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 University Educational Services (US) 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.
University Educational Services assures the quality of the proposal and submits it to the Academic Board on Education Strategy (KUUR). The Academic Board on Education Strategy considers the proposal.

University Educational Services submits the proposal, incl. the Academic Board on Education Strategy’s recommendation, to the Executive Management (DIR). The Executive Management considers it and submits a recommendation to the University of Copenhagen’s Management Team (LT). 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. University Educational Services notifies the faculty of the Rector’s decision. University Educational Services 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.

University Educational Services, 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.
Kvalitetssikring af uddannelser under lukning og af sammenlagte uddannelser

Sammenlagte uddannelser sidestilles med uddannelser under lukning i kvalitetssikringssammenhæng. Tidligere selvstændige uddannelser, der er lagt sammen, anses for at være uddannelser under lukning, når den nye sammenlagte uddannelse har sit første optag.

4. Uddannelser under lukning **skal ikke** gennemføre:
   - Uddannelsesredegørelser
   - Uddannelsesevalueringer
   - Dimittendundersøgelser
   - Aftagerpanelmøder

5. Uddannelser under lukning **skal ikke** efterleve målbare standarder.

6. Uddannelser under lukning **skal gennemføre**:
   - Undervisningsevaluering
   - Sikring af studieaktiviteters forskningsbasering

   Sikring af studieaktiviteternes forskningsbasering sker pr. semester på et møde mellem institutleder eller prodekan for uddannelse og studieleder.