

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



## MEMORANDUM

3 FEBRUARY 2025

**Re:** Annual cycle for changes to curricula

**Case processor** Susanne Stoltz

**STRATEGY, ANALYSIS AND  
PROJECTS**

### 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.

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### 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.

CASE: [CASE NO.]

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### Deadlines for revision of curricula/new curricula

New curricula and revisions of existing curricula can take effect on **September 1**. The annual cycle distinguishes between new curricula/major

revisions and minor revisions of curricula. New curricula/major revisions must be published no later than **February 1**. Minor revisions must be published no later than **May 1**.

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

### 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 of existing curricula can take effect **1 September** and they must be published no later than May 1.

Minor revisions of curricula can also take effect on February 1 and be published no later than November 1 (indicated in parentheses in the box below).

The study board is only responsible for the green boxes in the box below.

The remaining work is handled by the head of studies (HS), the programme coordinator (PC) or others in the study administration.

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All course descriptions are legal parts of the curriculum (also if they are only available on kurser.ku.dk)

<b>Deadline</b>	<b>Activity</b>	<b>Responsibility</b>
<b>February (September)</b>	Approval of minor changes of new course elements at the study board meeting in February (September) 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 1-15 (October 1-15)	Deadline for submission of form for establishment of new activities in STADS (UVA + EKA)	PC + relevant colleague in the study administration
April 1-15 (October 1-15)	PC enters changes to the curriculum, PC coordinator ensures a legality check (PC checks continuously with the PC team and relevant colleagues in the study administration)	PC

At latest April 15 (October 15)	PC sends an email HS with the revised curriculum and approval after legality check. Email and curriculum are journalized in Workzone	PC
May 1 (November 1)	Deadline for establishment in STADS, curriculum is published, orientation about changes via study message	PC

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

New curricula/major changes to curricula can take effect on **September 1\***.  
New curricula/major changes to curricula must be published no later than February 1.

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.

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

Deadline	Activity	Responsibility
Spring semester	The preliminary work in the study board with ideas for new curriculum/major changes	SB
Spring semester	The head of studies discusses major changes with the associate dean for education on commencement of the process.  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	HS

	year.	
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>PC regularly checks with colleagues at study administration whether the changes are technically/administratively possible and in accordance with the rules in the area.</p> <p>Together with PC, BS must prepare a description of the desired curriculum structure, including</p> <ul style="list-style-type: none"> <li>• Table diagram</li> <li>• Any requirements for the extent of courses/exam forms etc.</li> <li>• Specialisations</li> <li>• Progression and any other dependencies</li> </ul>	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>HS also briefs the academic staff at a staff meeting.</p>	Secretary for Heads of Studies Forum, HS
Autumn semester	<p>HS presents 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</p>	HS/PC

	<p>regarding matters that concern the exams.</p> <p>The PC/HS must ensure coordination with other universities offering the same or related degree programmes.</p>	
By October 1	Deadline for feedback to PC on desired change is possible in STADS	Project and Career Advisory Service
Continuously in the autumn semester:	PC discusses the administration's comments with HS (is done continuously)	PC, HS
October/November	BS adjusts the curriculum based on comments from the study administration, either at a meeting or in a writing (as needed)	SB, PC
November	PC prepares a draft curriculum, which is discussed and provisionally approved by BS at a study board meeting.	SB, PC, HS
By December 1	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 (KOP)
Before Christmas holidays	If there are comments from the legality check: Concluding study board discussion (if relevant with written hearing)	SB and PC
Before Christmas holidays	Deadline for BS feedback on legality check	SB, HS
January 15	PC sends an email to HS with approval after legality check as well as the revised/new curriculum. Email and curriculum are journalized in Workzone	HS, PC
January 15	The content on the enrolment pages (studies.ku.dk) and information on KUnet will be updated according to relevant changes in the curriculum	V&S

February 1	Deadline for submission of form for establishment of new activities in STADS	PC
February 1	Students are orientated by study message and the curriculum is published	PC/Student Guidance Service
February 1	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 up to three year's notice before they come into effect.