

To study boards at the Faculty of Social Sciences (SAMF)



9 FEBRUARY 2021

MEMORANDUM

Re: Annual cycle for changes to curricula

Case processor Susanne Stoltz

Background

This document describes an annual cycle for changes to curricula.

The purpose of the annual cycle is to make it easy for the study boards at SAMF to structure the work with curricula, so that new and revised curricula can be checked for legality and published in due time in relation to the students' study plan. The annual cycle provides an overview of the responsibilities at SAMF and the various actors' contributions to the work process.

It is expected that the study boards will use the annual cycle from spring semester 2021.

Curriculum structure and division of responsibility at SAMF

At SAMF, the curriculum is divided into two parts: a common curriculum applicable to all degree programmes at SAMF and a programme curriculum per degree programme. The Section for Strategy, Analysis and Projects is responsible for maintaining and updating the common curriculum. The study board primarily deals with the programme curricula. The study board (together with the head of studies and programme coordinator and SAMF Education) draw up proposals for programme curricula and changes to these curricula. The head of studies (HS) and the study board (SB) are responsible for ensuring that the programme curricula are reviewed systematically, at least every three years.

**STRATEGY, ANALYSIS AND
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Revision of curricula/new curricula

New curricula can only take effect from **1 September**.

Revision of curricula can take effect from **1 September** or **1 February**, but, in case of major changes, the revised curricula take effect from **1 September**.

A distinction is made between major and minor changes in the annual cycle. They are defined as follows:

Minor changes	Comprise changes to: <ul style="list-style-type: none"> – Exam form – Grading form – Description of objectives – Course title – Etc. – New electives
Major changes/new curriculum	Comprise changes to: <ul style="list-style-type: none"> – ECTS credits – Stricter admission requirements – Changes to first-year test (“førsteårsprøven”) or progression requirements – Degree programme structure – Changes in course structure – Completely new curriculum – Establishment of lines/specialisations – Diploma titles

When to make a new curriculum?

It depends on a concrete assessment. How many major changes are there? How many students will be affected by the changes? Can it be handled with an interim arrangement (“overgangsordning”)? An interim arrangement will often be the best solution.

The study board’s annual cycle for minor changes to curricula

Minor changes can take effect on both **1 February** and **1 September**.

The study board is only responsible for the green box. The rest of the work is handled by the programme coordinator (PC).

Deadline	Activity	Responsibility
March/September	Approval of minor changes, new electives, and changes to existing course descriptions at the study board meeting in March (April) and September (October) or by a written hearing All courses – including electives – are part of the curriculum (also even if they are not mentioned in it). This means that all new courses must be approved in the study board. This can be done at a meeting or by a written study board hearing	SB, HS, PC
April/October	Deadline for submission of form for establishment of new activities (UVA) in STADS to Bente Andersen	PC + Bente Andersen
April/ October	The programme coordinator enters changes to the curriculum, and the programme coordinator ensures a legality check (via sparring in programme coordinator team/other relevant groups)	PC
By 1 May/ 1 November	The programme coordinator sends an email to the head of studies with the revised curriculum and approval after legality check. Email and curriculum are journalized in Workzone	PC
By 15 May/ 15 November	Deadline for establishment in STADS, curriculum is published, orientation about changes via study message	PC

The study board's annual cycle for major changes to curricula/new curricula

Major changes and new curricula can take effect on **1 September** *.

The work with new curricula or major changes is commenced in the spring semester. When the autumn semester arrives, the ideas must be specified. At the end of the year, the study board should have completed its work, so that the curriculum is ready to be legality checked and approved.

In certain cases, it may be difficult to assess whether the desired changes to a curriculum require a new curriculum. In case of doubt, consult the programme coordinator, who can clarify this with our law senior consultant.

The study board is only responsible for the green boxes. The remaining work is handled by the head of studies (HS), the programme coordinator (PC) or others in SAMF Education.

Deadline	Activity	Responsibility
Spring semester	The preliminary work in the study board with ideas for new curriculum/major changes	SB
Spring semester	<p>The head of studies discusses major changes with the associate dean for education on commencement of the process.</p> <p>The programme coordinator clarifies with the head of studies the changes to the curricula that are planned to take effect on 1 September in the following year.</p>	HS
Autumn semester	<p>The work with new curricula or major changes is commenced in the spring semester. When the autumn semester arrives, the ideas must be specified. The study board is ready to brief others in broad outline and uses the autumn to fill in all the details.</p> <p>The programme coordinator regularly checks with colleagues at SAMF Education whether the changes are technically/administratively possible and in accordance with the rules in the area.</p> <p>Together with the programme coordinator, the study board must prepare a description of the desired curriculum structure, including</p> <ul style="list-style-type: none"> • Table diagram 	SB, HS, PC

	<ul style="list-style-type: none"> • Any requirements for the extent of courses/exam forms etc. • Specialisations • Progression and any other dependencies 	
September	<p>Also remember approval of minor changes, new electives, and changes to existing course descriptions at the study board meeting in September (October) or by a written hearing</p> <p>All courses – including electives – are part of the curriculum (also even if they are not mentioned in it). This means that all new courses must be approved in the study board.</p>	SB, HS, PC
October/November	<p>The heads of studies brief each other about the most important plans for major changes. Fixed annual item at the heads of studies meeting.</p> <p>The head of studies also briefs the academic staff at a staff meeting.</p>	Secretary for Heads of Studies Forum, HS
Autumn semester	<p>The head of studies/programme coordinator will present significant changes and new initiatives (the broad outline) to employer panels, authorisation bodies (only Psychology) and relevant organisations.</p> <p>There must be a consultation of the external examiners' chairmanship regarding matters that concern the exams.</p> <p>The programme coordinator/head of studies must ensure coordination with other universities offering the same or related degree programmes.</p>	HS/PC

By 1 November	Deadline for feedback to the programme coordinator on desired change is possible in STADS	Project and Career Advisory Service
Continuously in the autumn semester:	The programme coordinator discusses the administration's comments with the head of studies (is done continuously)	PC, HS
November	The study board adjusts the curriculum based on comments from SAMF Education, either at a meeting or in a writing (as needed)	SB, PC
December	The programme coordinator prepares a draft curriculum, which is discussed and provisionally approved by the study board at a study board meeting.	SB, PC, HS
January	The curriculum is legality checked by the overall group of programme coordinators at a meeting It is then submitted to the head of studies and study board.	PC (SAP)
January	If there are comments from the legality check: Concluding study board discussion (if relevant with written hearing)	SB and PC
1 February	Deadline for study board feedback on legality check	SB, HS
1 February – 15 February	The programme coordinator sends an email to the head of studies with approval after legality check as well as the revised/new curriculum. Email and curriculum are journalized in Workzone	HS, PC
15 February	Deadline for submission of form for establishment of new activities in STADS	PC
15 February	Students are orientated by study message and the curriculum is published	PC/Student Guidance Service
15 February	Curriculum is established/updated in STADS	Project and Career

		Advisory Service (Bente)
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* The students must be notified in good time of new curricula and changes to existing curricula which are of great importance to the students. The length of the period of notice will depend on a specific assessment, but the students must be allowed sufficient time to adapt to it. This will typically be done at one semester's notice. However, one academic year's notice may be necessary if this concerns very major changes for the students.

In practice, the notice will typically also be given by the establishment of an interim period, so that students do not experience problems in relation to new courses, etc.

An extended period of notice applies in some cases:

Introduction of restricted admission and stricter admission requirements and selection criteria requires minimum one year's notice before they come into effect.

Stricter language requirements (Danish and English) require minimum two years' notice before they come into effect.