2.3.1 PROCEDURE FOR DEVELOPMENT AND ORGANISATION OF THE SEMESTERS OF THE STUDY PROGRAMMES

AAU Quality System

Procedure

28-04-2023

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1. OVERALL FRAMEWORK

This document is part of Aalborg University's (AAU) quality system within the field of education. The quality work described in the document is anchored in quality area 2. Development, organisation and operation of the study programmes in the quality system.

Figure 1 shows the document's position in AAU's quality system. For further description of the structure of the quality system, please refer to "Quality policy".

Figure 1. The structure of the AAU quality system in relation to quality area 2. Development, organisation and operation of the study programmes
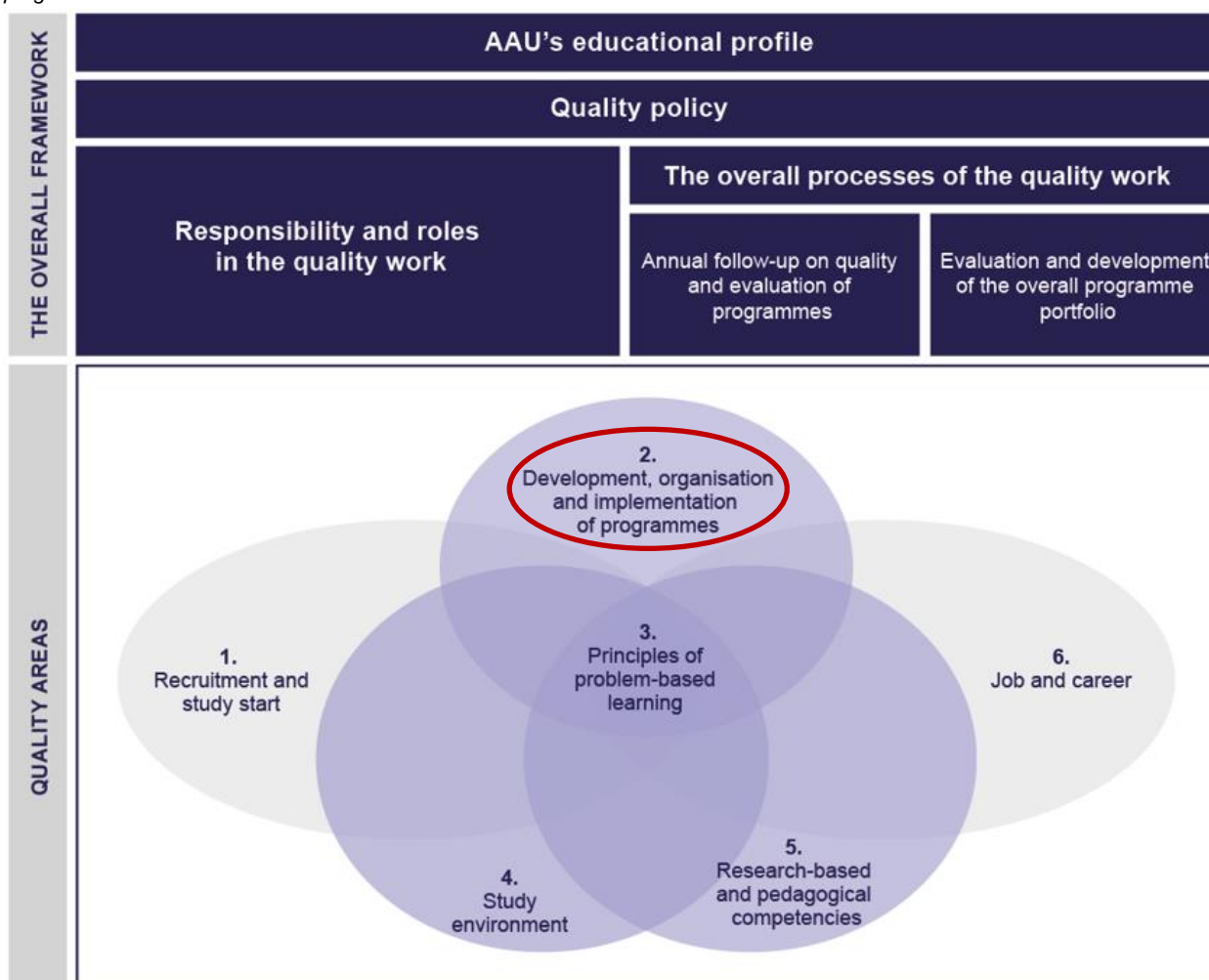
The framework for quality work under quality area 2 is described in the document '2. Framework for development, organisation and implementation of programmes' which establishes standards, indicators and procedures for the objectives of this quality area.

