Procedure for the Rector's Approval of the Closure and Merger of Study Programmes

Objective

This procedure describes how the Rector approves a proposal to close and merge programmes, on the recommendation of the dean concerned. The point of the procedure is to ensure that the University's programme portfolio is consistent with its overall educational strategy at all times.

Allocation of responsibilities

Senior management ensures that the University's programme portfolio reflects society's need for graduates of the highest quality. The faculties ensure that all of their programmes are of a high enough quality and sufficiently relevant for graduates to find appropriate jobs.

Procedure

All faculties have a procedure for closing and merging programmes (see "Guidelines for the Closure and Merger of Study Programmes at the University of Copenhagen"), which outlines the internal decision-making processes. Deliberations concerning the closure and merger of programmes are included in the faculties' annual programme reports.

Proposals to close programmes are submitted to the dean for approval. The dean then submits a plan to Education & Students for approval by the Rector. The plan must include a tally of the student numbers and an explanation of how current students will finish the programme. When closing or merging master's programmes to which bachelor graduates have a legal right of admission, the plan must also stipulate to which master's degree(s) bachelor graduates will have a legal right of admission in future, and when these changes to the curriculum will take effect.

Education & Students assures the quality of the proposal and submits it to the Academic Board on Education Strategy. The Academic Board on Education Strategy considers the proposal.

Education & Students submits the proposal, incl. the Academic Board on Education Strategy's recommendation, to the Rector's Office. The Rector's Office considers it and submits a recommendation to the University of Copenhagen's Management Team. The Management Team considers the proposal and submits a recommendation to the Rector.

The Rector makes the final decision on proposals to close and merge study programmes. Education & Students notifies the faculty of the Rector's decision. Education & Students informs the Academic Board on Education Strategy and the University Board of the Rector's decision.

The faculty is responsible for informing students and academic staff of the decision to close and merge the programme. The faculty informs students of the deadline for completion of their programme.

Education & Students, in collaboration with the faculty, informs the Ministry of Higher Education and Science that the University wishes to close and merge the study programme.

Quality assurance of study programmes due to be closed or merged
For quality assurance purposes, merged study programmes are considered comparable with programmes that are to be closed. Former stand-alone programmes that have been merged will be considered as programmes to be closed when the new combined programme has its first intake of students.

1. Study programmes to be closed do **not** have to carry out:
   - Programme Reports
   - Programme Evaluations
   - Graduate Surveys
   - Employer Panel Meetings
2. Study programmes to be closed do **not** have to comply with measurable standards.
3. Study programmes to be closed **must** carry out:
   - Course Evaluations
   - Assurance that study activities are research-based

   Assurance that study activities are research-based takes place each semester at a meeting between the department head or the associate dean for education and the head of studies.