

Annual cycle for study boards at the Faculty of Social Sciences  
January 2024



## MEMO

JANUARY 2024

**Re:** Annual cycle for study boards at the Faculty of Social Sciences (SAMF)

**SAMF EDUCATION  
SECTION FOR COORDINATION AND  
PLANNING**

**Case processor** Susanne Stoltz

### Purpose

This annual cycle covers the regular tasks which all study boards are to perform, and which are supported by the Study Administration. The annual cycle contains all significant deadlines for the study board's work.

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The different items can be adapted to the frequency of meetings decided by the individual study boards.

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In addition to the items below, the meetings often include the following business:

- Approval of agenda
- Approval of minutes (if this has not been done by written consultation)
- Briefing from head of studies/chairperson of the study board
- Briefing from deputy chairperson of the study board
- Briefing from Student Guidance Service/the administration
- Processing of exemption applications

CASE: [CASE NO.]

DOC. NO.: [DOCUMENT NO.]

### January (prior to the first constituent study board meeting)

- When the election results are public, the newly elected members of the study boards receive a welcome email concerning information and documents about the functions of [the study board](#).

## February (prior to the first constituent study board meeting)

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- Joint SAMF study board conference

*The seminar is for both new and seasoned members. They will be introduced to topics such as:*

- Joint SAMF seminar for all elected study board members at SAMF
- Presentation on strategic commitments by the Associate Dean
- Introduction to exemption practice and basic legal rules for study boards
- Case exercises and discussion of grey areas and differences across study boards
- Presentations on the study board work by current members
- Ample opportunity for knowledge sharing across degree programmes

## February

- Constitution of the study board

*The study board members are elected with effect as from 1 February. Therefore, the constituent meeting must be held at the beginning of February*

- Information about, e.g. the rules of procedure + delegation document
- Election of the chairperson of the study board, the deputy chairperson of the study board + nomination of head of studies to the Dean (deputy chairperson every year, chairperson + head of studies every third year)
- Set-up of sub-committees on exemptions and credit transfer

- Plan for the study board's work in the coming semester/year

- Scheduling of meetings for the spring semester
- Preparation of overview of items with which the study board will work in the coming semester/year
- Adjustment of this annual cycle if there is a change in the frequency of meetings

- Curriculum (CUR)

- Course Descriptions: Approval of the overall range of courses for the upcoming academic year, including new electives and seminars, as well as changes to existing courses (the course for the upcoming academic year (both autumn and spring) must be published on May 1) – the teaching coordinator participates in this item.

- Briefing on status of approval of new curricula and major curricula changes applicable from 1 September of the current year (CUR must be published on 15 February)
- The preliminary work with ideas for new curricula/major changes is commenced (valid from 1 September of the coming year)
- Head of studies
  - Discussion of key study data and exam complaints statistics
- Student Guidance Service
  - Registration of members of the Quota 2 Admission Committee for the coming year (the actual assessment of applicants takes place in June)

## March

- Course evaluations, autumn semester and block 2
  - Any sub-committee meeting for course evaluation
  - The study board must review the results of the evaluations and implement action plans to rectify any unsatisfactory conditions
  - The study board must consider the response rates for the individual evaluations and launch any action plans if the response rates are too low
  - Discussion of the division of courses into categories A, B and C
  - Are there any initiatives to be taken?
- Curriculum (CUR)
  - Approval of minor curriculum changes, including course descriptions (with entry into force from 1 September of the current year; CUR must be published no later than on 15 May) *May, if necessary, be postponed to the meeting in April*
  - Specification of major curriculum changes with effect from 1 September of the following year (the work is done during the spring and autumn semesters)
- Briefing on decisions regarding exemptions
  - Briefing on decisions made in the previous semester – does this give rise to any change in practice? (Possibly with the participation of exemption- employee at this item)
- Programme report/evaluation
  - The head of studies informs the study board about the coming programme report or programme evaluation (deadline for submission of the report: 15 May)

- Student Guidance Service
  - Status from Student Guidance Service: The student guidance provides information about data regarding inquiries in the study guidance. Dialogue about possible initiatives
  - Graduate survey (published every second year in even years)  
Review of survey results – does the survey give rise to changes to the degree programme? Any initiatives are launched.

