



## PROCEDURE FOR REVISION OF CURRICULA AND COURSE DESCRIPTIONS

1 SEPTEMBER 2014  
REV. MARCH 2016

As per the UCPH quality-assurance policy for study programmes (ESG 1.2.a), SCIENCE has in place a process for assuring the quality of curricula and course descriptions, including competence profiles, descriptions of objectives and assessment criteria.

The quality assurance is based on the following criteria:

- Correlation between the qualifications framework and the competence profile for the programme.
- Assurance that the competence profile is divided into knowledge, skills and competences.
- The competence profile is tested using suitable forms of examination.
- Correlation between subject element structure, descriptions of objectives and assessment criteria, and how they support the competence profile.

The study board is responsible for reviewing curricula and course descriptions. The study board carries out the revision on the basis of its own proposals as well as proposals from the head of studies and the deputy head of department for education (VILU). The revision also includes input from qualitative and quantitative material received by the study boards, e.g. programme reports, programme evaluations, course evaluation reports, and reports by the chairs of the external examiners.

### **The annual process is as follows:**

- The head of studies, VILU and the study board submits proposals to the study boards for changes to programme-specific parts of the curricula

concerning the composition of compulsory and restricted elective subject elements.

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- The study board considers the proposals.
  - Information about the tightening of admission requirements and prioritisation of applicants for MSc programmes is communicated internally in SCIENCE Study Administration to ensure timely notification.
  - In the event of significant changes to the competence profile of the curriculum, the programme employer panel is consulted.
  - Changes to the competence profiles are communicated internally in SCIENCE Study Administration to ensure accurate diplomas.
  - A second treatment of curricula is carried out by the study board if necessary.
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- VILU submits proposals to the study board for changes in course descriptions. Proposals are based on input from the individual course organiser, the teaching committee, the head of studies and the study board.
  - The study board considers the proposals.
  - The course descriptions are incorporated in the curricula.
  - Administrative compliance control is performed by SCIENCE Study Administration to ensure that the curricula and course descriptions comply with applicable laws and regulations.
  - The study board submits curricula and course descriptions to the dean for final approval.
  - The curricula are published on the programme specific websites at KUnet and course descriptions are published at [www.kurser.ku.dk](http://www.kurser.ku.dk).