



# Procedure for revision of curricula and course descriptions – major changes

## Section responsible for procedure

Section for Legal and Study Programme Services (LOS)

## 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 included when drawing up proposals for changes and taking decisions on final approval. The procedure ensures regular involvement from faculty management, programme management, full-time academic staff and students, e.g. on study boards and, where applicable, on teaching committees.

## Summary of the procedure

Procedure for the revision of curricula, course descriptions – major changes comprises:

- Curricula
- Changes to both existing and new course descriptions
- Elective studies for the coming academic study year

## Information to stakeholders

In the period between June-late September, the study board secretaries inform the administrative teams and STADS group of changes to the curriculum frameworks.

Relevant external stakeholders are contacted for consultation on the changes to the curricula in the period between mid December - mid January.

The STADS group is informed of the final changes, when the material is sent to approval by the Dean in early March.

The study board secretaries inform the study boards of the Dean's approval of curricula and course descriptions when the official minutes from the relevant meeting in the Dean's office has been published.

## Updating of [www.sund.ku.dk](http://www.sund.ku.dk) and/or KUnet

LOS publishes the following:

- April: The study board secretaries publish HEALTH's curricula on [sund.ku.dk](http://sund.ku.dk) and HEALTH's course descriptions in the UCPH course database.
- May: Updated study information for students is published on KUnet.

## How often (schedule)?

Once a year.

## **How?**

### **Structure of the process**

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

## **Who?**

### **Head of studies**

- Advising the study board on course- and exam descriptions, including alignment with the learning objectives, exam format and content, forms of teaching and competence profile
- Regularly discusses the provision, alignment and progression of study activities with study boards, course organisers and teaching committees
- Regularly discusses the development of study activities in terms of content and educational theory and practice with the study board, course organiser and teaching committee, and potentially with external partners

### **Chair of the study board**

- approves decisions on course and exam descriptions in consultation with the study board and head of studies
- In consultation with the study board, and in dialogue with the head of studies, course organiser and teaching committee, ensures the provision, alignment and progression of study activities
- In consultation with the study board, ensures the development of the study activities' content, educational theory and practice

### **Course organiser**

- Draws up recommendations for the study board, head of studies and teaching committee regarding course and exam descriptions
- Ensures that changes to both existing and new course and exam descriptions are sent to the teaching committee and/or the study board and the teaching committee via the course database
- Develops the course and other study activities, including clinical practice, in terms of educational theory and practice
- Ensures that the academic content and description of objectives, as they appear in the course database, are updated and consistent with the overall target objectives (Competence profile) set in the curriculum

### **Exam organiser**

- Draws up recommendations to the teaching committee, study board, and head of studies with regard to exam descriptions
- Ensures that changes to both existing and new exam descriptions are sent to the teaching committee and/or study board via the course database

### **Chair of teaching committee**

- Advises the head of department on the range of courses for the next academic year
- Ensures that the teaching committee assures the quality of the course and exam descriptions for approval by the study board, and that these are forwarded to the study board via the course database
- Ensures dialogue on updating and improving the department's study activities

### **Associate dean for education**

- Approves changes to existing and new course descriptions and curricula

### **Dean**

- Approves the preliminary financial framework for changes to curricula
- Approves curricula and transitional arrangements
- Approves changes to existing and new course descriptions

### **Study board secretary**

- Supports the study board's approval process for course descriptions and curricula and is in continuous dialogue with the course and exam co-ordinators about the process and deadlines
- Informs heads of studies, course organisers, exam organisers, teaching committees, programme secretaries and exam co-ordinators when the study board approves changes to the curriculum framework
- Checks that course descriptions comply with legislation
- Drafts transitional arrangements
- Informs the study board, SSS and STADS group that the dean has approved the curricula and the course descriptions
- Draws up a plan for communicating information about changes to curricula and course descriptions, in collaboration with VI when relevant
- Updates and publishes the course descriptions in the course database
- Publishes curricula and transitional arrangements on the HEALTH website, KUnet and studier.ku.dk

### **Section for Legal and Study Programme Service (LOS)**

- Draws up and publishes the annual cycle for the revision of curricula and course descriptions – major changes
- Checks the legality of curricula and transitional arrangements (for professional master's programmes this is carried out by Section for Quality Assurance of Study Programmes and Continuing Education Services (UVL))

### **Section for Quality Assurance of Study Programmes and Continuing Education Services (UVL)**

- In case of changes to the competence profile: goes over the draft for the revised curriculum in order to assure that the content is aligned with both national and UCPH frameworks
- Enters the range of courses into STADS for professional master programmes
- opens the registration for courses and exams on KUnet for professional master programmes

### **Student Services (SSS)**

- Enters the range of courses into STADS for bachelor and master programmes
- opens the registration for courses and exams on KUnet for bachelor and master programmes
- In case of changes to the competence profile the exam secretary from SSS enters the changes into the future exam certificates.

### **STADS group**

- Sets up teaching activities (UVAs) and exam-code activities (EKAs) in STADS
- sets up structural curricula

### **Guidance and Internationalisation (VI)**

- When relevant: draws up a plan for communicating information about changes to curricula and course descriptions, in collaboration with the study board secretary

| <b>Annual Cycle</b>    |  |                        |
|------------------------|--|------------------------|
| <b>Date</b>            | <b>Curricula</b>   | <b>Responsibility</b>  |
| <b>1 June</b>          | Sends out call for suggested revisions of curricula to course organisers, departments and study boards   | LOS                    |
| <b>Mid September</b>   | Study board adopts proposals for changes to the curriculum frameworks  | Chairs of study boards |
| <b>Early November</b>  | Draft for curriculum and course descriptions are finalised and sent to check of legality and, when relevant, to check of the competence profile. | LOS (UVL)              |
| <b>End of November</b> | Financial consequences of changes to the curriculum frameworks are sent to provisional approval with the associate dean                          | LOS/Head of studies    |
| <b>December</b>        | Initial processing of curricula and course descriptions by the study board   | Chair of study board   |
| <b>End of December</b> | Consultation on curricula with external and internal parties   | LOS/Head of studies    |
| <b>Mid February</b>    | Final approval of changes to curriculum/new curriculum incl. transitional arrangements and course descriptions by the study board                | Chair of study board   |
| <b>March</b>           | Curricula are processed at meetings in the Academic Council, with final approval by the dean   | LOS/Head of studies    |
| <b>1 May</b>           | Publication of approved curricula and transitional arrangements  | LOS                    |