Procedure for publishing information about study programmes

The Faculty of Humanities publishes information pursuant to its internal procedures and the Consolidated Act on Transparency and Openness on Study Programmes, etc.

The faculty administration has a policy of parallel language use. All relevant information, including general messages, emails to students, forms and answers to student applications, is in (or is available in) both Danish and English. The majority of the communication with staff and students in the Faculty of Humanities takes place via KUnet and KU-mail.

Under current legislation, the "institution" is defined as the publishing body. With regard to the faculty, this means that certain information is published by Faculty Services and the departments, while other information is published by the central administration of UCPH.

The table below shows who is responsible for the publication and maintenance of information in each area.

Procedure

The faculty uses different procedures depending on the type of information and target audience. The following section describes the procedure for the most important information areas.

The institution's current range of study programmes

The presentation of the bachelor and master's programmes is designed and maintained by Education and Student Services via studier.ku.dk and studies.ku.dk, except for information about admission requirements and admissions to the bachelor programmes, which are maintained by UCPH's University Education Services.

The department website can describe the study programmes in general for external partners, but may not be targeted at potential or enrolled students.

Education and Student Services ensures that the faculty's homepages link to the presentations of the study programmes from relevant places.

KUnet

KUnet is the focal point for all internal communication with students at UCPH, ensuring that they only need to go to one place to get information.

Each study programme has its own pages on KUnet, the so-called study programme pages, which consist of texts from several organisational levels: the UCPH central administration, the faculty and the department/study programme level. All these texts are targeted at enrolled students.

Education and Student Services is responsible for all the texts composed at faculty level and for ensuring that they are up to date.

The head of department is responsible for the local texts on the study programme pages and for making sure that they are always in compliance with current regulations and policies.

Study programmes with non-Danish full-time students are required to publish English versions of their programme pages on KUnet.

Notices and other internal information must as a minimum be published on KUnet and should be published on KUnet first or at the same time as on other pages.

Study messages, news and events can be posted by Faculty Services and the department. The sender is responsible for ensuring that the message is targeted towards relevant groups of students.

The study programmes' objectives

The academic objectives and competence profiles of the individual study programmes are published under the programme descriptions on the University's website.

They are also published in the curricula on the faculty website.
Education and Student Services is responsible for ensuring that the current curricula are available on the website, preferably by the closing date for applications or by the start of the semester at the latest.

The study programmes' range of courses

The individual study programmes' course elements are described in the curricula, which are published on the faculty website.

Additional information about the programmes' course elements is published on kurser.ku.dk; see the
["Procedure for providing ranges of courses"](#).

Course plans for the individual study programmes

Practical information for all courses in the department, e.g. timetables and classrooms, is published on kurser.ku.dk; see the ["Procedure for providing ranges of courses"](#).

Revised and approved on 8 February, 2016
[Quality-assurance policy for study programmes in the Faculty of Humanities](#)

2

The course plan for each course is outlined in its course room on Absalon and must be published in good time before the start of the semester.

The study board is responsible for publishing the requirements for the syllabus (in terms of its extent and composition).

The department ensures that up-to-date practical information is available no later than the start of enrolment for the course.

Course evaluation procedure, plans and reports

The study board is responsible for ensuring that documents related to course evaluations are published in accordance with the "Procedure for course evaluations". The study board also ensures that all published documents are anonymous, so that evaluations cannot be traced back to individual lecturers or students.

Exam rules and procedures

Education and Student Services ensures that the faculty's rules and procedures for exams, e.g. complaints, appeals, cheating and plagiarism, are published on KUnet in both Danish and English.

Publication of the time, place and guidelines for exams are described in the *"Procedure for tests and examinations"*.

The curricula contain information about each of the individual subject elements' exams, e.g. the forms of examining, grading, and moderating, as well as the academic objectives, i.e. what students must do to pass or achieve a grade of 12.

The institution's values

The University publishes its values on its website. The communications department is responsible for this.

The institution's educational policies

The University publishes its educational policies on its website. University Education Services is responsible for this.

The faculty's quality-assurance policy and related documents

The faculty's quality-assurance policy is published on the faculty website, along with the relevant documents. The dean is responsible for the publication.

The institution's grading system

The University publishes the grade-point average for bachelor projects and master's theses. University Education Services is responsible for this. The faculty platform for management information links to this information.

Grading statistics for all activities are also published at karakterstatistik.stads.ku.dk.

Student completion times, completion rates and drop-out rates

University Education Services publishes information about drop-out and completion rates. The faculty platform for management information links to this information.

Statistics for student's transfers to other study programmes and unemployment

The faculty's platform for management information links to the Danish Agency for Universities and Internationalisation's page, which contains statistics for transitions to other study programmes and post-graduation unemployment.

Information about applying for academic posts

The faculty's HR and personnel manager is responsible for ensuring that vacant academic positions are advertised according to the applicable legislation and internal rules.

Relevant positions are advertised on the UCPH job portal.
Information about the procedures for applicants and the criteria for applications for academic positions are published on the faculty's website.