



**Minutes from the meeting in
Programme Committee for Master's programmes at
Centre for International Health
Monday 24 April 2017 at 2.30 – 4.00 p.m.**

Attendees: Karen Marie Moland (Head of Committee), Amalie Boge (stud. repr.), Sven Gudmund Hinderaker, Amalie Kleppe (stud. repr.), Tehmina Mustafa, Mwila Lundamo (stud. repr.) and David Lackland Sam (observer)

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 October 2016

The minutes were approved, but the Committee continued discussing Subject 16/16.

III Matters arising from the minutes

Subject 16/16. Supervision of Master students and the students' ability to complete in time

Before fieldwork: The exam of the proposal writing course (INTH330) is the submission of the project proposal with deadline April 15. Most leave for fieldwork in June and needs time to revise the proposal based on comments from the reviewers. During the last few years only the course coordinators have been evaluating the proposals and providing feedback. The process has thus delayed. The Committee decided that in order to provide individual detailed feedback to all students soon after submission, we need to also involve other staff to review the proposals.

After fieldwork: The student representatives shared their experiences; two of them had worked in a group with fellow students using the same research method (same supervisors), they had discuss important issues, helped each-other with the research seminar presentations etc. and felt they were stronger as a group. It was decided that a closer follow-up after return from fieldwork is needed, but that this should be done in teams with students using similar methods / theory and if possible sharing supervisors.

We will encourage supervisors to assist students in forming relevant master thesis working groups.

Subject 1/17 Matters of information***The new Master's programme in global health– title of degree***

The first cohort of students enrol in August. The programme in oral health and in international health will be phased out with the last cohort graduating in June 2018. The Division of Student Affairs claimed that the title of the degree awarded upon successful completion of the new Master's programme could not be "Master of **Philosophy** in Global Health" (M.Phil.), however this has been contradicted and has been corrected in the Programme description.

Admission autumn 2017

Self-financing International applicants: The Admission Committee finalized its work in February. They decided to offer admission to 41 applicants, incl. 2 StAR candidates (Students at Risk), however the Division of Student Affairs have had a thorough assessment of their applications to ensure that they fulfil all the requirements. The letters offering admission were sent just before Easter.

Self-financing Norwegian applicants: The application deadline for Norwegian applicants (or international applicants with a valid residence permit in Norway and a Norwegian ID number) was 15 April. The administration will make a list with appropriate information and distribute it to the Admission Committee for evaluation.

Publication of Exam papers/questions

All exam papers/questions and censor instructions must be publicized on Mitt UiB after all exams.

Examination adaptations

We are required to make exam adaptations for students with impaired functional capacities.

Renovation of Overlege Danielsen's Building

CIH's premises will undergo extensive renovations from June 2017 to June 2018. Meanwhile CIH will move to UiB Global's premises in Jekteviken.

Subject 2/17 Portfolio evaluation

In order to secure better learning, the Faculty recommends that portfolio evaluation rather than one point assessment should be used more extensively. Currently we have a few courses that utilises this.

Decision: The head and secretary will look into all the course descriptions and suggest implementation of portfolio evaluation, where appropriate, to course coordinators.

Subject 3/17 Censor instructions (Sensorveiledning)

According to Regulations regarding admission, studies, exams and degrees at the University of Bergen (Forskrift om opptak, studier, vurdering og grader ved Universitetet i Bergen) censor instructions should always be made available for all exams. This has not been done on a regular basis at CIH and should be implemented in the new M.Phil. in Global Health for quality assurance and for increased transparency.

Decision: The Head will inform the course coordinators about the university requirements on censor instructions at one of CIH's staff meetings before the summer vacation.

Subject 4/17 Quality assurance of exam papers/questions

In order to ensure good quality of exam papers/questions, the Faculty suggests that the Programme Committees are involved in the quality assurance. The committee should ensure that all exam papers/questions are reviewed for relevance and clarity, and that feedback is provided well in time before the exam takes place.

Decision: The Committee suggests introducing peer reviewing; the head will ask the course coordinators which courses' exam questions they wish to assess at one of CIH's staff meetings before the summer vacation.

Subject 5/17 Members for the new Programme Committee for Global Health

New members must be appointed for the Programme committee for the new Master's programme in Global Health. New guidelines regarding the composition of the committee are required. Due to the discontinuation of the Quota scheme there is no longer a need for representatives from all the Faculty's departments. The Committee agreed that all the core course coordinators should be members, in addition to the head, who the Committee wished should continue, one previous members, for continuity, and student representatives:

The Committee suggests the following members:

- Karen Marie Moland (head)
- Thorkild Tylleskär (INTH304)
- Cecilie Svanes (INTH302)
- David Lackland Sam (INTH316)
- Bernt Lindtjørn (INTH301)
- Tehmina Mustafa (INTH330)
- Sven Gudmund Hinderaker

Decision: The Committee should initiate working out new guidelines for composition of the Programme Committee for Global Health. This will be followed up when the new Programme Committee is constituted.

Subject 5/17 Any other business

Three issues were raised by one of the student representatives:

1. Quantitative research is the dominating method taught at CIH, the students wish to have more teaching on qualitative research.
2. The exam for the course "Basic course in research tools and theory" was extremely delayed. The course was finished in December 2016 and the exam took place 17 February 2017.
3. All the exam results have been delayed. They should be announced three weeks after the exam has taken place, however none of the course coordinators comply.