MEMORANDUM

15 DECEMBER 2010

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Re: Revised guidelines for year and timetable structure (in effect as of September 2011)

Administrative officer in charge: Mogens Flensted-Jensen and Gitte Duemose

University of Copenhagen guidelines for year and timetable structure for undergraduate and graduate programs

Chapter 1
Introduction

On 19 December 2007, the University of Copenhagen's Management Team (LT) decided to introduce an 'Inner Market' for study programmes at the University. The intention is to better enable students to follow courses from other programmes and faculties.

This means that the academic year and timetable planning for the entire university is laid down in keeping with the guidelines described below, regardless of whether study activity is organized in blocks or semesters at the local level.

The faculties submit an annual report to KUUR accounting for any significant deviations made necessary. Obviously, if the students are engaged full time with obligatory study activities in an education programme which does not grant access to others and where the students do not have opportunity to take elective courses from other programmes/faculties, deviations from the year and timetable structure merely pose a minor problem.

The year and timetable structure came into effect as of the autumn semester 2009. On the background of the faculties' and students' experiences with the relevant year and timetable structure, the present adjustment was drafted by the working group for the internal market and then approved by the LT

on 10 November 2010. The revised guidelines come into effect as of September 2011.

The guidelines will be evaluated with regard to HR policy and student mobility in the autumn of 2013.

Chapter 2

The structure of the year

The academic year for a full-time student is 42 working weeks. This corresponds to 60 ECTS points. There are two semesters, each consisting of two blocks. In this context, the year is calculated from week 36 of one year until week 35 of the following year. This means that the teaching year, i.e. the period in which ordinary teaching and examinations take place, stretches from week 36 until the end of week 25.

The 42 annual working weeks consist of 36 ordinary working weeks for *ordinary teaching* and *examinations* and six working weeks which are teaching-free, i.e. *periods without timetabled teaching.* The 36 ordinary working weeks are divided into two semesters, 18 weeks in each. Each semester is divided into two nine-week blocks.

See the appendix, which describes the structure for the academic years from 2011/12 until 2015/16.

2.1. Semesters and blocks

Ordinary teaching and examinations take place in ordinary weeks, which are placed as follows:

The first semester begins in week 36, which falls in the period 30/8–6/9 and consists of weeks 36–41 and 43–45 (Block 1) and weeks 47–4, with the exception of the week without timetabled teaching between Christmas and New Year (Block 2). The second semester begins on Monday in the period 2–8 February and consists of weeks 6–14/15[1] (Block 3) and weeks 16/17[1]–25 (Block 4).

Option for special courses in January: The teaching in Block 2 and the autumn semester may finish before Christmas. This leaves a 3–4 week period in January with an option for brief teaching activities. The main reason for finishing courses before Christmas is to facilitate international student-exchange programmes (e.g. for students who are leaving or guest students who wish to be home for Christmas).

Loose Holidays: Block 2 is 10[2] weeks long and includes the period between Christmas and New Year, which is usually around 1½ weeks. This means that there will be a few days missing in most years[2]. Easter is in Block 3 or

[1] Block 3 ends at the end of week 15 when Easter is in weeks 12–14. If Easter is in week 15 or 16, Block 3 ends at the end of week 14. If Easter is in week 16, Block 4 begins in week 16.

[2] Although not in the years in which there is a week 53, where Block 2 is stretched over 11 weeks.

Block 4[1], which is then extended by a week. Block 4 consists of nine weeks despite the fact that there can be a number of loose holidays[3].

The teaching is coordinated – particularly with respect to Blocks 2 and 4 – so that the courses in each block have what corresponds to nine weeks for timetabled teaching and examinations. This can be accomplished by drawing on the so-called joker timetable group D, see Chapter 3; just as the faculties can choose to include days from the mid-semester weeks 46 and 15/16 or from week 26.

Out of consideration to interdepartmental collaboration, the problem with the loose holidays must not be solved within the ordinary weeks by switching between timetabled days and weekdays, e.g. such that the timetable for Monday is used on Tuesday.

