

Title	6. Sub-policy for The Planning and Development of Study Programmes and Teaching and Learning Activities	
Objective	<p>The management of each study programme ensures alignment between the programme's</p> <ul style="list-style-type: none"> <li>• admission requirements</li> <li>• content</li> <li>• learning outcomes</li> <li>• teaching and assessment methods</li> </ul> <p>In its planning of the programme and the teaching and learning activities, the management of each study programme supports the students' ability to complete their course of study on schedule, as well as the continual development of the programme.</p> <p>All teaching activities comply with the University's <i>Underlying Principles of Education</i>.</p>	
Framework conditions	<p>External:</p> <ul style="list-style-type: none"> <li>• The University Act, executive orders on education, exam, professional masters programmes, part-time education, and admission</li> <li>• <a href="#">Danish Qualifications Framework for Higher Education</a></li> <li>• ESG 1.2: Approval, monitoring and periodic review of programmes and awards</li> <li>• ESG 1.3: Assessment of students</li> <li>• ESG 1.4: Quality assurance of teaching staff</li> <li>• ESG 1.5: Learning resources and student support</li> <li>• ESG 1.6: Information systems</li> </ul>	
	<p>Internal documents:</p> <ul style="list-style-type: none"> <li>• Strategy for Education Development (in writing)</li> <li>• Strategy for Credible Exams (in writing)</li> <li>• Underlying Principle of Education</li> <li>• Memorandum on Heads of Studies at SDU</li> <li>• Teaching guarantee</li> <li>• Language policy</li> <li>• Principles for Student Evaluations of Complete Study Programmes</li> <li>• Principles for Teaching Evaluation</li> <li>• Principles for Evaluation of Study Programmes with Inclusion of External Experts</li> <li>• Principles for Development of New Study Programmes</li> <li>• Principles for Dialogue with and Monitoring of Graduates</li> </ul>	

Intended outcome	6.1 The level and graduate competency profile of each study programme complies with the type description in the qualifications framework, and the content of the study programme reflects the alignment between its structure, learning outcomes and admission requirements	
	Standard	6.1.1 The study programme's learning outcomes are described in a graduate competency profile that is planned according to the relevant type description in the Danish qualifications framework
	Indicator	6.1.1.1 The curriculum of the study programme contains a graduate competency profile that complies with the qualifications framework

		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Standard	6.1.2 There is alignment between the admission requirements, structure, learning outcomes and graduate competency profile of each study programme	
	Indicator	6.1.2.1 The curriculum of the study programme contains a description of the programme's academic progression and horizontal and vertical cohesion from first to final semester	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Indicator	6.1.2.2 The curriculum describes how the content, level of difficulty and learning activities of the courses in the first year of the study programme are planned in accordance with the admission requirements	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Indicator	6.1.2.3 The curriculum of the study programme contains a description of the cohesion between the learning outcomes of the individual courses and the programme's graduate competency profile	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Indicator	6.1.2.4 If the most recently available key figures are unsatisfactory, the study programme must investigate the causes and explain relevant future initiatives concerning alignment in the programme <ul style="list-style-type: none"> <li>Bachelor programmes: drop-out rate in 1st year and number of students who pass the first-year examination</li> <li>Master's programmes: drop-out rate</li> </ul>	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Standard	6.1.3 The principles for the choice of teaching and assessment methods in the study programme comply with the University's principles for active teaching and learning	
	Indicator	6.1.3.1 The principles for the choice of teaching and assessment methods are described in the curriculum	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Standard	6.1.4 The study programme systematically incorporates feedback from students in the development of its study programmes	

	Indicator	6.1.4.1 A plan for on-going student evaluations of the entire study programme is available	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Standard	6.1.5 The study programme systematically involves external experts in the development of the programme	
	Indicator	6.1.5.1 A plan for on-going evaluations of the study programme involving external experts is available	
		Follow-up	Programme report
		Responsibility	Head of Studies

