



**Minutes from the meeting in
Programme Committee for Global Health
Monday 20 January 2020 at 2.30 p.m. – 4.15 p.m.**

Attendees: Karen Marie Moland (Head of Programme Committee); Thorkild Tylleskär; Cecilie Svanes; Tehmina Mustafa; Ingunn Marie S. Engebretsen, Asgeir Bårdsen (IKO); Sven Gudmund Hinderaker (Head of Admissions Committee); student representative Kala Chand Debnath

Secretary: Linda Karin Forshaw

I Approval of the Agenda

The agenda was approved.

II Minutes from the Programme Committee meeting on 11 November 2019

The minutes were approved.

III Matters arising from the minutes

The Committee agreed that copies of the latest edition of the course book *Global health 101* by Richard Skolnik, which now includes the SDG goals, should be bought for students and teaching staff. Last year it was on the reading list, but it was not extensively used.

Reports from the courses *Global health - challenges and responses* (SDG303) and *Methods in Global Health Research* (INTH315)/ *Epidemiology* (INTH302). This month there was a meeting between CIH and the Department of Clinical Dentistry (IKO) regarding the course *Epidemiology* (INTH302), which is a part of INTH315. IKO still wants CIH to care of the teaching, but agreed, based on the last year's experience, to take care of the administrative side of the course (scheduling, exam etc.).

Subject 01/20 Matters of information

Elective courses at CIH

The first two elective courses started Monday 6 January (ELMED311/INTH328B and INTH314/INTH914). There are 61 new tropEd and project students this semester. Student mentors have been appointed to make their arrival and stay run as smoothly as possible.

The administration will address the issue with missing enrollment for the new students with the Division of Student and Academic Affairs.

Awards for outstanding educational initiatives

The faculty has announced up to three awards for outstanding educational initiatives (Utdanningspris). The nomination process and the award criteria for this year's educational awards have changed from previous years. The main difference is that awards are no longer awarded to a certain number

of predefined categories such as quality of study, internationalization or teaching. Instead, it can be awarded, for example, more awards if there are several outstanding applicants.

There were two suggestions for nominations: the *Health Systems Game* successfully used during the course SDG303 and the statistics part of the course INTH315. The Committee agrees that we look at the evaluation from the students before a decision is made.

Delayed examination results for INTH315

One week's delay was approved by the Faculty due to technical problems in Inspira. The administration will have to inform the Faculty that there is further delay. The Committee agrees that before the course starts next year an application is sent to the Faculty for an extension so the censoring can start from 1 January (three weeks) on a regular basis.

Subject 02/20 Admission requirements

The Committee has previously agreed to require that Norwegian applicants have a minimum grade of "4" from upper secondary school in English and Mathematics. This has already been implemented for the English competence requirement. However, it is more complicated for competence requirement in mathematics, this is due to the fact that there are several levels of mathematics in upper secondary school. The Division of Student and Academic Affairs suggest that we can require that the applicants have e.g. 10 credits in mathematics or statistics in their bachelor's degree, this must then apply to everyone, both Norwegian and international applicants. However, this might disqualify many otherwise qualified applicants, so they do not recommend it. They ask if it is possible to give the students an adequate introduction to statistics at the beginning of the Master's programme.

Decision: The Committee agreed not to implement the admission requirement for a certain grade from upper secondary school as proof of competence in mathematics. The Committee will continue to discuss how to ensure that the students have the necessary competence in mathematics.

Subject 03/20 Examination procedures and quality control

CIH needs to improve its examination procedures and quality control. The issue was discussed in a staff meeting and it was suggested that the exam should be ready 4 weeks in advance and undergo thorough quality control internally/externally with regard to learning objectives, adapted time, formulation and uniqueness in wording. The Committee should discuss how to implement this.

This has been done from 2019 for the examination papers for the courses SDG303 and INTH315, which were sent to the programme auditor Maria Emmelin for quality control. This was not done for the course INTH302. We should continue this procedure. According to the aims/learning outcomes, the students should be tested on all parts, should be realistic in terms of time. It is important that questions cannot be misinterpreted. So far this has only been done for the core courses, but it should also apply to

the elective courses. There should be alignment in what we are doing, the Committee suggests that the course coordinators use a colleague for the short courses. A few questions arose; Should the assessment methods for the courses be revised? Should one use Oral examinations?

Decision: The Committee agreed that all school exams should be assessed by Maria Emmelin or some other qualified person. The Committee will continue to discuss procedures for implementation of quality control.

Subject 04/20 Organization of research seminars

There is now a record-breaking number of students on our Master's programme. The challenge with this is ensuring that both the first year and second year students complete their two required presentation within the designated time. The Committee should discuss the timing of the presentations at the Research seminars for the two groups of master students.

Most students would rather present at a late stage, but this is impossible. They can present preliminary finding, methods etc. The point is to present and get feedback, it does not have to be perfect. It is possible to have whole days with presentations. Perhaps in the morning before 1 p.m.

Decision: The Committee agreed to have longer sessions when necessary (expand with about half an hour).

Subject 05/20 Plan meetings with supervisors

The student projects and supervisors for cohort 2019 have been identified with a few exceptions (mainly 30 ECTS). This is because it is difficult to define a project before the internship is organized.

Decision: The Committee decided to organize a joint meeting for all the supervisors 18 February. It will be at Haukeland University Hospital in order to cater for the hospital employees, who find it difficult in terms of time to leave the hospital premises. The meeting will last one hour including lunch. This is mainly an information meeting (procedures, deadlines etc.). The Committee hope there will be an exchange of experience between the supervisors, which might be useful for new supervisors. Encourage them to take the supervision online course (link??).

Subject 06/20 Time schedule for autumn courses 2020

The schedule must be registered in FS (UiB's student database) before 1 March 2020. Even though the detailed schedules are not in place, the Committee should agree on timeslots for the courses so the administration can schedule the framework for the autumn semester. These defined timeslots must be adhered to avoid conflicting schedules (online versus Word/Excel files).

Last year the methods course was longer than planned. Both SDG303 and INT315 should last for 9 weeks for each. Ingunn Engebretsen, who was one of the course coordinators will discuss this with the new course coordinator Ingvild Sandøy Fossgard

Experience from last year showed that the course was too intensive and that it was not optimal to have INTH330A on one of 9 weeks (consumes time from INTH315). Suggestions were to move research tools and methods to Proposal development; start with theory of science (too overwhelming?); eexam week 50 for INTH315 and INTH330A week 51).
INTH315 exam before INTH330A?

Decision: The Committee did not have time to define timeslots for the autumn courses, this must be decided soon so the administration can schedule the courses before the deadline.

Subject 07/20 Schedule for Programme Committee meetings spring 2020

Decision: The Committee agreed on the following two dates: 16 March and 25 May (both on equal weeks to accommodate two of the members).

Subject 08/20 Report from the student representatives

The course *Proposal development* (INTH330A) is very important for the students, therefore they would prefer to have the exam for INTH315 before the course.

Subject 09/20 Any other business

One matter was put forward; how to handle cases of plagiarism. There was not enough time to discuss the matter, it will be discussed at the next Programme Committee meeting.