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**Subject:** Reg. reform of supplementary subjects

Dear participants in degree programme development at CC and CAS,

This email is intended to initiate the process of reforming supplementary subjects, as decided by the faculty management team shortly before summer. I would like to ask the directors of studies to forward this email to the relevant members of the boards of studies and degree programme boards, the heads of school to forward it to the respective school management teams and school forums, and finally ACA to forward it to the relevant SNUK staff. The email and other relevant material will be made available on the website. However, it is also important that the information is communicated directly via the school management and the administration.

The decision made in June should be seen as the last step in the degree programme review that we carried out to address the consequences of the degree programme rightsizing and the study progress reform. In 2015, it became clear that the significant reduction in the number of students would require a reduction in the range of what we offer, including supplementary subjects. The decision reflects the faculty management team's efforts to pursue a comprehensive and strategic approach in relation to changing our portfolio of supplementary subjects.

The faculty management team's decision indicates, not least, that I as vice-dean should propose a new description of functions of the supplementary subjects to serve as a basis for the work, and that it would be possible for the affected departments at CC and CAS to comment on the proposal. Both the decision and the proposal in the form of seven 'dogmas' for the future supplementary subjects are enclosed. The framework for my description of functions and thereby also for the comments on my proposal are presented in the faculty management decision made in the early summer. As regards the description of functions, the important thing is to define, clarify and possibly add to the proposed dogmas.

At present, the degree programme resizing means that we gradually need to close some of the supplementary subjects. So time is running short, and we are therefore working on a very tight schedule. There is a certain need to assess the function of the supplementary subjects, at the same time as working creatively to create new supplementary subjects. After reviewing the time schedule established in connection with the faculty decision in June, however, we have been able to extend the political part of the process, allowing us to complete the discussion of the framework before drawing up the specific proposals. There are two deadlines in the enclosed plan that you need to be aware of:

**10 October 2018 is the deadline for submitting comments to the description of functions, and 10 January 2019 is the deadline for submitting proposals for new supplementary subjects.**

The ultimate decision regarding the portfolio of supplementary subjects lies with the faculty management team. The development work, however, takes place at the departments, and the degree programme boards are therefore expected to be responsible for drawing up proposals for new supplementary subjects. All proposals (drawn up using the enclosed matrix) will be submitted to the faculty management team. However, the school management teams will also have the opportunity to make recommendations, which will be included in the discussions in the Arts Forum for Education and form part of the basis for the faculty management team's final decision. To ensure a high level of knowledge in the school management teams, it is also important that the degree programme boards regularly provide information about the development work via the respective heads of department.

With a view to targeting the work on developing new supplementary subjects as much as possible and ensuring the highest possible level of transparency in the faculty management team's decision-making process, we need to identify the main criteria for making the final decision regarding which proposals should be further developed. New supplementary subjects must therefore:

- be in accordance with the dogmas included in the final description of functions
- be relevant to a sufficient number of students
- be founded on a solid research base
- contribute to the faculty's continued programme development
- preferably contribute to the continued internationalisation of our degree programmes

The management decision from June also indicates that all Bachelor's supplementary subjects that do not constitute the first part of a subsidiary subject will be reconsidered. Finally, I should elaborate on two things in this decision.

The reconsideration of supplementary subjects does not mean that all babies should be thrown out with the bath water. Of course it is possible to use existing supplementary subjects as a point of departure when proposing new supplementary subjects. However, proposals for supplementary subjects that are based on one or more existing supplementary subjects are not given priority and must – like the rest of the proposals – be prepared carefully in relation to the final wording of the dogmas that will serve as a guide for our work.

Furthermore, the reconsideration of supplementary subjects will not affect the limited number of multidisciplinary degree programmes that incorporate supplementary subjects. Essentially, this means that the joint Bachelor's degree programme in Archaeology and the Bachelor's degree programmes in International Business Communication can continue the degree programme development as agreed.

Despite the indisputable difficulties arising from the supplementary subject reform, I hope that our degree programme development efforts will once again be successful.

Best wishes,  
Niels