

Guidelines for completing a course description

This guide describes the fields in a course description and includes instructions for completing them. At the end of the document, you will find specific guidance on completing the fields related to the number of hours.

In addition to this guide, you should refer to:

- Guidelines for using DTU's Course Base 2026/2027
- Study Rule checklist – to ensure your course description complies with DTU's examination rules, among other requirements

Content

Additional information displayed in the editing view of a course description.....	4
Fields in the course description	4
Course number	7
Course title.....	7
ECTS credits.....	7
Department.....	7
Department(s) involved	7
External department(s).....	7
Course comment.....	7
Language	8
Number of students, minimum	8
Number of students, maximum.....	8
Course level.....	8
Previous course.....	8
Not applicable with.....	8
Academic prerequisites	9
Duration of course	9
Scope and form	9
Course literature	9
Schedule.....	10
Location.....	10
Type of assessment.....	10
Aids at the exam	11
Exam duration.....	11
Evaluation form.....	11
Date of examination	12
General course objectives.....	12
Learning objectives	12
Course content.....	12
Remarks	12
Green Challenge participation	12
Offered as Here, it is possible to indicate the following two options:.....	12
Home page.....	13

Course responsible.....	13
Registration deadline	13
Registration sign-up	13
Single course	13
Subheading (for the corporate world).....	13
Subject area (for the corporate world).....	13
Number of hours.....	13
Guidance in filling in the form on hours	13

Additional information displayed in the editing view of a course description

When editing or completing a course description, you will find additional sections with relevant information related to the course description or your course beyond the fields in the course description itself:

- **Document information** – This is where you save the details entered in the course description. You can also see who made the last edit and when.
- **Error list** – This appears if you have missed filling out a mandatory field in your course description or if one of the values in your course description is no longer valid for the new academic year.
- **Course type from the Study Database**—This section shows the course's association with DTU's programme specifications. It is essential to review this list if significant changes to the course description, such as adjustments to the maximum number of participants, are required.
- **Preview** – Here, you can see how the course description will appear publicly in Danish and English when it becomes available to everyone.

Fields in the course description

Below is an overview of the fields in the course description.

Section	Must be provided	Size of section
Course identification		
Course number	*	5
Course title, Danish	*	128
Course title, English	*	128
Credits in ECTS	*	
Study board and department (automatically inserted)	*	
Department(s) involved		
External institution(s) involved		500
External partner institution		
Course comment, Danish		500
Course comment, English		500
Course type		
Language of instruction	*	
Number of students – Minimum		
Number of students - Maximum		
Course level	*	
Programme (secondary)		

Prerequisites		
Previous course		
Not applicable together with		(256)
Mandatory prerequisites		(256)
Academic prerequisites		(256)
Teaching		
Duration of course	*	
Scope and form, Danish	*	500
Scope and form, English	*	500
Course literature, Danish		1000
Course literature, English		1000
Schedule		
Schedule	*	
Location	*	
Exam and evaluation		
Evaluation	*	
Exam aids, Danish	(*)	128
Exam aids, English	(*)	128
Exam duration, Danish	(*)	128
Exam duration, English	(*)	128
Evaluation form - grading scale	*	
Evaluation form - examiner	*	
Date of examination	*	
Learning objective and content		
General course objectives, Danish	*	2000
General course objectives, English	*	2000
Learning objectives, Danish	*	250
Learning objectives, English	*	250
Content, Danish	*	2000
Content, English	*	2000
Remarks, Danish		500
Remarks, English		500
Green Challenge participation	*	
Offered ad - EuroTeQ virtual mobility course		
Offered as – EuroTeQ Collider course, participation in EuroTeQaThon		
Course responsible		
Home page		257
Responsible	*	(128)
External lecturer		
Registration deadline		128
Registration for		(258)
Single course		

Offered as a single course		
Subheading (for the corporate world)		128
Subject area		
Number of hours		
Number of hours (7 spaces)	*	

Comments on the individual fields in the template

Course number

It is a five-digit number beginning with the two-digit department number. You cannot use previously used course numbers for new courses. If the number of ECTS credits or the course content changes significantly, you should select a new course number. If a course from the spring semester is duplicated in a 3-week period during summer university, each version of the course must have its unique number. Similarly, a course completed more than once over the summer must have different numbers. Courses under Continuing Education (the part-time Master programmes and part-time Diploma programmes) must also start with the department number, but there must be at least one letter among the last three characters.

Course title

It can be a maximum of 128 characters. You must fill it out in both Danish and English. The course title must not contain a semicolon (;).

ECTS credits

The ECTS credits reflect the students' total workload on the course. Approximately 140 hours of workload corresponds to 5 ECTS credits. The course workload must be a multiple of 2.5 ECTS credits, and the minimum ECTS credit is 2.5. You must enter it with a comma as a decimal separator.

