



JUNE 2021

## MEMORANDUM

**Re:** Programme management and study boards at the Faculty of Social Sciences

**Case handler** The Dean's Office

**STUDY ADMINISTRATION SERVICES**

ØSTER FARIMAGSGADE 5  
COPENHAGEN K

The University Act, the statutes of the University of Copenhagen, the University of Copenhagen's standard rules of procedure for study boards and the University of Copenhagen's Head of Department Instruction define a number of functions and tasks for the dean, the head of department, head of studies and study board, including study board chair, in connection with the organisation, implementation and development of degree programmes and teaching activities. This memorandum describes the framework for programme management and study boards at the Faculty of Social Sciences (SOC.SCI.). The memorandum shall be read in context with memorandum (attachment 1) on the tasks of the dean, the head of department and the head of studies in the field of education as well as a memorandum (attachment 2) on the tasks of the study board.

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This memorandum and its two attachments are based on an inclusive process at the faculty. The process has, on the one hand, served to raise awareness of laws, rules and roles in the field and, on the other hand, served to ensure co-determination regarding the way in which SOC.SCI. organises programme management within the given framework. After discussions with the department and programme managements as well as students and study boards at the faculty in the autumn of 2019, the dean's office prepared a proposal for future programme management at SOC.SCI., which is compiled in this document and two attachments. In the spring of 2020, the documents were sent for consultation to all study boards and to the department managements as well as to the Head of Studies Forum, the working group for reorganising programme management and study administration, the dean's Students Dialogue Forum, the Academic Council and the Faculty Collaboration

Committee. The consultation responses have formed the basis for the dean's final assessment and adjustment of the documents. This memorandum and its two attachments are now final.

## **Programme Management**

### *1. The Dean*

The dean heads the faculty according to rector's authorisation, ensures coherence between research and education and public-sector services and is responsible for the quality of programmes, teaching, public-sector services and cross-sectional quality development of the faculty's programmes and research and public-sector services. Upon delegation by rector, the dean appoints study boards and approves chairs and vice-chairs of the study boards. The dean appoints and removes heads of studies upon recommendation by the study board and determines the areas of responsibility of the head of studies in relation to the study board structure. Upon delegation by rector, the dean approves curricula based on proposals from the study board. The dean ensures the administrative support for the study board and the heads of studies as well as the administrative support for the development of teaching activities and programmes.

The dean may delegate tasks in accordance with the general rules on delegation, including to the associate dean for education and to department heads.

### *2. The Head of Department*

The head of department is responsible for the department's day-to-day management, including planning and distribution of work tasks. The head of department has the overall responsibility for the academic management, personnel management, administrative management and strategic management at the department. The head of department ensures coherence between the department's research, education and innovation as well as public-sector services and is responsible for the quality of degree programmes, teaching activities and public-sector services as well as quality development of the faculty's programmes and of the study board and head of studies. The head of department is responsible for preparing a curriculum which ensures that all academic staff teach within the department's subject areas as well as interdisciplinary courses and programmes, and that there is professional staffing in all courses offered. The head of department shall follow up on evaluation of programme and teaching activities as far as competence development of teachers is concerned.

The head of department may delegate tasks in accordance with the general rules on delegation, including to a deputy head of department for education and/or a head of studies.

### *1. The Head of Studies*

All programmes have one head of studies. A head of studies can be a head of studies for several programmes.

The head of studies is appointed by the dean upon recommendation by the study board. The head of study must be an academic staff member and have the University of Copenhagen as his/her main workplace.

The head of studies is appointed for a three-year period following the establishment of the study board after election of academic staff members. The head of studies performs his/her tasks with the authorisation of the dean.

Employment conditions, including teaching obligations, are agreed with the dean who consults with the head of department.

The head of studies is the academic manager of the programme and is responsible for the ongoing development and quality assurance of the programme. The task of the head of studies is, in collaboration with the study board, to be in charge of the practical organisation of teaching activities and of tests and other assessments included in the examination. The head of studies participates in the study board's meetings as an observer with the right to speak, but not to vote. The head of studies and the study board agree on an annual cycle, with fixed items where the head of studies shall participate. In addition, head of studies and study board may continuously agree on matters that require the participation by the head of studies in the meetings.

The head of studies approves the assignment formulation and submission time for the master's thesis and, in this connection, a plan for student counselling.

The head of studies may delegate tasks to the programme administration in accordance with the general rules on delegation.

The tasks of the head of studies are elaborated in a memorandum (attachment 1) on the tasks of the dean, the head of department and head of studies in the field of education.

### *Study Boards*

Study boards are appointed by the dean to ensure the students' and academic staff's co-determination and involvement in degree programmes and teaching activities. The study boards are established in accordance with a study board structure approved by rector. Study boards may be established for a single programme, for parts of a programme and jointly for several programmes.

