

Bilag 6

Procedures for following up on Result Goal R4

Background:

Result goal R4 is about all ITU courses having at least one research article in the assessed part of the curriculum.

The following are acceptable: Research articles in readers/books.

We talk about the following concepts

- Goals/objectives (competencies acquired after finishing the course/module)
- Contents (topics to be covered to acquire the core competencies)
- Pensum (actual teaching material used to cover the contents)

all of which are available through my.itu.

Procedure:

There has to be a match between the goals of a course (or project, or module), the contents, and the actual pensum that is covered. The Board, in collaboration with the teaching staff, has responsibility for the goals of a course and for its contents. The course manager, in collaboration with the Board, is responsible for selecting appropriate teaching material, and defining the actual pensum of the course, including the selection of appropriate research articles. Thus

- Course goals finalized (deadline: when course base opens; responsible: Board of Studies)
- Course contents finalized (deadline: when course base opens; responsible: Board of Studies)
- Pensum finalized (deadline: mid of the semester, the deadline is the same deadline as for suggesting external examiners; responsible: Course manager)
- Approval of pensum (deadline: 14 days before examinations starts responsible: Board of Studies)

In practice, Study Administration will initiate the process of having the pensum finalized. Course managers use the facilities of my.itu to up-load the pensum, including documentation of the relevant research articles. Study Administration prints the pensum lists, which are then presented to the Board (Heads of the individual study programmes) for approval.

/Carsten Butz, January 30th, 2007

History:

- Version 1 written January 30th, 2007
- Presented to senior management January 31st, 2007
- Version 1.1 written January 31st, 2007 (added course contents)
- Presented to Board of Studies ??.