Department

You must state the department responsible for the course here. If a course belongs to one department, the % number must be 100.

Department(s) involved

Other departments/centres participating in the teaching can be specified. Next to each department, you can state the department's contribution percentage. The sum of the percentages must be 100. The information is used to distribute STÅ between departments in teaching statements. To add a department, click on "Add departments involved". It is possible to add more than one department.

External department(s)

Indicate here whether a course is offered in collaboration with an external partner - e.g., another educational institution, a public authority, or a company. By default, there is room for one external institution. However, you can add more institutions by clicking "Add external collaboration institution." You must state the information in both Danish and English.

Course comment

You use this box to submit a short comment of significant importance for registration, for example, registration for the course or if the course is expected to be discontinued. If the course is reserved for special groups of students, you must state it here. *Reserved* means other students cannot attend the course. The comment should, therefore, only appear if the course can only be chosen by specific groups of students. The comment will appear at the top of the course description, just below the course title.

If you are unsure whether to add a course comment, please email the Study Administration at AUS at studadm@adm.dtu.dk.

Language

BSc and BEng courses are generally taught in Danish, while MSc and PhD courses are taught in English. In an introductory course, the lecturer can offer a parallel English-language course for foreigners (for example, a study group). In these cases, this must be stated under "language." Upon application, a department may offer a BSc course, which is at the end of the BSc programme, in English.

Number of students, minimum

This indicates the number of students required to complete the course. As a rule, elective courses with 10 participants or fewer can be discontinued. [See more about cancelation of courses on student.dtu.dk here.](#)

Number of students, maximum

It refers to participant restrictions on the course. Participant restrictions should only occur in cases where equipment considerations make it necessary. Participant restriction must be coordinated with the heads of study for programmes where the course is included among mandatory courses. The course's affiliation is listed in DTU's Study Database.

The affiliation can be viewed in the box labeled '**Course type from the Study Database**', which appears on the right side of the course description's editing view.

Course type from the studybase
Show course type from the studybase

Course level

When setting up the course, you must decide which programme level the course belongs to. The course can only have one programme level. When registering PhD courses, you must further state whether it is a "General service course (generic skills)", a "Professional identity course", a "Professionally focused course" or a "Service course (professional skills)".

Previous course

You use this to indicate a number change if the course has been renumbered. If you enter a previous course number, it will automatically be registered in STADS, that the current course and previous course block each other. You may only enter course numbers, but you can, for example, use 21345 + 43242 if a course has been set up as a merger of two previous courses.

The previous course number must be stated in the course description for up to five years after the course number has been changed.

Not applicable with

You can only enter course numbers here. 'Not applicable with' means that students cannot take the current course if they have already passed the enrolled course or if the enrolled course is mandatory for the

students. You must ensure that this academic overlap is also registered for the other course. In DTU's study administrative system, 'Not applicable with' courses can only be registered if there is a mutual academic overlap between two courses. If the academic overlap is only "one way", please email the Study Administration at studadm@adm.dtu.dk.

Note that 'Not applicable with' does not necessarily mean that the courses are identical. 'Not applicable with' means that the two courses have such a significant academic overlap that they will block each other in terms of credits.

If the specified courses *are also identical*, this should be noted as a comment in the notes field.

Mandatory prerequisites

Used only for courses that, for safety reasons, require previous courses, e.g. laboratory courses. It can, therefore, not be used as a requirement/wish for the student's prior knowledge (you can find this form of information under 'recommended prerequisites'). [Find more information on student.dtu.dk here](#).

Academic prerequisites

It is used as an academic guide for students. Course numbers (in "Academic prerequisites number") and text (in "Academic prerequisites DK/UK") can be entered. It will often make sense to use the text field to describe the prerequisites that the student is expected to have to complete the course.

The text can be a maximum of 100 characters and must be available in Danish and English. For course numbers, use / (slash) to indicate "or" (one of the courses stated) and . (period) to indicate "and" (both of the courses stated). You may use parentheses to specify a premise. Examples could be 31204.31406)/31457 - or 31204. (31406/31457).

The student's lack of academic prerequisites does not mean they cannot participate in the course. [Find more information on student.dtu.dk here](#).

If the course is expected to have many participants from the corporate world, there should always be a text description of the prerequisites for this group.

Duration of course

It indicates the length of the course. The information is important regarding DTU Learn/DTU Inside in terms of whether a course will be carried on in a later semester.

Scope and form

The text (maximum 250 characters) must be available in Danish and English.

Any mandatory elements must always be stated.

Course literature

It is possible to submit literature in Danish and English. It may be possible to refer to DTU Library in the description field.

