



Procedure for revision of course descriptions – minor changes (small annual cycle)

Section responsible for procedure

Section for Legal and Study Programme Services (LOS) is responsible for:

Purpose

The aim of the procedure is to provide an overview of the individual contributors' part in the approval process for the revision of course descriptions – minor changes.

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 that the faculty management, programme management, academic staff and students are involved regularly, e.g. via study boards and teaching committees.

The procedure ensures the work is completed so that the course descriptions can be published on 1 November.

Summary of the procedure

Procedure for revision of course descriptions – minor changes¹ comprise:

- changes to existing course descriptions
- course descriptions for spring elective courses
- course descriptions for summer courses (to be run the following summer).

Revisions of curricula, major changes to existing and new course descriptions and course descriptions for autumn elective courses are covered by another annual cycle².

The procedure describes how the course organisers and exam organisers draw up course descriptions – including, if necessary, seeking approval for the range of courses from the teaching committee and the study board.

¹ Minor changes include:

changing the form of exam
changing the form of grading (internal, external)
changing descriptions of objectives
changing assessment criteria
changing the programme title.

² The deadlines for the revision of curricula and course descriptions for compulsory courses and autumn elective studies are stipulated in *Procedure for revision of course descriptions – major changes*. Major changes include changes to ECTS credits weighting, form of grading (7-point grading scale, Pass/Fail), moving the course to a different block/semester, splitting or merging courses, and changing course status from compulsory to elective or vice versa.

The associate dean for education approves proposals for course descriptions within the frameworks of the provisional approval. Breaches are submitted to the dean's office.

Student and Studies Affairs (AUS) enters the data into STADS and the course database. Deadlines for input into STADS may be earlier than the general deadline (see the annual cycle, below).

The following departments have formally set up teaching committees, the chairs of which act as contact points for the department regarding the range of courses:

- Department of Pharmacy
- Department of Drug Design and Pharmacology
- Department of Veterinary Clinical and Animal Science
- Department of Large Animal Sciences
- Department of Veterinary Disease Biology.

Information to stakeholders

In mid-October, the study board secretaries inform the study boards that the associate dean for education has approved the course descriptions.

Updating of www.sund.ku.dk and/or KUnet

LOS publishes an annual cycle for the revision of curricula and course descriptions – minor changes on KUnet:

- 1 June

LOS publishes HEALTH's course descriptions in the UCPH course database:

- 1 November.

Processing e-forms

SSS starts to allow registration for courses and exams via STADS on KUnet:

- 15 May (for registration for the autumn semester/ blocks 1 and 2)
- November 15 (for registration for the spring semester/blocks 3 and 4).

How often (schedule)?

Once a year.

How?

Drawing up the annual cycle with specific dates

LOS draws up and publishes an annual cycle with specific dates for the process for revision of course descriptions, which take effect the following spring semester. The annual cycle is forwarded to the following bodies:

- Study board
- Heads of studies
- Heads of department

- Chairs of teaching committees
- AUS

Drawing up draft course descriptions

Without teaching committee: The study board secretaries convene meetings with course organisers and exam organisers about changes to both existing and new course descriptions.

The course organisers and exam organisers, in consultation with the head of studies, develop course content, educational theory and practice regarding changes to the curriculum frameworks, the programme's overall purpose (competence profile) and the follow-up plan for evaluations.

The course organisers and exam organisers submit changes to existing and new course descriptions to the study board via the course database, including any requests for educational resources (workload).

With teaching committee: The study board secretaries convene meetings with the chairs of teaching committees about changes to both existing and new course descriptions. The chair of the teaching committee is responsible for convening meetings about the course descriptions with the course organisers and exam organisers concerned.

The chair of the teaching committee sets an internal deadline for the submission of course descriptions to the committee. The internal deadlines are set so that they comply with HEALTH's deadline for sending course descriptions to study boards.

The course organisers and exam organisers develop the course content, educational theory and practice regarding changes to the curriculum frameworks and the programme's overall purpose (competence profile).

The course organisers and exam organisers submit changes to existing and new course descriptions, including requests for teaching resources (workload), to the chairs of teaching committees via the course database.

The teaching committee engages in dialogue with the course organisers and exam organisers to discuss and approve the draft course descriptions. Heads of studies are involved when necessary.

The chair of the teaching committee forwards the approved course descriptions to the study boards concerned, via the course database.

Approval of draft course descriptions by study boards

The study board secretaries check that the draft course descriptions comply with legislation.

The study board approves drafts of minor changes to existing course descriptions, as well as course descriptions for spring elective courses and summer courses.

Information about the study board's approval of minor changes to course descriptions

The study board secretaries inform SSS and the STADS group that the study board has approved the course descriptions for spring elective courses and summer courses.

