Principles regarding course descriptions

The study Board of ASOS (Aarhus School of Science) has, in board meetings in November 2018 and April 2019, approved the following general principles:

**Active participation:**

It is important to inform students about the exact demands included in active participation and how to meet these demands. Active participation should always be described in a way where the activities can be measured – and consequently always can be documented. If the course only demands attendance then it must be described as mandatory attendance and can be documented by lists of attendance.

Please note that lectures cannot be mandatory.

**Courses with participant restriction**

In courses where there is a capacity limit for the number of participants, the participants must be selected based on the following selection criteria in order of priority:

Priority 1: One or more academic criteria (e.g. the course must be included as a mandatory element in a subsidiary subject; the student must have passed certain courses beforehand; the student must be enrolled in a specific degree programme).

Priority 2: Seniority on the degree programme calculated as the number of already passed ECTS in the course programme.
Master’s degree courses, Master students have priority to Bachelor students and vice versa.

Priority 3: Draw lots among students who are equal in relation to the previous criteria.

**Learning Objectives**

Learning objectives are a central element in the description of learning outcomes for the individual course. Descriptions of the learning objectives must follow these guidelines:

1. For each course: 5-8 learning objectives


3. When drawing up the learning objectives, consideration must be given to the placement of the course in the course programme, so that, for example, the learning objectives for Master courses are at a higher taxonomic level than the objectives for Bachelor courses.

The Learning objectives form the basis for grading in connection with examinations. The Examination Order requires the assessment to be based on an overall assessment of the extent to which the performance meets all the stated learning objectives for the course, cf. the course description.

As responsible for the course, you must therefore ensure - when deciding the learning objectives, that it is possible to meet this demand in the Examination Order.

New and former approved course descriptions must be designed with regard to these guidelines.

You can carry out clarifications in previously approved course descriptions concerning **Active participation** and **participant restriction** without re-treatment by the Study Board.
In the case of notable changes in a course relating to the learning objectives, the revised course must be submitted for re-approval.

If you have any questions regarding the above, please send them to bm@au.dk.

Kind regards,

Mads Faurschou Knudsen
Chairman of the Study Board for ASOS