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## Procedure for Preparing of Semester Descriptions

### Background

The policy of Aalborg University regarding the quality assurance of university programmes constitutes the basis for all procedures regarding quality assurance and development of Aalborg University's study programmes. The quality assurance policy is implemented in a number of procedures.

This procedure for Preparing of Semester Descriptions is part of Aalborg University's general quality policy.

The implementation of any study activity will meet the requirements outlined in the respective study regulations and curriculum describing the activity. Thus, the study regulations and curriculum constitute the legal framework which lists competency goals for the programme in general, as well as for individual activities. These activities are described as modules composed of different types of teaching.

In order to ensure a detailed and easily accessible description of individual semesters, each study board prepares a semester description of all their study activities<sup>1</sup>. The semester description includes an expanded description of teaching activities, objectives and prerequisites of the teaching, the competences acquired by the students in the semester, examination types, etc. The semester description is used by students as well as by teaching staff and administrative units. Semester descriptions are the texts which are approved by the study boards when curricula are being prepared.

### Objective

The semester description is a flexible document, whereas study regulations and curricula are permanent. The semester description includes the concrete implementation of the study regulations in the individual semesters and provides an outline of courses, examinations, syllabus, working methods etc. The semester description must be revised before the beginning of each semester, and must be approved by the study board no later than 14 days before the semester starts. For current quality assurance, the study board will make use of the semester descriptions to continually monitor the desired implementation of the study regulations and curricula.

Thus, the function of the semester description is to document the semester to make sure that it is proceeding in accordance with the intention and goals of the study regulations.

### Responsibility

The head of departments carry the overall responsibility for coordinating the procedure outlined below, and ensuring that it is complied with.

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<sup>1</sup> I.e. a description of each semester of all programmes under the study board.



#### Requirements for semester descriptions

- A semester description must be prepared for each semester on the basis of a template for semester descriptions<sup>2</sup>.
- The study board must approve the semester description no later than 14 days before the semester starts.
- The description of the individual semester must be disseminated to all students enrolled in the semester.
- The description of the individual semester must be filed in the university's electronic journal system.

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<sup>2</sup> Same template is to be utilised when an IT-solution is implemented.