Study programme coordinators and groups at the Department of Computer Science

This document describes the organization of educational coordination at the Department of Computer Science, including the roles of study programme coordinators and study programme groups for the department's study programmes.

Role description for study programme coordinator

The study programme coordinator is responsible for supporting the development of the study programme and maintaining an overview of the content, coherence, and progression between the programme's modules and semesters, including progression between bachelor's and master's programmes where applicable. The specific study programme coordinators at the department can be found at cs.aau.dk.

1. Tasks

1.1 Programme content and framework

- Ongoing review and initiatives within selected themes – academic and pedagogical – e.g., development of digital project resources, content overlap, dropout issues, study environment, etc.

- Revision of curricula.

- Deciding on admission restrictions, admission criteria, and quotas.

- Assessing whether credit transfer (start merit) and other merit evaluations can be granted.

These tasks are carried out in collaboration with other members of the study programme group, involved semester coordinators, instructors, and students, and by incorporating evaluations of study activities and entire programmes.

1.2 Interaction with the study board and head of studies

The study programme coordinator and study programme group play a central role in curriculum revisions and act as ongoing contact points for the study board and head of studies with the following tasks:

- Participation in study board meetings when significant study programme-related topics are on the agenda.

- Study programme coordinators attend selected meetings in the Education Management Group (ULG) with the head of department, head of studies, chair of the study board, team coordinator for the study team, and strategic advisor for education.

- Preparing evaluation reports for the annual evaluation of entire programmes.

- Contributing to the work on the education evaluation reports (6-year cycle), study data packages, etc., where knowledge of the specific programme is required.

1.3 Contact person for the programme

The study programme coordinator serves as a contact person for students regarding questions or needs that span across semesters or concern the entire programme. This includes, for example:

- Introducing themselves (in person) to new students during the first semester.
- Acting as a contact for questions about study abroad, new curricula, pre-approvals, etc.
- Building consensus for new curricula through presentations in academic environments.

Additionally, the study programme coordinator acts as:
- Contact person between teachers and the study board regarding questions about the programme.

1.4 Communication about the programme

The study programme coordinator ensures systematic and ongoing focus on achieving a solid understanding among students of the programme's content, coherence, and objectives. This can include:

- Coordinating career-related activities in collaboration with the programme's career VIP, including the link between the programme's competence profile and career opportunities, meetings with alumni and industry representatives, etc.

The study programme coordinator also contributes to updating and renewing programme-related materials in collaboration with AAU Communication.

1.5 Advisory Board

The study programme coordinator participates in the annual advisory board meetings and provide input to the agenda and discussions at the meeting.

1.6 Specific tasks for bachelor's and master's programmes

Bachelor's Programmes:

- Contributing to the design and development of selection criteria for the academic assessment of quota 2 applicants for programmes with admission restrictions.
- Providing information about master's opportunities via Master's Day (internal and online).

Master's Programmes:
- Responsible for ensuring academic assessment of applicants.

2. Network for the study programme coordinator

The study programme coordinator has a broad network with other educational stakeholders at the department: department management, study board, study administration, advisory board, semester coordinators, students, and career VIP.

3. Remuneration

A study programme coordinator is remunerated according to the following principle:

Bachelor's and master's programme: Function allowance of DKK 25,000 per year.
Bachelor's programme: Function allowance of DKK 15,000 per year.
Master's programme: Function allowance of DKK 15,000 per year

Role Description for study programme groups

Study programme groups are established by the department and led by a study programme coordinator. Study programme groups carry out tasks for the study board as needed. Members of the specific study programme groups at the department can be found at cs.aau.dk.

Secretarial assistance is provided to the study programme group (meeting invitations and minutes of meetings). Minutes are sent to the study board.

1. Tasks

1.1 Curricula
- Preparation (when starting a new program).
- Ongoing revision.
- Ensuring development and maintenance of digital project resources.

1.2 Advising study programme coordinator(s) on
- Coordination across semesters and departments.
- Cross-programme effects (e.g., shared courses).

2. Remuneration

Membership in a study programme group is remunerated according to the following principles:

- Only members of the study programme group employed at CS are remunerated.
- Membership in a study programme group is remunerated with 15 hours per semester (this does not apply to study programme coordinators, who are remunerated via a function allowance).