2.2 Teaching-free periods

These are all periods outside of the ordinary weeks. With few exceptions, ordinary timetabled teaching or ordinary examinations cannot be held in the teaching-free periods. The teaching-free periods are arranged by the individual faculties and can be used for *self-study, reexaminations and holidays*. The following periods are teaching-free:

- **Summer holidays** are from week 26 to week 35. The assessment of written examinations will typically be completed in the beginning of this period. It will also be possible to carry out summer courses and the like. Towards the end of the summer holiday period, courses such as introductory courses, the reception of foreign students and intro-days will often be held. The last week in the summer holiday period, week 35, is regarded as the *study start week*, as many education programmes place their intro-courses and similar activities here.
- **Autumn week** is week 42, which coincides with the autumn vacation in the Danish school system.
- **The week between blocks 1 and 2** is week 46. For education programmes that do not have reexaminations, this week can be cautiously used for timetabled teaching.
- **The Christmas weeks** are always in weeks 51–1.
- **The winter week** is week 5, which is between the first and second semesters, is between blocks 2 and 3.
- **Easter** (i.e. Maundy Thursday) can fall in weeks 12–16. The period from Wednesday to Tuesday, inclusive, is normally teaching-free; but faculties can use Wednesday and Tuesday for teaching if so desired.

[3] The timetable groups (see Chapter 3) are not affected equally by the loose holidays: *St. Bededag* is a Friday, Feast of the Ascension is a Thursday, Pentecost Monday and Easter Monday are Mondays, while 1. May and Constitution Day both fall on weekdays that change from year to year (although they both fall on the same weekday, five weeks apart).

- **The week between blocks 3 and 4** is week 16 (although week 15 in the years in which Easter is in week 16). For education programmes that do not have reexaminations, this week can cautiously be used for ordinary timetabled teaching.

2.3 *Other regulations regarding the structure of the year*

The year structure does not take into account practice-related activities, excursions, project work, clinical teaching and other particularly intensive types of study. Such activities must always be specifically timetabled with as much consideration as possible to the students who are participating in other courses in the same period.

No courses are allowed to stretch over more than one semester unless they are divided into modules that can be completed within the individual semester.

Consecutive compulsory, semi-compulsory or optional study units ought to be timetabled in such a manner that they do not create major obstacles for students who are planning a half-year of study abroad. For example, consecutive courses that only involve blocks 2 and 3 ought to be avoided.

Weeks 7 and 8 are ordinary teaching weeks; however, the University of Copenhagen personnel policy has a declared ambition of being a family-friendly workplace, meaning that when work is being scheduled, extensive consideration is to be granted to the interest of families with children to vacation in these weeks.

Chapter 3
The structure of the timetable

The ordinary teaching and examination weeks are divided into three timetable groups A, B and C and a supplementary timetable group D for the normal courses. There is also a special timetable group E for continuing and further-education teaching.

As the timetable must allow for semesters to run more than three parallel courses at the same time, the timetable groups are each divided into two subgroups.

This classification into timetable groups and subgroups is designed to make the timetabling of the courses transparent. This makes it easier for the students to participate in teaching in different programmes.

3.1. Teaching and examinations

The teaching and examinations for full-time students proceeds within the 36 ordinary weeks. They are to take place in the timetable groups A, B, C and D. In other words, teaching and examinations are normally to take place on weekdays 8–17:00. A and C each account for one half day and one whole day, while timetable group B is divided into three half days. Timetable group D covers a half day and is used as a kind of ‘joker group’ (see below).

A break from 12–13:00 allows students and lecturers to move from campus to campus.

Each course is placed in a timetable group or subgroup on the basis of its size. Very large courses can be split between two timetable groups. In principle, this means that courses allocate study time within the timetable (sub)group, and the timetabled part of the teaching takes place within this framework as much as possible. *This does not mean that timetabled teaching is to fill out the allocated time.* With respect to examinations, see the special section.

The joker timetable group D: Shorter courses with flexible timetable needs which fit together with timetable group D's status as a joker timetable group can be placed in this timetable group; see below. Moreover, D1, D2 or both parts can be used where there are difficulties getting the timetable to fit together with the timetable groups A (A1, A2), B (B1, B2) or C (C1, C2). For example, a course in timetable group B might need a few days with whole-day activities. In that case, the morning (B1 and B2) can be supplemented with D1 and possibly D2. Finally, it is also possible to use D in weeks where there have been cancellations or where the loose holidays in blocks 2 or 4 create problems for the timetable.

