



## MEMORANDUM

JANUARY 2019

**Re:** Guidelines for the study start at the University of Copenhagen's bachelor, professional bachelor and master's degree programmes for all students at UCPH

**EDUCATION SERVICES**

FRUE PLADS 4

DK-1168 COPENHAGEN K

**Case processor** Education Services

### **Purpose**

These guidelines for the study start of programmes at the University of Copenhagen (UCPH) provide the framework for new students' study start. The overall purpose of the guidelines is to describe what new students at the University can expect from the study start. The guidelines outline the basic common principles that will support quality, shared practices and harmonisation across study start programmes.

The principles concern organisation, division of responsibility and quality assurance of the study start as well as a Code of Conduct and must be complied with by all employees and volunteers who are working with the planning, execution and evaluation of the study start.

The guidelines are supplemented by four different sets of framework for a good study start, which describe the themes and learning objectives of the study start. The study-start activities at UCPH must be organised in accordance with both the frameworks and the guidelines.

### **Local faculty procedures**

On the back of the guidelines each faculty must describe its study-start procedures in order to allow faculty staff and volunteers to comply with the principles of the guidelines. In their local procedures, the faculties are free to plan study-start activities that take into account any special circumstances on the individual programmes.

As a minimum, local procedures must address the following areas:

### **An inclusive study start**

The guidelines are based on the assumption that the study start at UCPH must be inclusive and take into account the new students' different affinities and qualifications. The faculties' study start procedures must aim to give students

- a good and smooth transition to their education and to life as a university student
- a sense of community – both with the faculty, the academic and social environment on the programme, their teachers and fellow students
- a clear alignment of expectations via insights into the programme and its learning principles and thus a realistic picture of what they are entering in order to prepare them academically and socially to complete the programme and be an active part of the study environment
- a study start based on inclusion and respect, and where those who are responsible for the study-start programme make sure that there will be no offensive or inappropriate activities going on. The University of Copenhagen does not accept behaviour that is offensive to students or employees. Students must not be exposed to activities that can be perceived as offensive, or which draw attention to gender, sexuality, age, disability, ethnicity, religion, etc., in an improper manner.

### **Responsibility and organisation**

The overall responsibility for the study start lies with the dean, who must approve the faculty's *governance* model for the study start. From the model it must be clear who is responsible for the study start at management level and at the operational level. The dean may choose to delegate his/her responsibility to the relevant local management. The executive responsibility to organise and compose part of the programme may be delegated to permanent study-start coordination staff or the like.

In their *governance* model, the faculties must describe where the responsibility for quality assurance, follow-up and evaluation lies. Furthermore, the model must show a clear division of roles of those involved in the study start (coordinators, tutors/first-year counsellors, employees and volunteers) and describe tutors' terms of employment. The planning of the study start at UCPH must always be in compliance with applicable rules for finance and accounting, i.e. follow the University's accounting instructions.

Finally, the faculties must ensure that the planning of the study-start always takes into account the University's neutrality in terms of students' choice of trade union. This means that entering into exclusive agreements with trade unions is not allowed. Please see '*Letter about exclusive agreements*' from Rector Henrik C. Wegener dated 18 September 2018.

**Study start timing**

On account of standby admission or vacancies in the bachelor intake the study-start activities should be timed to week 35 for programmes beginning in the autumn semester and to week 6 for programmes beginning in the spring semester. This timing may in special cases be deviated from if academic or administrative circumstances so warrant.

It should be noted that study-start activities do not affect students' right to the state education grant SU, as study-start activities do not count as ECTS credit awarding classes. In accordance with the University's guidelines for year and timetable structure, ordinary classes begin in week 36 and week 6 for the autumn and spring semesters, respectively.

**Evaluation**

The study start is covered by the University quality assurance system and must be continuously quality-assured and evaluated. Local faculty procedures for the study start must describe how the study start and related activities, including overnight trips/introduction camps, are evaluated. The local procedure must also describe who is responsible for the evaluation and which target groups will be involved in the evaluation.

Once a year each associate dean presents the main points from the faculty's study-start evaluations for discussion in KUUR, the Education Strategy Board.

**Code of Conduct**

Each faculty must describe how they will prepare employees and volunteers to participate in the study start as representatives of UCPH.

The study start must be seen as an inclusive experience that embraces all new students. This means that all employees, volunteers and new students must be able to participate in all activities during the study start regardless of whether they want to drink alcohol or not. None of the participants in the study start may drink alcohol until after 17:00. This also means that there can be no activities before 17:00 that include alcohol, whether during the study start or the overnight trips. In addition, there must always be tutors/employees present at official events, who can ensure the proper handling of accidents or other injuries. Furthermore, the faculty must ensure the presence at all times of sober tutors/employees to provide life-giving first aid.

Participation in an overnight trip is voluntary and students can opt out of it without the risk of missing out on important, academic introductions. Any such introductions on an overnight trip should therefore be repeated in the welcome event or in the programme introduction.