



CURRICULUM APPROVAL PROCESS – CHANGES TO COURSE Implemented from April 2018

Syllabus changes for JIBS courses are required to go through the following curriculum review and approval processes.

The following course changes can be processed **without** curriculum review:

- Changes to “contents” that do not cause changes of the Intended Learning Outcomes.
- Changes to “type of instruction” that do not cause changes in “examination and grades”.
- Course literature.

These changes (a-c above) can be changed by the **course examiner**; by sending an e-mail to KursInfo (Kursinfo.JIBS@ju.se).

Syllabus changes regarding **course literature** (c) can only be made up till **5 weeks** before the course starts.

Deadlines

Based on the need to plan JIBS’ education properly and prepare as well as distribute marketing materials to potential students as early as one year before the start of an academic year the following deadlines will be maintained for all curriculum proposals. Expedited proposals will only be accepted with pre-approval by the Dean of JIBS.

Action	Responsible	Deadline	Deadline	Further information
		For course offered A1 and A2 in 20XX	For course offered S1 and S2 in 20XX +1	
Proposal for change formulated by, or proposed to, the Examiner.	Examiner or other.			Several actors can bring up an idea for a course change. Previous course evaluations should be taken into account when considering the proposal.
Idea for course change elaborated with Programme Director.	Examiner			If the course change is major, also externals and/or practitioners in the area concerned should be addressed.
Suggested changes send to CUME	Examiner	April 15, 20XX	October 15, 20XX	Academic Registrar prepares and ensures the syllabus is brought up as a point in the CUME agenda.

Review and approval of curriculum change in CUME (by decision).	Academic Registrar	May, 20XX	November, 20XX	
Based on CUME decision: Entry of approved curriculum changes into KursInfo and (when necessary).	University Services (Student administration)	June, 20XX	December, 20XX	