



**Minutes from the meeting in
Programme Committee for Global Health
Monday 5 February 2018 at 2.30 – 4.00 p.m.**

Attendees: Karen Marie Moland (Head of Programme Committee); David Lackland Sam (Course coordinator for INTH316); Tehmina Mustafa (Course coordinator for INTH330); Sven Gudmund Hinderaker (Head of Admissions Committee); Bente E. Moen (Head of CIH, observer); student representatives: Amalie K. Kleppe; Hannah Regitze H. M. Kristensen, Katja Isaksen (new member)

Secretary: Linda Karin Forshaw

I Approval of the Agenda

The agenda was approved.

II Approval of the Minutes from the Programme Committee Meeting on 30 October 2017

The minutes were approved by e-mail November 2017.

III Matters arising from the minutes

Re. Subject 14/17 - New Thesis guidelines. The decision was that the head and the secretary of the Committee will compile Thesis guidelines for the Master's programme in Global Health. This is in progress.

Subject 1/18 Matters of information

Admission spring courses 2018

71 students from tropEd, Erasmus+ and partner institutions who applied for admission were enrolled. In addition our master students also take courses.

Admission to Master's programme in Global Health, autumn 2018

Self-financing International applicants: 573 persons have applied for admission, whereof 206 were found eligible by the Division of Student Affairs at UiB. The Admission Committee has to decide on whom to offer admission before March. Letters offering admission will be sent in April.

New from this year! EU applicants: The International Centre has decided that EU applicants can apply before 1 March.

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) is 15 April.

Compulsory attendance

According to the head of the Division of Student Affairs at the Faculty, course coordinators are free to define which teaching activities that should be compulsory. However, this must be specified in the course description under compulsory teaching activities. Information about the degree of attendance (e.g. 80%) should also be included.

He also mentioned the following:

There are few academic environments at UiB that practice compulsory attendance to plenary lectures, as opposed to laboratory exercises and practical skills training/clinic, which are often compulsory. There are some reasons for this:

1. It is often challenging to register and keep an overview of the students' attendance in large groups.
2. Many academic environments are of the opinion that the academic dividend from lectures is useful, but not critical, for the students to achieve the learning outcomes, and most of this can be covered through self-study. Most students, after all, still choose lectures when they have the opportunity
3. Many teachers therefore choose to let the students take responsibility for their own learning and attendance, as well as leaving the exam / other compulsory activities that govern the "control" of the students
4. Another point is that when something is compulsory, the students will be refused to take the exam when they do not meet the requirement.

In summary: The academic environment is free to set individual lectures, or a percentage of these as compulsory when that is considered important to achieve the expected learning outcomes.

Subject 2/18 Guidelines for the Admission Committee

The head of the Admission Committee has made guidelines for the selection of students. There were a few comments to the draft:

- the importance of the motivation letter should be clearly communicated to potential applicants.
- the score on the language test (TOEFL or IELTS or equivalent) should be used as a criteria in the assessment of applications

Decision: The Committee should approve the guidelines after the comments from the meeting are incorporated.

Subject 3/18 Time schedule for autumn courses

The schedule must be registered in FS (UiB's student database) before 1 March. Are there any changes since last year? Will the courses have the same course coordinators? When should the courses start? Sven Gudmund Hinderaker is the new head of Student Affairs (undervisningsleder) for Department of Global Public Health and Primary Care. The plan is to make longer, more integrated courses to avoid overlap of topics. The courses on

research methods should be merged to one, bigger course. This will be implemented from next year. Autumn 2018 the courses will run as usual; in this order INTH304, INTH302; INTH316, INTH301, INTH330A. The student representatives signaled that most of the students are dissatisfied with the HELSTA course. However they are satisfied with the seminars, which have been targeted towards our master students (seminar leader has been PhD candidate Melf-Jakob Köhl).

Decision: An amended list of courses and dates should be circulated to the members of the Committee and approved before the deadline for scheduling runs out.

Subject 4/18 *Digital exams*

The University of Bergen started implementing digital school exams on student devices in the autumn of 2014. The aim is that all exams should be digital. The system for this is Inspira Assessment. This has been very challenging for both the academic and the administrative staff. In order to avoid errors and misunderstandings, the administration suggests that course coordinators set up the exam together with the administrative staff. The administration recommends all academic staff to participate in courses to improve skills on how to set up exam questions and how to mark them in Inspira.

Decision: The Committee recommends course coordinators to set up the exams with the administrative staff and that they attend Inspira Assessment courses.

Subject 6/18 *Report from the student representatives*

Re. compulsory autumn courses: The students were very satisfied with the course on Major global health problems (INTH304). However they thought the rest of the courses were too short; the students were introduced to too much new knowledge in a limited amount of time. This was the case with the epidemiology course (INTH302) in particular, the students wanted to commend Catherine Schwinger for excellent teaching.

Re. elective spring courses:

- The course on Qualitative research methods for global public health, which is run online for the first time, the feedback from the students participating is that online group analysis of qualitative data is very challenging and may not be feasible particularly across time zones. Otherwise they are satisfied. Students were encouraged to provide feedback on this in the course evaluation.
- Students questioned the relationship between workload and ECTS in Economic Health evaluation course - two weeks and 3 ECTS in an otherwise excellent course. This will be changed to 5 ECTS and will run online next year.

Research proposal development and fieldwork. The plan is to have a meeting with the students before and after fieldwork. The course coordinators Tehmina Mustafa and Karen Marie Moland will plan this and

keep the students updated. They suggested to give the students feedback on their research proposals during seminars in May. The students also wished to have a “Trouble shooting” workshop before they submit their proposals. We will contact the coordinator for the Research seminars, Hallgeir Kismul, requesting vacant dates for this purpose.

Master admissions: In view of the many master programmes that have a 30 ECTS thesis, it should be clarified is that this is a research master with a 60 ECTS thesis (M.Phil.).

Subject 7/18 Schedule for Programme Committee meetings spring 2018

Decision: The Committee agreed on the following meeting dates: 19 March and 11 June

Subject 8/18 Any other business

Re Invitation to do courses at the University of Copenhagen (summer school). UiB highly recommends student exchange. There is an agreement between UiB and the University of Copenhagen that 2 students can do one semester at the University of Copenhagen each year. This opportunity has hardly been used and the admin now suggests that the stipends of €400 per month can be split and used for individual courses for a bigger number of students. An excellent opportunity is to attend one of the many courses offered at the University of Copenhagen summer school. The courses have been posted on CIH’s webpage. The deadline is 1 April. The students request clear information on funding and application procedures and on how to apply to have the course accepted as part of their master degree here at CIH.