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# About the tasks of the study board

- For study board members

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## What is a study board?

The University Act stipulates that a study board is tasked with organising, implementing, and developing the teaching activities and the programmes for which it is responsible.

A study board has rules of procedure. These rules of procedure are a written agreement governing the study board's tasks, such as defining when a study board is quorate and the tasks that may be delegated by the study board to subcommittees, the chairmanship or the administration.

SOC.SCI. has eight academic study boards. A study board has an equal number of academic staff (VIP) and student members. A study board member is elected for and represents an area of expertise associated with the academic field being represented by the member.

VIP members are elected every three years, and student members are elected every year. For this reason, each study board elects one chairperson from among its VIP members every three years and a vice-chair from among its student members once a year.

Each study board has its own secretary. The secretary to the study board assists in:

- facilitating study board meetings and writing minutes
- initiating SOC.SCI.'s processes and tasks in the annual cycle
- coordinating with other study board secretaries and the rest of the Study Administration Services at SOC.SCI
- communicating the study board's decisions to the department, students etc.
- seeking answers to questions from the study board and presenting the answers to the study board
- working to promote common (best) practices.

If you have any questions about your role as a member of the study board, the secretary to the study board is your initial point of contact.

<sup>1</sup> Can be delegated to the Study Administration, see the section regarding exemptions and credit transfers.

## Which study programmes belong under which study boards?

The eight study boards cover SOC.SCI.'s portfolio of programmes, comprising:

- 8 bachelor's degree programmes
- 9 master's degree programmes
- 1 part-time master's degree programme (Political Science)
- 1 professional master's degree programme (Anthropology of Health)

Some study programmes are inter-faculty or inter-institutional. This means that they are offered in collaboration with other UCPH faculties or educational institutions. Some educational partnerships are international.

## What are the tasks of the study board?

As a study board member, you are involved in several tasks, including:

- Proposing revisions of curricula and course descriptions for approval by the dean
- Discussing and following up on the results of course evaluations
- Discussing study programme reports and evaluations
- Processing applications for exemptions from students<sup>1</sup>
- Processing student applications for pre-approvals, credit transfers, and mandatory credit transfers<sup>2</sup>

The tasks are organised in an annual cycle to ensure an even distribution across the year and so that all study boards work on the same things during the same time periods.

<sup>2</sup> Can be delegated to the Study Administration, see the section regarding exemptions and credit transfers.

At SOC.SCI., we endeavour to ensure that practices are comparable, so that users and partners experience similar standards no matter which study board they are dealing with.

## Curricula and course descriptions

As a member of the study board, you are actively involved in developing the curricula and course descriptions for the study programmes.

This is based on any changes to the curriculum proposed by the head of studies and any changes to the course descriptions proposed by the teaching staff or proposals from the study board itself. Thus, the study board and the head of studies work together on the programme's academic content, progression, and forms of examination.

Before the study board can recommend curricula and course descriptions for approval by the dean, the administration must ensure that they conform with:

Applicable legislation and ministerial orders in the field of education, including:

- the University Act, the Study Programme Order, the Ministerial Order on University Examinations, the Ministerial Order on Admission to Bachelor's and Master's Degree Programmes, the Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education, and the Ministerial Order on the Master's Degree Programme;

Agreements at UCPH, including:

- [Year and timetable structure for UCPH](#)
- [Guidelines for study start](#)

SOC.SCI. rules and regulations:

- The common part of the curriculum, the programme-specific curricula (aka the 'programme curricula')
- [Teaching periods at the Faculty of Social Sciences.](#)

You can find further details about the above-mentioned acts, ministerial orders and programme rules and

regulations on [KUnet \(in Danish\)](#), or you are welcome to ask your study board's secretary.

## Course evaluations

The course evaluations are part of the faculty's quality assurance system. The study board (or a subcommittee under the study board) plays an important role by helping to quality-assure, develop, and improve of the quality of the teaching.

