



**Minutes from the meeting in
Programme Committee for Master's programmes at
Centre for International Health
Monday 12 October 2015 at 2.30 – 4.00 p.m.**

Present: Karen Marie Moland (Head of Committee), Amalie Boge (stud. repr.), Mwila Lundamo (stud. repr.), Bente Elisabeth Moen (observer), Kamal Mustafa and Randi May Oen

Absent: Sven Gudmund Hinderaker, David Lackland Sam (observer), Kathrine Skarstein

Secretary: Linda Karin Forshaw

I Approval of the Agenda

The agenda was approved.

II Approval of the Minutes from the Programme Committee Meeting on 31 August 2015

The minutes were approved.

Subject 24/15 Matters of information

The two new student representatives were introduced

The course Globalisation and health (INTH313) will be discontinued. The course has not been offered the last two years. The reason is that there is no available teaching staff at CIH, and it is too costly to run with external staff.

The quota scheme will be discontinued. All the students that are already in the scheme will continue until they are finished, but admission will not be offered to any new students. We are waiting for decision from government, so nothing is certain. However, there will probably be an alternative system organized by SIU (Norwegian Centre for International Cooperation in Education), and there will be a focus on partnerships in the South and in the BRIKS countries.

Subject 25/15 The new Master of Global Health programme

Follow-up from the meetings 27 April (subject 10/15) and 31 August (subject 19/15)

Karen Marie Moland gave the Committee an update regarding the status. The matter will be discussed at the University board's meeting, spring 2016. The programme should be offered by August 2017.

- The Committee discussed the programme description with emphasis on tracks (focus areas). They agreed that in order to have such tracks a course portfolio should be offered for each focus area. The only area that offers this is Occupational Health. The Committee decided not to include tracks in the

new programme, but rather focus on including these areas in the programme description. Kamal Mustafa will write about research areas in Oral Sciences. The description must also clarify who the programme is aimed at, e.g. dentists and other health professions.

Subject 26/15 New template for course descriptions

All the course descriptions must be revised according to the National Qualification framework for higher education. There is a new template. Each department is responsible for adapting their course descriptions to this framework.

- The Committee decided that all the course coordinators should be invited to a meeting with representatives from the Department of Education, who can advise on how to implement the new course descriptions with special emphasis on the connection between learning outcomes and assessment. The course descriptions should be approved at the Programme Committee meeting 30 November. The programme auditor Maria Emmelin will be invited.

Subject 27/15 Compulsory attendance for CIH courses

According to the UiB regulations there is no compulsory attendance requirement at lectures. Compulsory teaching activities such as seminars, workshops, group work should be used to encourage the students to participate.

This semester two students have asked for leaves of absence due to obligations at their home institutions, the Committee was requested to discuss how such applications should be handled in the future. .

- The Committee agreed that the best way to go is to implement more student active methods, such as team based learning (focus more on learning than teaching). If students are granted a leave of absence there should be mandatory submission of written assignments to show that they have kept up with their studies (via My Space). If all the lectures are recorded, the students can catch up by watching these, however this is not as easy as it sounds, it's OK if it's a monolog from the teacher, but the discussions will be difficult to follow. If this is implemented for all courses, it needs to be planned more carefully, also one has book recording of sessions.

Sjekk tropEd må de være 80 %??? FANT INGENTING PÅ TROPEDS NETTSIDER

Subject 28/15 Course evaluations/reports

According to the University of Bergen's requirements for quality assurance of education system (<http://www.uib.no/studiekvalitet/evalueringar-analysar/studiekvalitetsbasen>), all courses should be evaluated at least every third year.

The courses "Major global health problems" (INTH304) and "Epidemiology" (INTH302) have be evaluated by the students and the course coordinators have made a summary of the evaluations. However the

course coordinators should make a report and upload it to the “Database for quality assurance reports”. The Department of Global Public Health and Primary care has made a template for reports, which can be used.

- The Committee agreed that there is a need for a systematic approach for regular reports from the courses. It was decided that the administration should revise the existing course report plan and contact course coordinators every third year when a course report is due (send a partially filled in form).

The student representatives said that they prefer to receive an e-mail from the course coordinator with a link to the evaluation form on My Space.

Subject 29/15 Monitoring of students and the responsibilities of supervisors

Several of our students fail to complete their Master’s degree within the stipulated time (two years). These are mainly self-financing students. Students often complain about the lack of feedback from their supervisors. When the students commence their studies they receive a handbook with lots of relevant information, there is a chapter regarding supervision. An master’s agreement has to be signed by all parties involved; this is a binding contract.

- The Committee suggests an annual meeting with the student and supervisor. Bente E. Moen and Linda Karin Forshaw will organize this, e.g. make a plan and contact the students and their supervisors. New, unexperienced supervisors and their students should have more than one meeting a year.

Subject 30/15 Any other business

SIB has invited all the students to a boat trip to Denmark; which means several students will be absent on Monday 19 October. Karen Marie Moland will talk with Bjarne Robberstad, who will teach on health economics that day.