Schedule

When selecting from a list, complete or half-timetable groups must be specified. Posting a comment (in both Danish and English) is possible.

As a rule, a 5 ECTS credits course can have half a timetable group at their disposal. In comparison, a 10 ECTS credits course can have an entire timetable group at their disposal.

For example, if a course spans two semesters and it is taught in 4A each semester, the following is written: E4A and F4A. If a course spans one semester but is offered each semester, write E4A or F4A (i.e. on two lines). There are six timetable periods at DTU - two 13-week periods and four 3-week periods.

Many PhD courses do not follow DTU's standard semester structure. If you tick "Outside schedule structure", a new option called "Holding" will appear. Follow the link to the front page, where it is possible to indicate in the "holding box" the time interval in which the course is located (plus comments in Danish and English). Courses under the part-time Master's degree programme and the part-time Diploma programme can also use this option.

Location

You must specify on which campus the course is offered (*Lyngby, Ballerup, Risø, Sisimiut, Hirtshals or Kalundborg*) or *Online* if the course is taught digitally, which students can attend without coming to DTU.

Use the space for notes to provide additional information if the course is held digitally.

If the category "Other" is selected, you should add a comment about the location in the notes field.

Type of assessment

The evaluation method must be described correctly in the course description. Therefore, please follow the document "Rule checklist," which highlights the most important exam rules.

The type of assessment must be selected from the approved evaluation forms, which appear from the list in the entry system. The translation into English is done automatically. [Find information on forms of examinations on student.dtu.dk here](#). The box should often be supplemented with text that must be available in both Danish and English.

Suppose several elements are included in the evaluation. In that case, it should be stated whether they are part exams, each with its own grade, or includes ongoing tests and an exam with an overall assessment and only one overall grade. [Find more information on requirements for passing exams and part exams on student.dtu.dk here](#). You must always state the weight distribution between different forms of evaluation in the commentary for the type of assessment if partial grades are used.

It can be decided that laboratory exercises, written assignments, etc., must be completed before it is possible to take the exam. You must state such exam prerequisites in the commentary. [Find information on mandatory exam prerequisites on student.dtu.dk here](#).

It is also important to indicate whether group tests/reports are used on the course. There must ALWAYS be a subsequent oral exam for group reports without individualization because this is required in the examination order. [Find more information on group projects on student.dtu.dk](https://www.dtu.dk/students/education/examinations/group-projects).

Aids at the exam

In connection with a written examination, you must state which aids are permitted. The list has four options:

'All aids – no internet access'

'All aids – with internet access'

'No aids' or

'Written aids'

The use of a calculator is generally not permitted in the category 'No aids'. However, it is allowed in the category 'Written aids'. For further information, see DTU's rules on the [use of aids and materials at written exams](#)

Please elaborate in the note field if there are additional important details regarding the use of aids.

In the case of an oral exam or other exam forms, you can select a "blank" category from the list, and it should be noted in the text field if students are not allowed to bring notes, etc., or if there are other relevant details regarding aids.

Exam duration

You can use it for both written and oral exams. You must enter the information in both Danish and English. The box is mandatory for written exams.

If you wish to hold a written exam in Digital Exam with a duration of less than 2 hours, you must email the Study Administration must be contacted at studadm@adm.dtu.dk.

Evaluation form

Here, you must state:

- Whether the course is graded according to the 7-point grading scale or pass/fail
- Whether the course is assessed internally (without the use of an external examiner) or externally (with an external examiner).

There must always be an external examiner of the final projects of the programme. As a rule, external examiners are also used for oral exams and reports where the oral presentation significantly influences the overall grade. Some courses have been selected centrally to have external grading so the executive order's requirement for enough courses with external grading is met.

Date of examination

Specify the date of examination. As a rule, the examination date must correspond with the timetable placement. [You can find the exam dates for 2026-2027 here](#)

You can write a short text, which must be written in Danish and English. If the examination date cannot correspond with the timetable placement, the Study Administration must be contacted via email at studadm@adm.dtu.dk.

A few larger courses have an approved special exam date, which appears in the [overview of exam dates](#) If the date of examination follows a special date, the following text may be used:

Special exam day. Click the link "Exam placement" to the left of this text to see DTU's planned exam schedule.

General course objectives

The final competence. Maximum 2000 characters in Danish and English. Although there is room for 2000 characters, more than 4-6 lines of text are undesirable.

Learning objectives

You must describe the specific goals that the students achieve in the course. Used for grading. Set up as 8-12 "bullets." Each bullet can be up to 250 characters but should generally be 1-3 lines.

Course content

You must describe the specific objectives that must be met in the course. It is used for grading. Set up as 8-12 bullets. Each bullet can be 250 characters but should only be 1-3 lines.