A study board is attached to each department at SOC.SCI., functioning as a study board for programmes that are solely affiliated with individual departments. Programmes that cut across departments have independent study boards.

The dean has decided the number of members of the individual study boards (minimum four and maximum 10 members). The composition of the study board must, as far as possible, reflect the programmes covered by the study board.

Each study board consists of an equal number of representatives of the academic staff and the students, elected by and from among the academic staff and the students, respectively. The study board elects a chair from among its academic staff and a vice-chair from among the students.

The study board manages the tasks that are assigned to the board in accordance with the University Act and the Statutes of the University of Copenhagen. The study board's task is to ensure the organisation, implementation and development of degree programmes and teaching activities, hereunder:

- ensuring the quality and developing the quality of programmes and teaching activities and monitoring the follow-up of programmes and teaching evaluations,
- preparing proposals for curricula and changes therein,
- approving a plan for the organisation of teaching activities and of tests and other assessments included in the examination,
- approving applications for credit, including advance credits, and for exemptions, and
- making statements within its field in all matters of importance to programme and teaching activities and discussing matters concerning programme and teaching activities that rector submits.

The study board may delegate decision-making competence regarding applications for exemptions and credits to the chair, subcommittees, head of studies and to the programme administration in accordance with the general rules on internal delegation from collegiate bodies.

The tasks of the study board are elaborated in a memorandum on the study board (attachment 2).

Attachment 1 to Memorandum “Programme Management and Study Boards  
at Faculty of Social Sciences”



**MEMORANDUM**

JUNE 2021

**Re:** The Tasks of Dean, Head of Department and Head of  
Studies in the Field of Education

**STUDY ADMINISTRATION SERVICES**

ØSTER FARIMAGSGADE 5  
COPENHAGEN K

This memorandum describes the tasks of the dean, the head of department and the head of studies, respectively, in the field of education. The memorandum should be read in context with memorandum on programme management and study boards at the Faculty of Social Sciences (SOC.SCI.) as well as the memorandum on the tasks of the study board.

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**Dean**

The dean heads the faculty according to rector's authorisation, ensures coherence between research and education as well as public-sector services and is responsible for the quality of programmes, teaching and public-sector services as well as cross-sectional quality development of the faculty's programmes and research.

The dean may, upon agreement with rector, employ and dismiss vice-deans for the performance of management tasks in accordance with the dean's detailed authorisation. The dean may also delegate a number of competencies to heads of department.

**Head of Department**

The head of department shall ensure coherence between the department's research, education and innovation as well as public-sector services and is responsible for the quality and research anchoring of programmes, teaching

and public-sector services as well as quality development of the faculty's programmes and research.

The head of department shall – at the request of the study board and heads of studies – follow up on the evaluation of programmes and teaching activities. Specifically, the head of department is responsible for following up on the teaching evaluations in relation to the competencies, staffing, research coverage, etc. of academic staff.

The head of department shall ensure that all academic staff teach within the department's subject areas as well as interdisciplinary courses and programmes, hereunder continuing and further education. In this connection, it is the responsibility of the head of department that a curriculum has been prepared and implemented, ensuring a relevant distribution of the teaching resources. Based on the curriculum and after consultation with all relevant heads of studies, the head of department shall allocate academic teaching staff in relation to resources and subjects.

In order to ensure that workload reduction etc. is planned in a way that does not stand in the way of the practical implementation of the teaching, the head of department shall consult with the heads of studies of the programmes relevant to the department before approving applications for externally funded research projects and, again, after successful realisation of these.

The head of department shall – upon recommendation by the head/heads of studies of programmes in which the department participates – decide upon a rolling two-year plan for the resource consumption of the programme/programmes. The plan shall be reviewed annually and attached to all programme reports.

The head of department is responsible for concluding specific teaching agreements with PhD students and postdocs on impending teaching and is responsible that PhD students who teach receive pedagogical introduction and supervision.

The head of department may – in consultation with the dean – choose to delegate some of his/her functions and tasks to a deputy head of department for education, a PhD programme manager or the head of studies.

A head of centre may, upon decision by the dean, have the same functions and tasks as a head of department.

### *Especially about disciplinary actions against students*

Cases regarding unacceptable conduct other than exam cheating, hereunder forgery, are investigated by the head of department if it concerns the affairs

of the department. If, after investigating the case, the head of department finds that the student has committed a gross or repeated violation of the rules, a report and a recommendation are prepared for the dean. The head of department may specifically ask the head of studies to investigate a case.

