

PLAN FOR ESTABLISHING THE FRAMEWORK FOR AND THE RANGE OF SUPPLEMENTARY  
SUBJECTS AT THE FACULTY OF ARTS

DATE	ACTION	RESPONSIBILITY
<b>ESTABLISHING A FRAMEWORK AND GENERATING IDEAS</b>		
<b>June 2018</b>	Decision to start reforming supplementary subjects	Faculty management team
<b>End of August</b>	Vice-dean describes the function of new supplementary subjects and invites comments	Vice-dean
<b>October BOARD OF STUDIES CC: 26/9 BOARD OF STUDIES CAS: 10/10</b>	<b>Deadline:</b> Comments by boards of studies, degree programme boards, school bodies and school management teams regarding description of function of new supplementary subjects	Boards of studies, degree programme boards, school management teams and school bodies
<b>Mid-October</b>	Vice-dean revises descriptions of contents based on comments by boards of studies, degree programme boards and school bodies	Vice-dean
<b>22 October</b>	<b>Deadline:</b> Faculty management team approves the revised description of function	Faculty management team
<b>End of October</b>	Vice-dean sends the revised description of function of new supplementary subjects to schools, the administration centre ( <i>ACA</i> ) and boards of studies	Vice-dean
<b>End of October – early January 2019</b>	Proposals for new supplementary subjects are drawn up under the auspices of the degree programme boards	Degree programme boards
<b>10 January</b>	<b>Deadline:</b> Proposals for new supplementary subjects are sent to the Board of Studies Support and Studies Quality Assurance ( <i>SNUK</i> ) ( <a href="mailto:arts.uddannelseskvalitet@au.dk">arts.uddannelseskvalitet@au.dk</a> ) Proposals should be submitted using the appropriate form <b>Proposals should contain:</b> <ul style="list-style-type: none"> <li>- Reasons for developing the supplementary subject cf. "Dogma 18"</li> <li>- Working title of the supplementary subject</li> <li>- Subject to which the study programme is connected</li> <li>- Description of content of the supplementary subject, learning outcomes for students, and relevance of the study programme</li> </ul>	Degree programme boards
	<i>SNUK</i> sends proposals to school management teams	<i>SNUK</i>
<b>DECISION REGARDING WHICH SUPPLEMENTARY SUBJECTS SHOULD BE OFFERED</b>		
<b>25 January</b>	<b>Deadline:</b> School management teams discuss the proposals, then send their recommendations to the faculty management team	School management teams

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<b>29 January</b>	Vice-dean discusses proposals and recommendations of school management teams in the Education Forum ( <i>UFA</i> )	Vice-dean
<b>7 February</b>	Faculty management team decides on the final range of supplementary subjects based on recommendations of the schools and the Education Forum ( <i>UFA</i> )	Faculty management team
<b>Mid-February</b>	Boards of studies, degree programme boards and school management teams are informed of the faculty management team's decision regarding the future portfolio of supplementary subjects	Vice-dean