

Procedure for revision of course descriptions for summer courses and cross-sectional courses

Section responsible for procedure

Student Affairs (AUS)

Objective

The objective of the procedure is to provide an overview of the individual contributors' participation in the approval process for the revision of course descriptions for summer courses and cross-sectional courses in the Faculty's joint programmes.

The procedure ensures that academic as well as financial considerations are included when 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 course descriptions for summer courses and cross-sectional courses applies to changes to existing course descriptions and new course descriptions for:

- Cross-sectional courses in the Faculty's joint programmes.
- Summer courses offered the following summer.

Revision of curricula, changes to existing and new course descriptions at HEALTH is described in a different annual cycle.¹

Changes to cross-faculty courses at HEALTH (course faculty) may lead to changes to the subject-specific curriculum at the faculty of enrolment, and therefore, these changes are described in a different annual cycle.

Information to and involvement of stakeholders

AUS asks the following to comment:

- Chairs of the external examiners
- Employer panels
- Education councils

Publication of approved course and exam descriptions

AUS publishes current course and exam descriptions on kursen.ku.dk and KUnet.

How often (schedule)?

Once a year.

¹ The deadlines for revision of curricula and course descriptions are described in *Procedure for revision of curricula and course descriptions*.

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?²

Head of Studies³

- 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 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.

² 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.

³ In connection with cross-faculty and cross-institutional programmes based at another faculty or institution, HEALTH typically appoints a deputy head of studies, who will perform some of these tasks. The responsibilities of the deputy head of studies are outlined in the cooperation agreement.

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.
- 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 is in continuous dialogue with the course and exam coordinators about the process and deadlines.
- Informs heads of studies, course coordinators, exam coordinators and teaching committees when the study board approves changes to the curriculum framework.
- Checks that course descriptions comply with legislation.
- Informs the study board when the Dean has approved course descriptions.
- Informs the students of significant changes to course descriptions.
- Publishes the current course and exam descriptions at kursen.ku.dk and KUnet.
- Quality assures changes to the competence profile.
- Ensures that any changes to the competence profile are included in future exam descriptions ("Diploma Supplement").

Annual cycle		
Deadline	Activity	Section/person responsible for the activity
June	AUS asks course coordinators to quality assure course and exam descriptions.	AUS and course coordinator
June-August	Changes to existing course descriptions are described and/or new descriptions are drafted, possibly in cooperation with AUS.	Course coordinator and Chair of the Teaching Committee
August	Processing of course descriptions by AUS focussing on administrative, financial and legal issues.	AUS
September	Course descriptions are processed by the study board (summer courses).	Chair of the Study Board
September	Consultation on draft course descriptions with external and internal parties.	AUS and Head of Studies
1 October	Final proposal for changes to course descriptions, including economic calculations, is submitted to the Associate Dean for Education.	AUS
First meeting in the Dean's Office in October	Final proposal for changes to course descriptions, including economic calculations, is approved by the Dean.	AUS
November-January	Approval by the study board at the faculty of enrolment (cross-faculty courses)	AUS, SCIENCE
1 February	Entry into force of approved changes to course descriptions (summer courses)	AUS
1 May	Entry into force of approved changes to course descriptions (cross-faculty courses)	AUS