Remarks

This box indicates conditions that do not fit into the pre-defined sections. It can contain a maximum of 500 characters in Danish and English.

if the course is reserved for special groups of students, it should not be mentioned here. Instead, it should be noted in the Course Comment field.

Green Challenge participation

'Green Challenge' will not be held in 2026, and a new concept for the event for 2027 is being developed.

We therefore ask you to select the option 'No' regarding participation in 'Green Challenge'

Offered as (EuroTeQ)

Here, it is possible to indicate the following two options:

- whether a course is offered as a virtual mobility course (online) for students in the EuroTeQ network
- whether the course grants access for DTU students to participate in the EuroTeQathon

If the course is offered as a EuroTeQ virtual mobility course, it is important that both the teaching and the exam can be offered online.

Home page

You can enter a web address (URL) here if the course has one.

Course responsible

A course coordinator must always be provided, and, in addition, some co-coordinators can be provided. Start with the contact's name; their address telephone number, and e-mail address are retrieved automatically from the electronic telephone directory. If there is only one course coordinator, this person will automatically be displayed as the course coordinator; otherwise, it must be specified via the buttons. A co-responsible person can be made the "primary contact person" via a tick.

You can specify some external contacts in a text box, and here, you must write all information in full. The people provided will be displayed in the order in which they are entered. DTU contacts will be displayed above external contacts. It is possible to put an external contact at the top by ticking the box "Contact manager".

Registration deadline

You use the box for PhD courses that do not follow the general timetable structure.

Registration sign-up

For ordinary BEng, BSc, and MSc courses, the "Study Planner" is used. In particular instances, you can make a comment about the registration. For PhD courses, this field must be used.

Single course

You must state whether students from outside DTU can join the course as a single course. As a rule, part-time students can take all courses at DTU, but a number of courses – such as courses in the first semester – may be unsuitable.

Subheading (for the corporate world)

You can elaborate of the course title, which should make it easier for people from the corporate world to understand the content.

Subject area (for the corporate world)

To make it easier for people from the corporate world to choose courses under "open university".

Number of hours

The Ministry of Higher Education and Science requires universities to register the number of hours at the course level. The data are used in overviews, where future students can read the number of hours for the various programmes. You must enter the information under this box.

Guidance in filling in the form on hours

Overall considerations

- You must enter the PLANNED number of hours. For the spring courses, it is, therefore, a guess/estimate of the expected number of hours.
- The number of hours must be seen from the STUDENT's perspective - how many hours are "made available" to the student (= confrontational hours). It is thus not the number of hours that you as a lecturer put into the course or the total number of hours the student works with a course - only the number of hours where the student meets a lecturer.
- Teaching must be understood quite broadly, and assignments with an assistant teacher are also characterized as teaching.

Guide for the individual boxes under hours

Help text has been inserted in the form, and the text below clarifies this text.

- **Teaching hours:** As a rule, a 5 ECTS credits course has 52 teaching hours (= 13 weeks * 4 hours of planned teaching), and a 10 ECTS credits course has 104 teaching hours, and the form is **pre-filled** with this number of teaching hours. However, it is possible to correct the number if it does not match the currently offered number of hours. For courses with a different number of teaching hours (2½, 7½, 12½ ECTS credits, etc.), there is no guessing of an hour number, so here it must always be entered.
- **Group size:** The number of hours entered above must be divided into hours for large groups and hours for small groups. Here, the ministry has set the limit at 40 students. If, for example, a 52 teaching hours course with 100 participants has a two-hour lecture and then a two-hour group session with an assistant teacher in groups of 25, then it is 26 in each of the two group sizes. The system checks whether the sum of the two group sizes corresponds to the number of teaching hours.
- **Supervision hours:** As a rule, supervision will probably first and foremost take place in connection with actual projects (master's thesis, BEng projects, BSc projects), but it is possible to specify a number of supervision hours if guidance is offered in addition to the specified teaching hours on a course. Note that the "guidance" that takes place, for example, in connection with group work, etc., is stated as teaching.
- **Type of lecturer:** The proportion that the "average" student meets is stated here. Suppose we again have a course of 52 teaching hours, where one half is lectures by the regular lecturer and the other half is group work by an assistant teacher. In that case, 50% is stated under the regular lecturer and 50% under the assistant teacher. Suppose the regular lecturer takes one of the group sessions (let's assume that there are a total of 2 teams). In that case, the "average" student will meet a regular lecturer 75% of the time and an assistant teacher 25% of the time. In other cases, the indication of the percentages is an assessment. The system checks whether the percentages add up to 100. The term "regular lecturer" must be understood quite broadly: faculty member, researcher/senior researcher/senior adviser, postdoc, Ph.D. student, or research assistant.