Timetable group E: This timetable group is a zone for continuing and further education, where there is often an interest in teaching outside of normal working hours. Timetable group E takes place on weekdays 17–21:00 and Saturdays 8–12:00.

Teaching-free days: Courses for full-time students following a normal, fixed curriculum ought, as far as possible, to be placed in two of the three timetable groups A, B and C and their subgroups (and possibly supplemented with activities in D). This provides most students with a teaching-free day.

Deviations: In exceptional cases due to capacity problems, Timetable group E can be used for teaching full-time students.

In some cases, parallel classes may not have sufficient rooms and/or teachers at their disposal within the course's timetable group. This may mean that some of the classes must be placed in other timetable groups. In these cases, it is important that there are enough classes in the timetable group to meet the needs of the students who are unable to attend outside the timetable group.

In entirely exceptional circumstances, e.g. with respect to the students' physical strain (e.g. athletics) and where timetable group B cannot be used, a course can be placed in two timetable subgroups in two different timetable groups.

Examination placement: all courses in the block structure are to be completed with an examination within the block in question. All courses in the semester structure are to be completed with an examination within the semester in question. No courses are to stretch over more than one semester

without being divided into modules that can be completed within the individual semester.

The year and timetable structure does not include special consideration to the placement of examinations other than that examinations are to be held within the nine weeks of the block in question of the 18 ordinary weeks of the semester in question. Moreover, the examination is to be placed within the timetable group for the course in question, possibly including Friday afternoon (timetable group D) or Saturday.

This should make it possible to continuously develop new types of examinations without requiring changes to the timetable for the week or interfering in other courses.

Special consideration regarding examinations: In some cases, oral exams must be held outside of the timetable. In such cases, effort is to be made to ensure that participants following other courses have priority to examination times within the timetable for the course.

As the guidelines do not provide for separate examination periods, there will be situations in which a student has an examination in a course while there is normal teaching in another course. When possible, such parallel courses must strive to avoid placing particularly intensive activities in the periods in which many students have examinations in other courses.

Placement of reexaminations: The faculty must strive to place reexaminations in the teaching-free periods; that is, outside of the ordinary teaching and examination weeks. This cannot formally be fulfilled for the reexamination, which is held after the courses which stretch over more than one semester, as the new examination regulations dictate that they are held before the end of February.

Special considerations with respect to personnel policy: Out of consideration to the declared ambition for the University of Copenhagen to be a family-friendly workplace, all teaching and examinations on weekdays after 17:00, Friday afternoons after 15:00 and on Saturdays must only take place after prior individual agreements with the employees.

The timetable structure is presented below in Figure 1:

Figure 1: Weekly timetable

<table>
<tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th></tr>
<tr><td rowspan="2">Morning 08–12:00</td><td rowspan="2">B_1</td><td>A_1</td><td rowspan="2">C_1</td><td rowspan="2">A_1</td><td>B_1</td><td rowspan="2">E</td></tr>
<tr><td>A_2</td><td>B_2</td></tr>
<tr><td rowspan="2">Afternoon 13–17:00</td><td>C_1</td><td rowspan="2">B_2</td><td rowspan="2">C_2</td><td rowspan="2">A_2</td><td>D_1</td><td rowspan="2"></td></tr>
<tr><td>C_2</td><td>D_2</td></tr>
<tr><td>Evening 17–21:00</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td></td></tr>
</table>

3.2 Course sizes: Numbers divisible by 2½ are usually used for classifying courses. Courses corresponding to 5, 7½, 10, 15, 20 and 30 ECTS points are preferable.

Courses corresponding to 2½ ECTS points are allowed as part of the curriculum only in special circumstances.

