



MEMORANDUM

1 JUNE 2009

Re: Year and timetable structure

**UNIVERSITY EDUCATION SERVICES
EDUCATION STRATEGY UNIT**

Administrative officer in charge: Gitte Duemose

FIOLSTRÆDE 22
D-1171 COPENHAGEN K

Guidelines for the year and timetable structure for bachelor and master's programmes

TEL +45 35322626
DIR +45 35323964
FAX +45 35322892

Chapter 1

Introduction

gidh@adm.ku.dk
www.ku.dk

The University of Copenhagen's Management Team (LT) decided on 19 December 2007 to introduce an "Inner Market" for study programmes at the University. The intention is to provide students with greater opportunities to follow courses from other study programmes and faculties.

REF: GIDH

This means that the academic year and timetable planning for the whole of the University of Copenhagen, regardless of whether it is organised in blocks or in semesters at local level, is laid down in the guidelines described below. The faculties submit an annual report about significant deviations to KUUR.

The year and timetable structure comes into force as of the autumn semester 2009.

The guidelines will be evaluated, with regard to HR policy and student mobility, within two years of coming into force.

Chapter 2

The structure of the year

The academic year for a full-time student is 42 working weeks, spread over 44 calendar weeks (however spread over 45 in years with 53 calendar weeks). This corresponds to 60 ECTS points. There are two semesters, each consisting of 21 working weeks. Each semester is divided up into two blocks of 10½ working weeks. The year is calculated from week 35 of one year until week 34 of the following year.

The 42 annual working weeks are divided into 36 working weeks for *ordinary teaching and examinations*, and six working weeks which are teaching-free, i.e. are *periods without timetabled teaching*. The remaining 10 weeks (11 in years with 53 calendar weeks) are for *self-study and holidays*. Holidays are spread throughout the year but the main vacation is the summer holiday (weeks 27–34), during which it is possible to take *summer courses*. Weeks containing ordinary teaching and examinations are split into *normal weeks* and *protected weeks*.

See diagram 1 below, which illustrates the structure for the academic years 2009/10 and 2010/11.

2.1. Semesters and blocks

There are two semesters, each divided into two blocks. The first semester consists of the weeks 35–45 (block 1) and 46–4 (block 2). The second semester consists of the weeks 5–14/15 (block 3) and 15/16–26 (block 4).

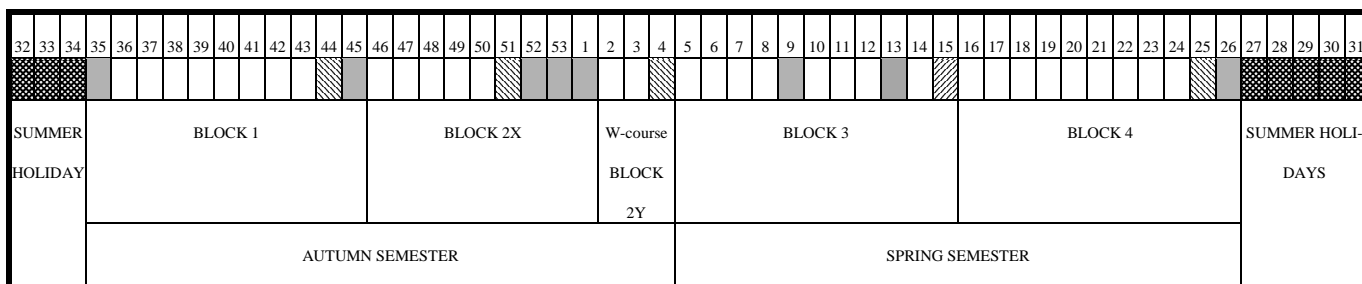
- **2.1.1. Ordinary teaching and examinations** take place in normal weeks or protected weeks:
 - **Normal weeks:** These are weeks in which normal timetabled teaching and/or examinations take place. They are weeks 36–43, 46–50, 2–3, 5–8, 10–13/14 (dependent on Easter) and 15/16–24 (dependent on Easter). The period of normal weeks in block 4 is a week longer than in the other blocks due to the many bank holidays. Week 42 and weeks 7 and 8 are normal weeks, but due to personnel policy regulations related to the university being a family friendly workplace, the work in these weeks has to be organised in a way that as much as possible takes account of requests for holidays.
 - **Protected weeks:** Examinations have first priority in protected weeks. Courses that do not hold examinations in these weeks cannot run unusually demanding activities or activities that demand physical presence (excursions, for example), out of consideration for students taking part in examinations in other courses. The protected weeks are 44, 51, 4, 14/15 (de-

pendent on Easter) and 25. Week 51 has special status, as re-examinations after block 1 are also permitted.

