



Procedure for range of courses

Courses at the faculty study programs must be inspected and adjusted on an ongoing by the awarding Study Board in order to ensure that the teaching reflects the latest research in the area.

Any adjustments are reflected in the curriculum, so there is consistency between the form of teaching, learning objectives and exams, cf. Procedure for preparing, amending and overhaul of curricula.

Adjustments to the range of courses takes place, among other things on the basis of the program report, the course evaluation and in the dialog with the employer panels and the external examiners.

Head of Studies has a responsibility to obtain proposals for courses from the course coordinator and/or teachers are responsible for compliance with the deadlines for the department's feedback to U&S and also to find substitutes or discontinue courses based on the number of registrations.

The study board is responsible for approving the current range of courses.

Procedure

UCPH has adopted a common deadline on 1 May for entry in the course database kursen.ku.dk, for courses in the following academic year, but it is possible to make changes in the tender procedure and description after this date.

Head of Studies has a responsibility to obtain proposals for courses from the course coordinator and/or teaching staff and is responsible for compliance with the deadlines for the department's feedback to U&P.

All proposals must be submitted to the board of studies approves the final tender. The study board is responsible for ensuring that the courses comply with the requirements for academic and formal content, as stipulated in the curriculum. The study board also ensures that there is continued *alignment* between teaching activities and exam on the new courses.

After undervisningstilmeldingsperioden treated the registrations submitted to the head of studies to facilitate decisions about setting up, duplicating or discontinuation of courses.

If there are more applicants than there are places on a given course, lots are drawn for places. In this connection, the department makes sure that no student is excluded from compulsory classes. All students are rejected are placed on a course, they prioritised, or register for courses during the post-registration period.

Students can see their courses for the coming semester on UCPH's self-service on 15 August and 15 January.

Course description

All course descriptions in kurser.ku.dk must contain information about

- Title: i.e. the full name of the course. The course description must clearly specify which subject elements can be taken the exam.
- ECTS credits
- Semester/block position
- Timetable group
- Duration and workload
- Department responsible
- Programme level
- Curriculum
- Course organiser
- Content
- Form of teaching: Information about the course's forms of teaching and work.
- Teaching language
- Form of exam (it is enough just to refer to the curriculum).