This procedure treats standards for the process of development and organisation of the semesters of the study programmes.

The following procedures are linked to the development and organisation of the semesters of the study programmes:

- 'Framework for development, organisation and implementation of programmes'. This procedure provides a framework for the structure and organisation of the programmes in relation to the development of the curricula. The framework is relevant since the curricula must be implemented in connection with the development and organisation of the semester.

- 'Principles for student evaluation'. This procedure establishes requirements and principles for student evaluation. The students' evaluation of study activities and study programmes is used for an ongoing development and organisation of the semester.

- 'Procedure for dialogue with co-examiners and co-examiner presidencies'. This procedure describes the procedure for obtaining knowledge about different types of examination and assessment from the co-examiners and the co-examiner reports. This knowledge is used for the ongoing development of the curriculum, which must be implemented through this procedure when organising the semester.

2. PURPOSE AND SCOPE

The purpose of this procedure is that the study activities of the semesters - including the type of examination - through systematic development and organisation support the students' achievement of the qualification profile of the study programme in question.

The organisation of the study programme, including the semesters, must support the fact that the students have the opportunity to obtain the qualification profile within the prescribed period of study and with a workload corresponding to the extent of the programme measured in ECTS credits.

The procedure for the development and organisation of the semesters of the programmes includes the process of implementing the curriculum for the semester's study activities. Therefore, it does not include the process of developing and adjusting the curriculum.

The procedure includes all study programmes offered at AAU's three campuses in Aalborg, Copenhagen and Esbjerg. It thus applies to the university's higher bachelor, professional bachelor and master programmes, as well as to its diploma and professional master programmes.

3. RESPONSIBILITIES

The overall division of responsibilities and roles is established in the AAU quality system in the document 'Responsibilities and roles in the quality work'. The overall division of responsibilities and roles is translated below into specific responsibilities of the individual management levels.

HEAD OF DEPARTMENT
- Has the overall responsibility for coordinating and ensuring that the semesters of the department's study programmes are developed and organised according to this procedure.

- Has the overall responsibility for presenting the study activity model and the expected workload of a typical semester to the students at the semester introduction in the 1st semester on all bachelor, professional bachelor and master programmes.

HEAD OF STUDIES
- Is responsible for - in cooperation with the Study Board - managing the practical organisation of teaching, tests and other assessments included in the examination. Depending on the organisation at the individual department, the task can in practice also involve semester coordinators in the cooperation.

STUDY BOARD
- Is responsible for ensuring the development and organisation of the semesters of the study programmes, including that information about the organisation and execution of the semester is available to the students.

4.   PROCESS DESCRIPTION

4.1 THE BASIS FOR THE DEVELOPMENT AND ORGANISATION OF THE SEMESTERS OF THE STUDY PROGRAMMES

The following elements must be included in the systematic development and organisation of the semesters of the study programmes.

CURRICULUM

The valid curriculum of a study programme must be implemented at each semester. The development and organisation of each semester is therefore based on the curriculum of the study programme and the modules established in it. The established modules are primarily comprised of project and course modules.

THE STUDY ACTIVITY MODEL

AAU's study activity model is a tool that can be used in the dialogue with the students regarding among other things how much time the students can be expected to use on their study programme. The study activity model can also be used as a tool for the organisation of semesters and study programmes.

The use of the study activity model supports students' study intensity and learning outcome. The model is based on the key principles for problem-based learning and promotes student responsibility for learning. It provides an overview of the semester's study activities within the categories "teaching", "problem-based project work" and "individual study work".