Final approval of minor changes to existing course descriptions

The study board secretaries submit the following to the associate dean for education:

- Final proposals for minor changes to existing course descriptions
- Summary with report on the financial impact of the course description changes

The associate dean for education approves proposals that are within the approved financial frameworks³.

Proposals that exceed the financial frameworks are presented to the dean for approval.

Information about the associate dean for education's approval of minor changes to course descriptions

The study board secretaries inform the teaching committee, the study board, SSS and the STADS group that the associate dean for education has approved minor changes to course descriptions.

Administrative implementation of approved course descriptions

The STADS group in AUS sets up teaching activities (UVAs), exam-code activities (EKAs) and structural curricula in STADS, based on the approved course descriptions.

Study board secretaries update the course descriptions in the course database, e.g. by adding STADS codes and revising exam plans.

Publication of course descriptions

The study board secretaries publish the approved course descriptions in the course database.

Input to STADS and registration on KUnet

SSS inputs the range of courses and exams into STADS.

SSS allows registration for courses and exams via STADS on KUnet.

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.

Chair of the study board

- approves decisions on course and exam descriptions in consultation with the study board and head of studies

³ The financial framework for curricula are approved under *Procedure for revision of course descriptions – major changes*.

- 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 existing as well as new course and exam descriptions are sent to the study board and 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 curriculum's overall objectives

Exam organiser

- Draws up recommendations to the study board, head of studies and teaching committee concerning exam descriptions
- Ensures that changes to both existing and new exam descriptions are sent to the teaching committee and/or the 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 that dialogue takes place on updating and improving the department's study activities
- Ensures that dialogue takes place about the forms of teaching used in the various study activities

Associate dean for education

- Approves minor changes to existing course descriptions

Study board secretary

- Supports the study board's approval process for course descriptions
- Along with the head of studies, calculates the financial consequences of changes to course descriptions
- Checks that course descriptions comply with legislation
- Informs SSS and the STADS group of the study board's approval of course descriptions for spring elective studies and summer courses

- Informs the study board, SSS and the STADS group of the associate dean for education's approval of course descriptions
- Updates and publishes the course descriptions in the course database

Section for Legal and Study Board Services (LOS) is responsible for:

- Drawing up and publishing an annual cycle for revision of course descriptions – minor changes

Education and Student Services (SSS)

- Enters the range of courses into STADS
- Starts to allow registration for courses and exams via STADS on KUnet

STADS group

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

Data

Not applicable.

Benchmarks

Not applicable.

Annual Cycle		
Date	Activity	Responsibility
1 June	Publishes the updated annual cycle for revision of curricula and course descriptions that will come into force in the next academic year	LOS
	Sends the updated annual cycle to study boards, heads of studies, heads of department, chairs of teaching committees and the AUS	LOS
	Convenes meetings with course organisers, exam organisers and chairs of teaching committees to discuss changes to existing, as well as new, course descriptions	LOS, study board secretaries
1 July	Submits changes to existing, as well as new, course descriptions to the study board via the course database	Course organisers, exam organisers and chairs of teaching committees
Early August	Legal check of course descriptions commences	LOS, study board secretaries
Mid-August	Legal check of course descriptions finishes	LOS, study board secretaries
Late August/early September	Approval of minor changes to course descriptions, spring elective studies and summer courses	Chairs of study boards
Early September	SSS and the STADS group are informed of the study board's approval of course descriptions for spring elective courses and summer courses	LOS, study board secretaries
	Processing of minor changes to the course descriptions begins, including the calculation of financial consequences	LOS, study board secretaries
Mid-October	Creating teaching activities (UVAs) and exam-code activities (EKAs) for spring elective studies and summer courses in STADS	STADS group
End of September	Processing of minor changes to course descriptions concludes, including calculation of financial consequences	LOS, study board secretaries

Annual Cycle		
1 October	Final proposal for minor changes to course descriptions, including financial calculations and summary, is forwarded to the associate dean for education	LOS, study board secretaries
	Deadline for inputting range of courses in STADS for professional master's courses	SSS
Early October	Approval of minor changes to course descriptions	Associate dean for education
Mid-October	Informing the study board, SSS and the STADS group of the dean's approval of minor changes to course descriptions	LOS, study board secretaries
	Inputting teaching activities (UVAs) and exam-code activities (EKAs) for minor changes to the course descriptions into STADS	STADS group
15 October	Deadline for inputting the range of courses into STADS for the following programmes: <ul style="list-style-type: none"> • Public Health Science • IT and Health • Global Health 	SSS
Late October	Updating the course database, e.g. by adding STADS code	LOS, study board secretaries
1 November	Publication of course descriptions in the course database	LOS, study board secretaries
14 November	Deadline for input of range of courses into STADS for other study programmes	SSS
15 November	Registration on KUnet starts	SSS
1 December	Registration on KUnet closes	SSS
1 February	Minor changes to existing course descriptions and course descriptions for spring elective studies and summer courses take effect	