### *Head of Studies*

The head of studies is to a greater or lesser extent involved in all tasks that relate to the academic content and the academic development of the programme. This involvement takes place in three different ways: tasks, the performance of which the head of studies is responsible for, but which the head of studies does not perform personally; tasks that the head of studies handles personally; tasks that others are responsible for, but where the head of studies contributes or is consulted.

The programme administration supports the head of studies in his/her work.

#### *1. Organisation of the Degree Programme*

The head of studies is responsible for the organisation of well-organised programme courses and coursework.

The head of studies is responsible for planning the courses offered in accordance with the curriculum, number of students, etc., i.e., the subjects, and which and how many teams and team sizes there will be. The head of studies is also responsible for ensuring the effective implementation of teaching activities at a high academic level. The head of studies prepares a curriculum for the programme, and proposals for staffing are discussed and approved by the relevant heads of department. It is the responsibility of the head of department to ensure that there is adequate staffing for the curriculum. In this connection, the head(s) of department and the head of studies prepare a rolling two-year plan for the resource consumption of the programme, which is revised annually and attached to all programme reports. Curricula and examination plans are submitted to the study board for final approval. The head of studies is responsible for the coordination of the individual study activities in the programme (context of the courses, academic progression, etc.) through meetings with expert groups, teachers and the head of department.

The head of studies is responsible for progression in all programme courses as reflected in the degree of difficulty of the course learning objectives, the degree of expected independence and the implementation of research-like activities.

The head of studies shall – with the participation of study boards and heads of department – follow up on the evaluation of programme and teaching

activities. Specifically, the head of studies is responsible for follow-up initiatives in relation to the curriculum and educational conditions, such as course content and development, range of courses, academic progression and overlap, specialisations, etc.

The head of studies is in charge of the approval of assignment formulation and submission time for the master's thesis as well as a related plan for student counselling. Also, the head of studies manages applications for a counsellor. The head of studies is responsible for approval of the master's thesis and master's project contracts, internships and preliminary and final individual curricula.

The head of studies manages the contact with external examiners/external examiners' chairmanship immediately prior to major examinations.

The head of studies is responsible for appointing internal examiners and for appointing teachers and students to the board of appeals for examination appeals.

## *2. Development of Degree Programmes*

The head of studies contributes to the development of research-based teaching in order to support the students' learning. The head of studies is responsible for preparing strategy and development proposals for the programme in terms of content, pedagogy and didactics for discussion in the study board.

Together with the head of department, the head of studies shall contribute to the development of the teaching portfolio in accordance with the development of the subject, the composition of the academic staff group and inputs from students, teachers and employers.

The head of studies is responsible for preparing new curricula and curriculum changes and for submitting these to the study board. The head of studies is responsible for ensuring that, as a minimum every three years, curricula will be reviewed and checked for quality development as stipulated in the Procedure for Quality Assurance of Study Programmes at the Faculty of Social Sciences

[https://socialsciences.ku.dk/faculty/quality-assurance/evaluation/procedure\\_curricula/](https://socialsciences.ku.dk/faculty/quality-assurance/evaluation/procedure_curricula/)

The head of studies is responsible for implementing approved changes in course descriptions and curricula



The head of studies shall contribute to any institutional accreditation or pre-qualification.

The head of studies is responsible for reporting on quality assurance work in programme reports/programme evaluations to the study board, the head of department and the dean, hereunder making contributions to DAU.

### *3. Collaboration Relations and Programme Collaboration*

The head of studies contributes to the coordination of academic educational collaboration between departments/faculties/universities.

The head of studies shall contribute to a constructive and respectful collaboration with other heads of studies, study boards, academic staff and the programme administration in order to ensure, among other things, that the students have the opportunity to attend subjects in other degree programmes and in order to develop joint educational opportunities.

### *4. Representation of the Degree Programme, Admission and Recruitment*

The head of studies is the official representative for the programme and is responsible – in collaboration with the head of department and possibly the dean – for the academic content of marketing initiatives in relation to the programme.

Prior to each admission, the head of studies shall – in agreement with the head of department – manage the recommendation on the capacity of the programme to the dean.

The head of studies is responsible for the academic assessment of master's admissions and quota 2 applicants.

The head of studies contributes to Open House and other recruitment initiatives as well as academic events in connection with study start and contact with alumni and graduation events.

The head of studies is responsible for the involvement of the head of department and the dean in the planning of contact to the outside world, including press contact. The head of studies shall immediately inform the chair of the study board, the head of department and the dean about incidents related to the degree programme, hereunder press contact, which are relevant to the reputation of the programme and the University of Copenhagen.

The head of studies shall contribute to any institutional accreditation or pre-qualification.