At SOC.SCI., we evaluate our instruction and teaching activities after each semester. At the beginning of the semester, the study board discusses whether to add specific questions to the evaluation forms.

Once the students have completed the evaluation, the study board considers the evaluation results at study board meetings. Study boards can comment on topics such as:

- specific course evaluations
- specific follow-up initiatives for a course
- the holding of classes
- course categorisations (A, B or C)
- courses that have been categorised as C for several years in a row.

Once a year, the head of studies compiles the results of all the student evaluations of the programme's courses for the preceding academic year and writes a report.

## Programme reports and evaluations

The study board quality-assures the programme(s) by discussing either the programme reports or the programme evaluations for each programme once a year.

The head of studies is responsible for writing either a programme report (once a year) or a programme evaluation (every six years). A programme report provides an annual status, while a programme evaluation is more comprehensive and includes visions and perspectives for the future of the programme for the next six years.

At the study board meeting at which the programme report/programme evaluation is considered, the study board discusses topics such as dropout rates, completion times and initiatives for developing the programmes.

## Applications for exemptions

The study board is authorised to accept/reject applications for exemptions. The processing of routine and uncontroversial exemption and credit-transfer applications has in practice been delegated to the Study Administration Services, which can be seen from the study board's the Common delegation letter for the Study Boards at Det Faculty of Social Sciences. Some special exemption cases can be delegated to a sub committee consisting of one academic staff and one student. Both are appointed by the Study Board

Each study board is assigned a secretary who deals with applications for exemptions, including:

- Pre-processing, compliance control and the recommendation of exemption decisions to the study board
- Sending cases for consultation to the head of studies
- Sending decisions to students
- Communicating the study board's decisions to other relevant stakeholders
- Helping to ensure that decision practices are aligned across all study boards.

Well in advance of the meeting, you will receive the documents necessary for processing the applications for exemption.

## Pre-approvals and credits, including mandatory credit transfers

Applications for pre-approvals and credits are considered on an ongoing basis, and applications for mandatory credit transfers are processed as part of the admission process for bachelor's degree and master's degree programmes.

In practice, most study boards have delegated this task to the head of studies and the administration, which means that the study board does not see these cases as part of their daily work. In some cases, an academic assessment is necessary. This is done by a subcommittee consisting of an academic staff and a student. Both are appointed by the Study Board.

At least once a year, the study board is informed about the decisions made in cases concerning pre-approvals and credits during the preceding period.

## How do I deal with confidentiality, disqualification, and personal data issues?

As a member of the study board, you are subject to a duty of confidentiality, as set out in Part 8 of [the Danish Public Administration Act \(in Danish\)](#).

This means that all applications and decisions in cases must be treated as confidential. In general, the Study Board meetings are open to the public. However, in exemption cases, where personal or economic conditions are considered, the Study Board can decide to close the meeting.

Please note that you are disqualified from taking part in the consideration of an application concerning a relative or close friend of yours. You are not disqualified if your relationship to the person is a friendly acquaintance.

As a study board member, you must know how to process and store personal data. For example, you may only use your KUmail account (and not your own personal email account) for study board tasks. As a new member of the study board, you will receive a memo setting out the guidelines on confidentiality and the processing of personal data by the study boards.

## Where can I find meeting dates and documents?

Six to ten ordinary study board meetings are held each year. The meetings are booked by the secretary to the study board via Outlook. A constituent meeting is held every year in early February. The chairperson and vice-chair are elected at this meeting. The vice-chair is elected every year, while the chairperson is elected every three years.

Each study board has a website where you can find:

- an overview of all planned meetings
- information that is relevant to your study board
- minutes of previous meetings
- the study board's delegation document
- rules of procedure

One week before each meeting, the secretary to the study board sends out the agenda and appendices.

You should be aware that:

- You must **read the material and prepare** for the study board meetings.
- **Attendance is compulsory**, and in so far as is possible, the meetings are scheduled to not conflict with teaching activities or examinations.
- You must **notify the secretary if you are unable to attend**.