Appendix for guidelines for year and timetable structure

Overview of structure for the academic years 2011/12 to 2015/16

Year structure September 2011 through August 2012

		Teaching and examinations	Teaching-free periods
1. semester	Block 1	Week 36 through week 45 First teaching day 5/9	Autumn week: 42 Mid-semester week: 46
	Block 2	Week 47 through week 4 First teaching day 21/11	Christmas: Friday 23/12 – Sunday 1/1 incl. Winter week: 5
2. semester	Block 3	Week 6 through week 15 First teaching day 6/2	Easter: 5-9/4 Mid-semester week: 16
	Block 4	Week 17 through week 25 First teaching day 23/4	Summer vacation from week 26 through week 35. Study start week: 35

Easter: week 14, 1. May: Tuesday, *St. Bededag*: 4/5, Feast of the Ascension: 17/5, Pentecost Monday: 28/5, Constitution Day: 5/6 (Tuesday)

Year structure September 2012 through August 2013

		Teaching and examinations	Teaching-free periods
1. semester	Block 1	Week 36 through week 45 First teaching day 3/9	Autumn week: 42 Mid-semester week: 46
	Block 2	Week 47 through week 4 First teaching day 19/11	Christmas: Saturday 22/12 – Tuesday1/1 incl. Winter week: 5
2. semester	Block 3	Week 6 through week 15 First teaching day 4/2	Easter: 28/3 – 1/4 Mid-semester week: 16
	Block 4	Week 17 through week 25 First teaching day 22/4	Summer vacation week 26 through week 35. Study start week: 35

Easter: week 13, *St. Bededag*: 26/4, 1. May: Wednesday, Feast of the Ascension: 9/5. Pentecost Monday: 20/5, Constitution Day: 5/6 (Wednesday)

Year structure September 2013 through August 2014

		Teaching and examinations	Teaching-free periods
1. semester	Block 1	Week 36 through week 45 First teaching day 2/9	Autumn week: 42 Mid-semester week: 46
	Block 2	Week 47 through week 4 First teaching day 18/11	Christmas: Saturday 21/12 – Wednesday 1/1 incl. Winter week: 5
2. semester	Block 3	Week 6 through week 14 First teaching day 3/2	Mid-semester week: 15
	Block 4	Week 16 through week 25 First teaching day 14/4, if interested in starting before Easter, otherwise 22/4	Easter: 17-21/4 Summer vacation from week 26 through week 35. Study start week: 35

Easter: week 16, 1. May: Thursday, *St. Bededag*: 16/5, Feast of the Ascension: 29/5, Constitution Day: 5/6 (Thursday), Pentecost Monday: 9/6.

Year Structure September 2014 through August 2015

		Teaching and examinations	Teaching-free periods
1. semester	Block 1	Week 36 through week 45 First teaching day 1/9	Autumn week: 42 Mid-semester week: 46
	Block 2	Week 47 through week 4 First teaching day 17/11	Christmas: Tues. 23/12 – Thurs.1/1 incl. Winter week: 5
2. semester	Block 3	Week 6 through week 15 First teaching day 2/2	Easter: 2-6/4 Mid-semester week: 16
	Block 4	Week 17 through week 25 First teaching day 20/4	Summer vacation from week 26 through week 35. Study start week: 35

Easter: week 14, *St. Bededag* and 1. May: 1/5 (Friday), Feast of the Ascension: 14/5, Pentecost Monday: 25/5, Constitution Day: 5/6 (Friday)

Year Structure September 2015 through August 2016

Block/semester		Teaching and examinations	Teaching-free periods
1. semester	Block 1	Week 36 through week 45 First teaching day 31/8	Autumn week: 42 Mid-semester week: 46
	Block 2	Week 47 through week 4 First teaching day 16/11	Christmas: Wed.23/12 – Sun.3/1 incl. Winter week: 5 There is a week 53
2. semester	Block 3	Week 6 through week 15 First teaching day 8/2	Easter: 24-28/3 Mid-semester week: 16
	Block 4	Week 17 through week 25 First teaching day 25/4	Summer vacation from week 26 through week 35. Study start week: 35

Easter: week 12, *St. Bededag*: 22/4, (1. May: Sunday), Feast of the Ascension: 5/5, Pentecost Monday: 16/5, (Constitution Day: 5/6-Sunday)