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The head of studies is responsible for the involvement of the head of department and the dean in the planning of contact to the outside world, including press contact. The head of studies shall immediately inform the chair of the study board, the head of department and the dean about incidents related to the degree programme, hereunder press contact, which are relevant to the reputation of the programme and the University of Copenhagen.

Attachment 2 to Memorandum “Programme Management and Study Boards  
at Faculty of Social Sciences”



## MEMORANDUM

JUNE 2021

**Re:** Tasks of the Study Board

**STUDY ADMINISTRATION SERVICES**

This memorandum describes the tasks of the study board as defined in the University Act. Study boards do not have, and cannot accept, tasks other than those defined by legislation. The memorandum shall be read in context with the memorandum on programme management and study boards at the Faculty of Social Sciences (SOC.SCI.) as well as the memorandum on dean, head of department and head of studies in the field of education.

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### Study Board

*Function and tasks of the study board (Section 18 of the University Act):*

‘The rector establishes one or more study boards, among other things to ensure the co-determination and involvement of students and academic staff in questions regarding education and teaching’.

‘The study board is responsible for ensuring the organisation, performance and development of educational and teaching activities, including:

- 1) Quality assurance and development of degree programmes and teaching activities and follow-up on evaluations of degree programmes and teaching activities.
- 2) Preparation of draft curricula and amendments thereto.
- 3) Approval of the organisation of teaching, tests and other forms of assessment which form part of examinations.
- 4) Approval of applications for credit, including advance credit, as well as for exemptions.

5) Issuing statements on all matters of importance to degree programmes and teaching activities within its field and discussing issues related to degree programmes and teaching activities presented to it by the rector.'

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The study board prepares rules of procedure based on the University of Copenhagen's standard rules of procedure. The rules of procedure are sent to the dean for information.

### *1. Quality Assurance and Quality Development of Degree Programmes*

The study board discusses strategy and development proposals for the programme in terms of content, pedagogy and didactics, e.g., based on dialogue with the employer panel and other internal/external collaboration partners.

The study board discusses programme reports and programme evaluations on the basis of presentations by the head of studies and ensures follow-up of identified initiatives.

The study board is responsible for reviewing and managing course evaluations. The study board shall contact the head of studies and the head of department in cases where course evaluations give rise to major follow-up and shall ensure that the follow-up is implemented. The study board shall inform the head of department about evaluation results and other results of the teaching, so that he or she is well informed about all questions concerning the individual employee's teaching and development needs, if any, e.g., for use in connection with employee performance development reviews.

The study board contributes with input to subject-specific questions in the graduate analysis and evaluates the results of graduate surveys.

### *2. Curricula*

On the basis of proposals from the head of studies, the study board shall prepare proposals for curricula and changes to curricula for the dean's approval. The study board may also, on its own initiative, prepare proposals for curricula and proposals for changes to curricula which, in collaboration with the head of studies, are submitted to the dean for approval. The study board shall ensure that, at least every three years, there shall be review and quality development of curricula as stipulated in the Procedure for Quality Assurance of Degree Programmes at the Faculty of Social Sciences

[https://socialsciences.ku.dk/faculty/quality-assurance/evaluation/procedure\\_curricula/](https://socialsciences.ku.dk/faculty/quality-assurance/evaluation/procedure_curricula/)

In collaboration with the dean, the head of department and head of studies, the study board shall prepare a decision basis and implementation plan for any closure or amalgamation of programmes.

### *3. Organisation of Teaching Activities and of Tests and Other Assessments Included in the Examination*

The study board approves the final plan for the organisation of teaching activities and tests and other assessments included in the examination, hereunder the individual course descriptions, upon recommendation by the head of studies. Prior to this, the plan shall be approved by relevant department heads, who are responsible for allocating teaching resources.

### *4. Exemptions and Credit*

The study board approves applications for credit, including advance credit of courses from other degree programmes and educational institutions, study stays abroad and project-oriented courses as well as applications for exemptions.

The study board may authorise a subcommittee, the chair, the head of studies or the administration to make decisions on behalf of the board in matters that are uncontroversial and routine, and where there is a fixed practice in the area, including applications for reopening of already decided cases.

Such authorisation shall be included in the study board's rules of procedure and published on the study board's website.

### *5. Statements and Discussions within its Field of all Matters of Importance to Degree Programmes and Teaching Activities*

The study board makes statements in hearings on degree programmes and teaching activities which are submitted by the rector, dean or department.

The study board itself may decide to make statements on degree programmes and teaching activities and send such statements to the head of department or dean.

### *6. Meetings and other Activities*

The chair and deputy chair of the study board participate in meetings with the employer panel.

The study board participates in meetings with external experts in connection with the programme evaluation.

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The study board obtains and manages the annual external examiner chairmanship report and participates in meetings with the examiners.