



Procedure for revision of curricula and course descriptions

Section responsible for procedure
Student Affairs (AUS)

Objective

The purpose of the procedure is to provide an overview of the individual contributors' participation in the approval process for the revision of curricula and course descriptions.

The procedure ensures that academic and financial considerations are proposals for changes are drawn up and decisions on final approval are made. The procedure ensures regular involvement from the Faculty Management, Programme Management, academic staff and students, e.g. on study boards and, where relevant, on teaching committees.

Summary of the procedure

The procedure for revision of curricula and course descriptions applies to:

- Curricula.
- Changes to existing and new course descriptions.

Information to and involvement of stakeholders

AUS asks the following to comment:

- Chairs of the external examiners.
- Regulatory authorities
- Employer panels.
- Education councils.
- Universities offering similar study programmes.

Publication of approved curricula

AUS publishes current curricula on sund.ku.dk, kurser.ku.dk, studier.ku.dk and KUnet.

How often (schedule)?

Once a year.

How?

Revision of curricula and course descriptions are two interdependent processes, which are described in brief in the annual cycle below. AUS has developed an extended, administrative annual cycle, describing all parts of the process in detail.

Who?¹

Head of Studies

- Advises the study board on course and exam descriptions, including alignment with learning objectives, examination forms and content, forms of teaching and competence profile.
- Regularly discusses the provision, alignment and progression of study activities with study boards, course coordinators and teaching committees.
- Regularly discusses the development of study activities in terms of content and educational theory and practice with the study board, course coordinators and teaching committee and, where relevant, with external partners.
- Ensures that the academic content and description of objectives are consistent with the competence profile of the study programme

Chair of the Study Board

- In consultation with the study board and the Head of Studies, approves decisions on course and exam descriptions.
- In consultation with the study board, and in dialogue with the Head of Studies, course coordinators and, where relevant, teaching committee, discusses and makes decisions which ensure the provision, alignment and progression of study activities.
- In consultation with the study board, discusses and makes decisions which ensure the development of study activities in terms of content, educational theory and practice.

Course coordinator

- Draws up recommendations for the study board, Head of Studies and, where relevant, teaching committee regarding course and exam descriptions.
- Submits proposals for changes to existing and proposals for new course and exam descriptions to the study board and/or, where relevant, teaching committee.
- Develops the course and other study activities, including clinical practice, content, educational theory and practice.
- Ensures that the academic content and description of objectives are up-to-date and consistent with the overall objectives (competence profile) set in the curriculum.

Exam coordinator

- Prepares recommendations concerning exam descriptions to the study board, Head of Studies and, where relevant, teaching committee.
- Ensures that changes to existing and new exam descriptions are submitted to the study board and/or, where relevant, teaching committee via the course database.

Associate Dean for Education

- Pre-processes changes to existing and new course descriptions and curricula.

Dean

- Approves the preliminary financial framework for changes to curricula.

¹ If a department has appointed a teaching committee for the programme, some of the tasks outlined below may be performed by the teaching committee and/or the Chair of the Teaching Committee. This is described in a letter of delegation from the relevant head of department.

- Approves curricula and transitional arrangements.
- Approves changes to existing and new course descriptions

AUS

- Supports the study board's approval process for course descriptions and curricula and is in continuous dialogue with the course and exam coordinators about the process and deadlines.
- Informs heads of studies, course coordinators, exam coordinators and, where relevant, teaching committees when the study board approves changes to the curriculum framework.
- Checks that course descriptions, curricula and, where relevant, transitional arrangements comply with legislation.
- Draws up transitional arrangements.
- Informs the study board when the Dean has approved curricula and course descriptions.
- Informs the students of significant changes to curricula and course descriptions.
- Publishes the curricula and, where relevant, transitional arrangements on the Faculty's home page, KUnet, kurser.ku.dk and studier.ku.dk.
- Quality assures changes to the competence profile.
- Ensures that any changes to the competence profile are included in future exam descriptions ("Diploma Supplement").

Deadline	Curricula	Section/person responsible
June	Sends out call for proposals for changes to the curriculum frameworks to course managers, departments and study boards	AUS
September	Study board adopts proposals for changes to the curriculum framework	Chair of the Study Board
September	AUS asks course coordinators to quality assure course and exam descriptions	AUS and course coordinators
November-December	Study board processes changes to course and exam descriptions	AUS and study board
November	Account of the financial consequences of changes to curricula is sent to the associate dean for preliminary approval	AUS and study board
December	Initial processing of draft curricula, including course descriptions, in the study board	Chair of the Study Board
December-January	Consultation on draft curricula with external and internal parties	AUS and Head of Studies
February	Study board submits recommendations for changes to the Dean	Chair of the Study Board
February	Initial processing of changes by the Associate Dean for Education	AUS
March	Processing of final curricula by the academic council, and final approval by the Dean	AUS
1 May	Publication of approved curricula and transitional arrangements	AUS