p> <p>The LISE students suggested that the possibilities for Erasmus+ partnerships for LISE in the light of Brexit are investigated.</p>	<p>SB chair will follow up on this as part of the communicate to Fall 2020 instructors.</p> <p>This could be complicated as the educations are already involved in extensive evaluation.</p> <p>When time allows, study coordinators will follow up on this.</p>
<b>11. News from student counselors</b>	<p>AAU celebrates Åbent Hus/Open House in the CREATE on the 28<sup>th</sup> of February with two representatives from both SIS and LISE.</p> <p>Each program will have a booth for people to ask questions and make a fellow presentation on the differences and similarities between the two programs.</p>	<p>SB chair will find representatives for this.</p>