The study activity model helps create an overview of the students' workload during the semester. Among other things, it supports:

- Organisation of a module: The level of effort required of the student is planned in relation to problem-based project work, individual study activities and teaching.

- Organisation of a semester: A complete overview of study activities in all modules and the total workflow during the semester is made to ensure that students work about 43 hours on average per week during the active programme weeks.

It is mandatory to present the study activity model and the expected workload of a typical semester to the students at the semester introduction in the 1st semester on all bachelor, professional bachelor and master programmes. It is optional to use the excel spreadsheet, which can be used to create an overview of the students' workload during the semester.

INFORMATION FOR DEVELOPMENT AND ORGANISATION OF THE SEMESTERS OF THE STUDY PROGRAMME

As a minimum, the following information must be included in the development and organisation of semesters:

- The curriculum, including particular focus on changes since the semester was last organised
- Students' evaluation of study activities and study programmes
- Results from evaluations of study programmes related to the organisation of the semester
- Various dialogue in study boards as well as between lecturers, students and the programme management

4.2 REQUIREMENTS FOR THE DEVELOPMENT AND ORGANISATION OF THE SEMESTERS OF THE STUDY PROGRAMME

The semesters of the study programme are developed, organised and documented in Moodle. The overall description of the semester in Moodle therefore encompasses the specific implementation of the curriculum in each semester.

Requirements for the process of development and organisation of the semesters of the study programme:

- A description of each semester is prepared in Moodle. Overall, the description must contain the minimum requirements listed below, and it may be organised as follows:
  - In the semester room in Moodle you will find a description of the semester and its project module(s).
  - In the course and project rooms in Moodle you will find a description of each module. Instead, they may be organised in module rooms, as some institutes use this overall term and do not split into course and project rooms.

The study board must approve significant changes in the semester descriptions. The study board can make changes in a number of fields without it being a part of the approval process. This applies to the following:

  - Collaborating study boards
  - Language of instruction
  - Censorship norm
  - Module coordinator

- o At what time the classes start
- o Additional information about the time the classes start
- o Duration
- o Where the class takes place (location)
- o Form of teaching
- o Expected workload
- o Allowed assistive devices
- o Information about assistive devices
- o Literature

The Study Board must ensure that information about the organisation and conduct of the semester is made available to the students no later than 14 days prior to the start of the semester. The content of the semester description is binding at the end of the semester.

As a minimum, a semester description must include the following:

- Overview and description of the thematic framework and course of the semester
- Description of all modules of the semester in relation to:
    - o learning goals – which may be linked directly to the curriculum
    - o workload in ECTS credits and converted into hours
    - o participant qualifications, if any – which may be linked directly to the curriculum
    - o module activities, including module type, language of instruction, purpose, course content, coherence between lessons as well as literature for each lesson - which may be linked directly to Moodle and descriptions of purpose, course content and coherence
    - o test and evaluation

The template for semester description in appendix 1 includes the above-mentioned requirements, and it can be used for describing semesters and modules. It is optional to use the template. Since not all institutes, as previously mentioned, divide into project modules and course modules, each templates may be used when relevant.

5. DEFINITION OF CONCEPTS

None

6. ORIGIN, BACKGROUND AND HISTORY

Date	Change	Cause	Executing (Initials)
24-02-2021	First draft for adjusted procedure for semester descriptions	Evaluation and development of the AAU quality system	Lhl
09-03-2021	Second draft (adjusted on the basis of meeting in the working group)	Evaluation and development of the AAU quality system	Lhl

11-03-2021	First final version (adjusted in accordance with written hearing in the Working Group)	Evaluation and development of the AAU quality system	Lhl
28-04-2023	A few minor adjustments based on input from the departments at AAU.	Process of evaluation and development of the quality system at AAU.	ELBA

7.   CONTACT AND RESPONSIBILITY

REVISION
The Council for Quality Assurance and Development is responsible for ensuring the evaluation and revision of this procedure.

CONTACT
Questions for the procedure may be directed at "Kvalitet og Analyse" at kvalitet@adm.aau.dk.

8.   QUALITY TOOLS

All tools are available at AAU's kvalitetsplatform