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## Procedure for drawing up, changing and reviewing curricula

Curricula serve as a useful tool for students, lecturers and administrative staff in relation to teaching and exams. The Board of Studies review at least every three years existing curricula in order to identify features that are inappropriate and need for updating.

In case of new or material changes to the existing schemes, incorporates the study board quantitative and qualitative data described below.

The curricula are drawn up in accordance with the strategies and guidelines issued by the dean.

The academic regulations can be changed more frequently than every three years, if there is a need for this, see the annual wheel for curricula revision.

The department's specific allocation of responsibility for curricula is set at department level and published on the department's website.

Education & Student Services assures the quality of new and revised curricula, and designs joint templates and corresponding guidelines for curricula for all of the faculty's study programmes.

In connection with significant changes in the templates must be U&S inform the board of studies.

New and significantly changed curricula must be approved by the dean.

### **Procedure**

#### *Drawing up and amending curricula*

U&S hold annual kick-off meetings with relevant staff members. Education & Student Services offers assistance and acts as a sounding board. As far as possible, a single caseworker is assigned to each department. To facilitate case management and communication, each department should also designate an individual who will be responsible for the area.

The study board ensures that all new and significantly changed curricula have been submitted for consultation with the employer panel, the external examiners and any relevant organizations (including upper secondary schools in the central subject with upper-secondary-profiles as well as upper-secondary supplementary subjects and minor) before they are sent to the U&P.

U&S ensures that the requirements to content and form, including legal requirements have been complied with.

The study board's approval date must appear from the curriculum, when sent to the U&P.

U&S sends after completion of quality assurance of new and revised curricula to the dean for approval.

If the dean approves the new or revised curriculum, Education & Student Services makes the necessary updates to STADS.

U&S therefrom shall publish the approved curriculum on the faculty website, cf. Procedure for publishing information about study programs and informs the department for approval by the Dean of the publication.

If the curriculum is not approved, what happens next depends on the reasons for the rejection. U&S initiate this process will continue, and the study board ensures that there are no classes or examinations take place in accordance with the non-approved curricula.

Submission of a new or revised curriculum takes place within the time limit indicated in the annual wheel for curricula revision.

If a curriculum turns out to contain misleading wording, these can be changed by contacting Education & Student Services, irrespective of the annual cycle's deadlines for curriculum changes. Other than the study board, e.g. course coordinators or administrative staff) may request that erroneous information is corrected, in which case the individual concerned informs the study board about its grade.

### *The overhaul of curricula*

The department makes sure that the overhaul of curricula are based on relevant and sufficient material.

In practice, this means revisiting the material used in the department's ongoing monitoring and evaluation of study programmes, including the programme reports, with a view to making changes to the curriculum that address problems or inappropriate features.

The minimum requirements are:

- Graduate surveys
- Statistics for drop-out rates and completion times
- Statistics for exam results
- Employment and unemployment statistics

- Course evaluations
- Dialogue with the employer panel (of relevance to the curriculum concerned)
- Input from lecturers
- Input from student counselling and career guidance
- The annual report by the chairs of the external examiners and other dialogue with the corps
- The dean's annual meeting with the chairmen of the external.