



## AGENDA

### Programme Committee for Master programme in Global Health

**Date and time:** Monday 25 January 2021 at 14.30 to 16.00

**Venue:** Zoom, click this link to join:

<https://uib.zoom.us/j/61231065551?pwd=di9pVUhiTC9lZTlwV2ljMDR0ZHNvZz09>

**Members:** Karen Marie Moland; Thorkild Tylleskär; Cecilie Svanes; David Lackland Sam; Bente Moen (Head of CIH); Tehmina Mustafa; Ingunn Marie S. Engebretsen, Stein Atle Lie (IKO); Sven Gudmund Hinderaker; Ingvild Fossgard Sandøy; student representatives: Kala Chand Debnath (2<sup>nd</sup> year), Mudasar Iqbal and Marta Wysocka (1<sup>st</sup> year)

**From the administration:** Linda Karin Forshaw

**Invited guest:** Anne Berit Kolmannskog

#### I Approval of the Agenda

#### II Minutes from the Programme Committee meeting on 9 November (Encl. 1)

#### III Matters arising from the minutes

##### Subject 1/21 Matters of information

##### *New student representative*

Marta Wysocka will replace Camilla Brox as one of the student representatives.

##### *SAFE server and RETTE*

The IT-department at UiB has developed a solution for secure processing of sensitive personal data in research, SAFE (secure access to research data and e-infrastructure). SAFE is based on “Norwegian Code of conduct for information security in the health and care sector” (Normen) and ensures confidentiality, integrity, and availability are preserved when processing sensitive personal data. Through SAFE, the IT-department offers a service where employees, students and external partners get access to dedicated resources for processing of sensitive personal data.

Administrative Research coordinator Anne Berit Kolmannskog will give the Committee information about SAFE and registration in RETTE (Personal Data and Privacy Gateway).

##### *Elective courses at CIH*

The first two elective courses started Monday 4 January (ELMED311/INTH328B/INTH928 and INTH314/INTH914). There are 30 new tropEd and project students this semester.

***Delayed examination results for INTH315***

Due to the Christmas holidays and to technical problems in Inspira, 5 days delay was approved by the Faculty.

***Master projects***

All the Master students now have projects and supervisors. Bente has updated the list (Encl. 2).

***Admission requirements Master Programme in Global Health***

The Division of Student and Academic Affairs now have to main responsibility for admission to the Master Programme in Global Health. They have made a working list with the requirements for admission, incl. a list with bachelor's degrees which qualify for admission or not (Encl. 3). When they are in doubt the Admission Committee at CIH must evaluate the applicants' educational background. The list will be continuously updated.

***Admission to Master programme in Global Health, autumn 2020***

*Self-financing International applicants (INTGRAD):* 601 persons have applied for admission. The Division of Student and Academic Affairs (SA) at UiB will screen the applications to check who qualifies for admission. SA will offer admission to the ones with the highest average grades. Admission letters will be sent in April (Encl. 4).

***New, common student form for application and notification of leave***

Together with the faculties and the Department of Studies, the Section for Documentation Management has developed a common leave form with automatic archiving in ePhorte. The form is used for both notification of unjustified leave and application for justified leave (including leave for professional reasons). It replaces all leave forms used today (Encl. 5, in Norwegian).

The student page for leave links to the new form. The study department and the faculties are working to gather more information here. It is available in Norwegian (<https://www.uib.no/student/48750/permisjon>) and English (<https://www.uib.no/en/student/140815/leave-absence>).

**Subject 2/21 Exam results INTH315**

The exam results for *Methods in Global Health Research* (INTH315) were on average lower than expected, unfortunately with six students with the result "Fail". The exam questions had to be adjusted to replace the ordinary school exam with a home exam. According to a previous decision in the Committee the exam questions should have been assessed by the Programme Auditor Maria Emmelin, but she was not available when these were ready. The Committee should discuss the reasons for the poor outcome and suggest how to follow up students who failed before the new exam which will be set up at the end of April.

***Suggested decision:*** To be decided after discussion.

**Subject 3/21    A guide for students and supervisors on fulfilling the requirements for the degree of Master of Philosophy in Global Health with internship**

Bente, Sven Gudmund and Karen Marie have drafted *A guide for students and supervisors on fulfilling the requirements for the degree of Master of Philosophy in Global Health with internship* (Encl. 6). The Committee should read these carefully and give feedback if anything is unclear or missing.

**Suggested decision:** The Committee approves the drafted *Thesis guidelines*.

**Subject 4/21    Guidelines for examiners – Master examination in Global Health**

Follow-up Subjects 58/20, 44/20 and 45/20 from last year. Karen Marie and Ingild have continued to work on the drafted *Guidelines for examiners* (Encl. 7).

**Suggested decision:** The Committee approves the *Guidelines for examiners*.

**Subject 5/21    ECTS credits for courses/activities**

There is an imbalance in the ECTS credits for compulsory courses/activities versus elective courses. Almost all our Master students have too many ECTS credits when they take the Master exam, the requirement is a total of 60 ECTS credits. The Faculty has criticized this and has asked us to reorganize our courses. The compulsory courses/activities add up to 46 ECTS credits, so there are only 14 ECTS credits left over for elective courses. The head and secretary suggest that the 6 ECTS credits for *Research Seminars* (INTH326) is reduced to 5 ECTS credits and that the 10 ECTS credits for *Proposal development* (INTH330A) is reduced to 5 ECTS credits. The Committee should discuss if these or other measures should be taken.

**Suggested decision:** The Committee decides to reduce the ECTS credits for INTH326 and INTH330A (from the next cohort).

**Subject 6/21    Information regarding the Master programme**

We have made a webpage for the students called *Being a Master Student at CIH* (<https://www.uib.no/en/cih/111434/being-master-student-cih>), however it seems the students have difficulties finding the information they need. The administration suggests to gather useful information on the programme page on *Mitt UiB* to either replace the webpage or have in addition. The Committee should discuss the issue, input from the student representative is especially important.

**Suggested decision:** To be decided after discussion.

**Subject 7/21    Report from the student representatives**

**Subject 8/21    Any other business**