Intended outcome	6.2 The individual study programme develops its graduate competency profile and makes it visible with focus on relevance to the labour market		
	Standard	6.2.1 The employment profile/opportunities of the study programme are described	
	Indicator	6.2.1.1 A description of the employment profile/opportunities of the study programme is included in the curriculum	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Standard	6.2.2 The study programme's graduate competency profile and content are developed in dialogue with its advisory board.	
	Indicator	6.2.2.1 Minutes of meetings with the advisory board reflect that the graduate competency profile has been discussed	
		Follow-up	Study Board's discussion of the programme's graduate competency profile
		Responsibility	Head of Studies
	Indicator	6.2.2.2 A plan/annual work cycle for cooperation with the advisory board is made for each study programme. The plan/annual work cycle contains, among other things, communication, meeting structure and development perspective	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Standard	6.2.3 Graduates from the study programme find relevant employment	
	Indicator	6.2.3.1 If the key employment figures for the study programme are unsatisfactory for the most recently closed year, the programme must explain the state of affairs	

		Follow-up	Programme report
		Responsibility	Head of Studies
	Indicator	6.2.3.2 If the University's graduate survey (cf. <i>Sub-policy for transition to job and career</i> ) indicates that graduates do not find relevant employment, the study programme must explain the state of affairs	
		Follow-up	Programme report
		Responsibility	Head of Studies

Intended outcome	6.3 The planning of each study programme supports the students' achievement of learning outcomes as described in the graduate competency profile		
	Standard	6.3.1 The study programme is planned so that the student can achieve the learning outcomes within the standard time limit of the study programme and with a total workload that equals the programme's scope in ECTS.	
	Indicator	6.3.1.1 If the most recently available key figures are unsatisfactory, the study programme must explain the state of affairs	
		<ul style="list-style-type: none"> <li>Bachelor programmes: drop-out rate in 1st year and duration of study</li> <li>Master's programmes: drop-out rate and duration of study</li> </ul>	
		Follow-up	Programme report
	Indicator	6.3.1.2 The study programme complies with the University's requirements for guaranteed teaching hours	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Standard	6.3.2 Teaching and other learning activities are conducted in a way that supports the students' achievement of the defined learning outcomes	
	Indicator	6.3.2.1 The curriculum describes the alignment between learning outcomes, teaching methods and assessment methods in each course	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Indicator	6.3.2.2 The study programme describes criteria for approval of credit-earning activities completed outside the University, including criteria for final granting of ECTS and, if necessary, grades	
		Follow-up	Programme report
		Responsibility	Head of Studies

	Indicator	6.3.2.3 A plan for systematic course evaluations is available	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Indicator	6.3.2.4 The quality of teaching and learning activities is evaluated as part of the overall course evaluation	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Indicator	6.3.2.5 A plan for the students' evaluation of the elements of the programme that take place outside the University, e.g. exchange stays, internships and clinical placements, is available	
		Follow-up	Programme report
		Responsibility	Head of Studies
	Standard	6.3.3 The study programme is structured to allow students to complete one or several parts of the programme abroad within the standard time limit of the study programme	
	Indicator	6.3.3.1 The curriculum explains how the study programme is structured to allow an exchange stay within the standard time limit of the study programme	
		Follow-up	Faculty's approval of curriculum
		Responsibility	Head of Studies
	Indicator	6.3.3.2 The University offers guidance on the planning of exchange stays	
		Follow-up	a. Programme report b. The Central Administration's programme report
		Responsibility	a. Head of Studies b. University Director
	Indicator	6.3.3.3 If the most recently available key figures for outgoing students are unsatisfactory, the faculty must present future initiatives to improve the students' opportunities and motivation to study abroad	
		Follow-up	Faculty's programme report
		Responsibility	Dean
	Standard	6.3.4 The faculty and the study programme constantly monitor the students' achievement of learning outcomes based on relevant input from internal and external stakeholders	
	Indicator	6.3.4.1 In case of unsatisfactory conditions, the study programme or the faculty must explain the state of affairs	

		Follow-up	a. Programme report b. Faculty's programme report
		Responsibility	a. Head of Studies b. Dean