

Recipient(s): Management team, School of Communication and Culture

Heads of department and academic development (2023-25)

According to the agreement on working hours at the Faculty of Arts of 7 February 2023 (valid from 1 February 2023), the head of school is entitled to allocate working hours “to the performance of ad hoc tasks which support quality assurance and the development of the faculty’s degree programmes, such as major revisions of academic regulations or special tasks in support of the university’s quality assurance policy” (p. 6). This includes the implementation of new or revised academic regulations for Bachelor’s degree programmes, Bachelor’s supplementary subjects (subsidiary subjects)¹ and Master’s degree programmes. In connection with new/revised academic regulations, there are three main categories of revisions of courses generating ECTS credits (individual courses or subjects in revised academic regulations):

- (1) existing courses can be adjusted
- (2) existing courses can be changed radically, or
- (3) existing courses can be replaced by entirely new courses

The first category does not generate any extra working hours, whereas the last two may give rise to the need for extra work when implementing courses for the first time. Heads of department have a pool of up to 30 hours per course to allocate in this connection (irrespective of the number of ECTS credits generated by the course concerned). The head of department must decide whether extra hours are needed for academic development, and if so how many hours are needed. If several teachers are responsible for course implementation, these hours can be divided between them. The hours must be spent on academic development – not on handling any complexities arising owing to co-teaching, parallel classes or similar situations.

The head of department informs the department consultant of the members of staff, the courses and the number of hours in question. The department consultant collects the hours involved for all members of staff in connection with the first time the course(s) are conducted and sends this information by the agreed deadline to “Arbejdstid, CC”, who will make sure that these hours are registered in the Vipomatic system.

¹ Other Bachelor’s supplementary subjects are subject to the guidelines for developing and teaching new Bachelor’s supplementary subjects of 8 August 2019.