## April

- Student Guidance Service
  - Discussion of study start
- Programme report/evaluation
  - Discussion of the head of studies' draft for the annual programme report (deadline for submission of the report: 15 May)
- Employer panel meeting
  - Input for and possible participation in (the time varies; the Section for Research, Development and Communication (FUK) organises this)
- Curriculum (CUR)
  - Minor changes: Approval of draft for revision with entry into force from 1 September of the current year (published on 15 May)
  - Major changes/new curricula: Preliminary discussions of major curricula changes with entry into force from 1 September of the following year
- Course evaluations, block 3:
  - The study board must review the results of the evaluations and implement action plans to rectify any unsatisfactory conditions
  - The study board must consider the response rates for the individual evaluations and launch any action plans if the response rates are too low
  - Discussion of the division of courses into categories A, B and C
  - Are there any initiatives to be taken?

- The head of studies provides information about the annual report of the external examiners' chairmanship
  - Does the report give rise to changes to the degree programme? Any initiatives are launched

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## May

- The head of studies presents news from the employer panel
- Study survey
  - Review of survey results – does the survey give rise to changes to the degree programme? Any initiatives are launched

## June

*The meeting may be omitted based on the study board's assessment*

- Follow-up on items postponed from previous meetings

## July

*Summer holidays – no meeting*

## August

*The meeting may be omitted based on the study board's assessment*

- Plan for the study board's work in the autumn semester  
*If this has not been decided already at the meeting in February*
  - Scheduling of meetings for the spring semester
  - Preparation of overview of items with which the study board will work in the coming semester/year
  - Adjustment of this annual cycle if there is a change in the frequency of meetings
- The head of studies informs the study board about the intake on Bachelor's and master's programmes, the resizing of degree programmes as well as about the number of graduates
- Student Guidance Service
  - Selection of student members for the Quota 2 Admission Committee (bachelor) next year (the work on questions begins, the actual assessment of applicants takes place in June).

## September

The study board meeting must be held at the beginning of the month due to the deadline for the course evaluation report

- Curriculum (CUR)
  - Course Descriptions: Possible extraordinary approval of minor adjustments to the courses offered in the spring semester (the overall range of course were published on May 1) - (Possibly with the participation of the teaching coordinator at this item)
  - Specification of major curricula changes with entry into force from 1 September of the following year (the work is done during the autumn semester and the curriculum must be published no later than on 15 May). The head of studies informs other heads of studies at SAMF + academic staff
- Course evaluations, spring semester, summer schools and block 4 courses
  - Any sub-committee meeting for course evaluation
  - The study board must review the results of the evaluations and implement action plans to rectify any unsatisfactory conditions
  - The study board must consider the response rates for the individual evaluations and launch any action plans if the response rates are too low
  - Discussion of the division of courses into categories A, B and C
  - Are there any initiatives to be taken?
- Discussion of the head of studies' draft for the annual summary course evaluation report (the deadline for submission of the report is 15 September)
- The study board has the opportunity to choose supplementary evaluation questions for the teaching evaluation of the coming academic year. The deadline for entry is 30 September
- Student Guidance Service
  - Evaluation of study start
- Study board conference
  - Conference held in UCPH's main building at Frue Plads for all elected study board members at UCPH
  - The conference always has a theme, for example the green transition or student well-being
  - Provides an opportunity for dialogue and knowledge sharing with other study boards at UCPH and input from UCPH's lawyers and

## October

- Briefing on decisions regarding exemptions and credit transfers
  - Briefing on decisions regarding exemption made in the previous semester and decisions regarding credit transfers for both spring and autumn semester– does this give rise to any change in practice? (Possibly with the participation of exemption and credit transfer- employees at this item)
- Status from Student Guidance Service
  - Status from Student Guidance Service: The student guidance provides information about data regarding inquiries in the study guidance. Dialogue about possible initiatives
- Information about election to the study board
- Employer panel meeting
  - Input for and possible participation in (the time varies; the Section for Research, Development and Communication (FUK) organises this)

## November

- The head of studies presents news from the employer panel
- Course evaluations, block 1:
  - The study board must review the results of the evaluations and implement action plans to rectify any unsatisfactory conditions
  - The study board must consider the response rates for the individual evaluations and launch any action plans if the response rates are too low
  - Discussion of the division of courses into categories A, B and C
  - Are there any initiatives to be taken?

## December

- Briefing on the outcome of the election to the study board
- Curriculum
  - Approval of changes to the curricula with entry into force from 1 September of the following year; CUR must be

published no later than on 15 May

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- Summary of the study board's work during the year
  - What focus points will the current study board pass on to the coming study board?
  - Draft annual plan for the coming study board

## January

*No study board meeting*