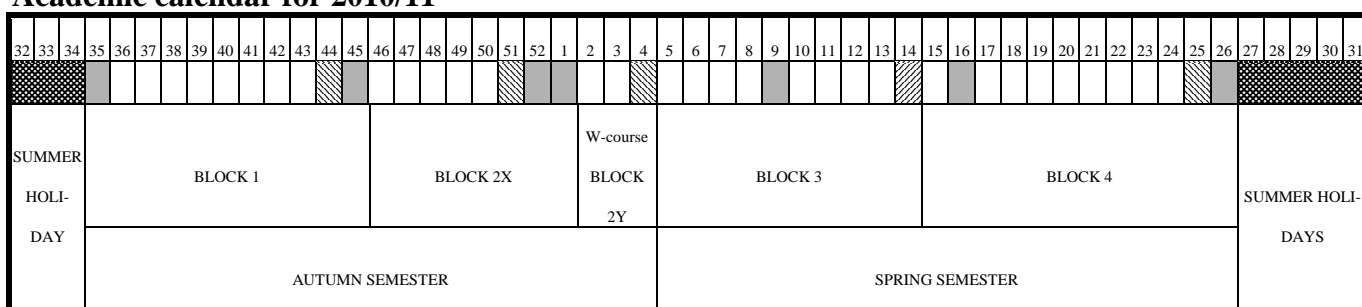
- **Option for special courses in weeks 2–4:** The teaching in block 2 and the autumn semester may finish in weeks 50/51 (before Christmas), which leaves free weeks 2–4 in January. In that case, semester 1/block 2 can be divided into two parts: a) a part that finishes in week 51; and b) a part using weeks 2–4. The main reason for finishing courses before Christmas is to facilitate international student-exchange programmes (e.g. for guest students who wish to go home for Christmas). In cases where such is not a significant factor, the course can be continued in semester 1/block 2 and finished in weeks 2–4.
- **2.2.2. Teaching-free weeks.** Teaching and ordinary examinations cannot be held in these weeks. The weeks are planned by the individual faculties and can be used for *self study*, *reexaminations* and *holidays*. Seminars, courses, etc., that trigger ECTS points cannot be held either. The following weeks are teaching-free:
 - **The study-start week** (week 35): This week may include introduction events and courses, reception of foreign students and induction days.
 - **Autumn week** (week 45)
 - **The Christmas weeks** (weeks 52–1): Extraordinary examinations can be held for students who due to study trips abroad cannot otherwise finish their courses before Christmas. Examinations and reexaminations should not be held between Christmas and New Year.
 - **The winter week** (week 9)
 - **The Easter week** (week 12, 13, 14, 15 or 16)
 - **The summer week** (week 26)
- **2.2.3. The summer holidays** (weeks 27–34): The university has no special commitments to students, and students are not obliged to take part in study activities.
 - **Summer courses** consist of summer schools, etc., during the summer-holiday weeks. On normal study programmes, compulsory courses can only be timetabled for these weeks in special cases (e.g. seasonal excursions to Greenland).

The year structure is illustrated in diagram 1 below:

Academic calendar for 2009/10



Academic calendar for 2010/11



2.3. Other regulations about the structure of the year

The year structure does not take into account internships, excursions, project work and other particularly intensive types of study. Such activities always have to be specifically timetabled. However, they cannot take place during protected weeks.

The examinations for block courses must finish within the block in question. The examinations for semester courses must finish within the semester in question.

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

Consecutive compulsory, semi-compulsory or optional study units ought to be timetabled in such a way 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.

Chapter 3

The structure of the timetable

The teaching week is divided into four timetable groups (A, B, C and D) for normal teaching, and a special timetable group (E) for continuing and further-education teaching. As the timetable must allow for semester courses to run more than three parallel courses at the same time, groups A, B and C are each subdivided into two subgroups.

This classification into timetable groups and subgroups is designed to make the timetabling of the courses transparent and enable students to plan to attend teaching on different programmes.

3.1. Teaching for full-time students

Teaching for full-time students is in the timetable groups A, B, C and D and takes place on weekdays 08–17:00. A and C each account for one half day and one whole day, while group B is divided into three half days. Timetable group D covers Friday afternoon and is reserved for full-time students. The University of Copenhagen's personnel policy requires it to be a family-friendly workplace, which means that teaching on Friday afternoons must be by agreement with the employees.

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 as much as possible. However, it does not mean that timetabled teaching must fill out the allocated time.

- **Teaching-free day:** Courses for full-time students following a normal, fixed curriculum ought, as far as possible, to be placed in two of the four timetable groups A, B, C and D, and their subgroups. This ensures that students have one teaching-free day. This may be less relevant in some study programmes than in others.
- **Deviations:** 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 have to be put into other timetable groups. In these cases, it is important that there are enough classes in the timetable group to meet the needs of students who are unable to attend outside the timetable group.

3.2. Teaching for continuing and further-education students

Timetable group E, which is reserved for continuing and further education, offers teaching outside of normal working hours. Teaching in this group takes place on weekdays 17–21:00, and Saturdays 08–12:00. In the event of exceptional capacity problems, these timeslots can be used to teach full-time students. The University of Copenhagen’s personnel policy requires it to be a family-friendly workplace, which means that evening and Saturday work must be by agreement with the employees.

3.3. The placing of exams in the week

Written examinations must, as far as possible, be placed within the timetable group of the course in question, Friday afternoon or Saturday. Oral examinations may be held outside of the timetable group, but participants taking other courses have the right to expect examination times within the timetable group.

The structure of the timetable is illustrated below in diagram 2:

Diagram 2: Weekly timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 08–12:00	B ₁	A ₁	C ₁	A ₁	B ₁	E
		A ₂			B ₂	
Afternoon 13–17:00	C ₁	B ₂	C ₂	A ₂	D	
	C ₂					
Evening 17–21:00	E	E	E	E		

Chapter 4

Course sizes

Courses may correspond to 5, 7½, 10, 15, 20 and 30 ECTS points.

In special cases, curricula may contain courses that correspond to 2½ ECTS points.