



Procedure for the Rector's Approval of New Study Programmes

1 SEPTEMBER 2022

EDUCATION & STUDENTS

Purpose

This procedure describes how the Rector approves proposals for new study programmes before they are sent to the Ministry for prequalification. The point of the procedure is to ensure that proposals for new study programmes always comply with the University's educational strategy.

FRUE PLADS 4

DK-1168 COPENHAGEN K

Allocation of responsibilities

The Management Team ensures that the University's programme portfolio reflects society's need for graduates of the highest calibre. The faculties ensure that proposals are carefully prepared and that employers are involved in the process prior to submission for approval by the Rector.

Procedure

All faculties have a procedure for developing new study programmes (see the University of Copenhagen Quality Assurance Policy and ESG 1.2a.) These procedures detail the process that precedes submission to the University.

When drawing up proposals for new study programmes, the faculties must follow the "Checklist for the development of new programmes at the University of Copenhagen" (see KUnet). The dean approves the faculty's proposal before submitting it to University Education Services (US) for approval by the Rector. The deadline for submission to the University is stipulated in the University of Copenhagen's annual cycle for the development of new study programmes. A separate fast-track approval process is in place for new Erasmus Mundus study programmes. Both annual cycles are published on the UCPH website.¹

¹ The annual cycles are revised once a year.

Education & Students processes the proposals that are received on time and submits them to the Academic Board on Education Strategy for a discussion in principle. Education & Students conducts compliance control of the programme proposals and makes a formal assessment of the research matrix, competence matrix and the coherence between the programme's competency profile and the descriptions in the qualification framework.

The Academic Board on Education Strategy assesses and advises on:

- Overlap with existing programmes at UCPH and other universities
- Potential inter-faculty partnerships
- Consistency with the University's educational strategies, including its inner market
- Profile and recruitment base
- Presumption of the need for the degree programme
- Potential as continuing education programme
- Potential challenges facing prequalification

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

The Rector makes the final decision on proposals for new study programmes. University Education Services notifies the faculties of the Rector's decision.

The faculties then draw up applications for prequalification (see the Ministry's guidelines for prequalification). Education & Students informs the Academic Board on Education Strategy and the University Board of the Ministry's decision on prequalification.