

Governance for study start on bachelor's and master's degree programmes at SUND

	UCPH and SUND frameworks for study start		Knowledge-based study start		Involvement of study boards/academic environments for knowledge of and expectations for study start		Training of employed student mentors	
	Responsibilities	Tasks	Responsibilities	Tasks	Responsibilities	Tasks	Responsibilities	Tasks
Associate dean	<ul style="list-style-type: none"> Has the overall responsibility for study start at SUND Ensures that study programmes at SUND comply with the UCPH framework for a good study start Ensures that all levels of management are familiar with the elements of the study start package and ensure alignment between Faculty layers that make decisions and carry them out, respectively Adjusts and clarifies framework for study start at SUND 	<ul style="list-style-type: none"> Approves new frameworks and principles at SUND, including governance 			<ul style="list-style-type: none"> Informs relevant stakeholders at SUND of the (UCPH and SUND) management's expectations for and knowledge of a good study 	<ul style="list-style-type: none"> Participate in meetings, where relevant at faculty level Ensures participation of AUS in meetings of relevance to study start 		
AUS	<ul style="list-style-type: none"> Ensures that rules, frameworks and procedures relating to study start at UCPH are up to date Ensures that we contribute to the development of UCPH frameworks Ensures fulfilment of the UCPH learning goals Ensures fulfilment of the SUND quality goals Introduces to student life and support options Ensures that study start is inclusive Ensures coherence between framework and efforts Provides evaluation structure Provides financial framework for study start 	<ul style="list-style-type: none"> Communicates and implements framework for study start to the faculty management and study start stakeholders such as head of studies, tutors and student mentors 	<ul style="list-style-type: none"> Collects knowledge from research and practice on study start and translates knowledge into strategies and basis for decision Collects knowledge on internationalisation/retention from unions, Universities Denmark, networks, ERFA groups and other relevant stakeholders Exchanges knowledge with other faculties Uses knowledge from evaluations 	<ul style="list-style-type: none"> Communicates relevant research and practice on study start to the organisation and to relevant stakeholders involved in study start Participates in networks, ERFA groups etc. for relevant target groups 	<ul style="list-style-type: none"> Ensures joint coordination across study programmes Helps ensure that SB and academic environments /academic staff have knowledge of what constitutes a good study start and UCPH/SUND frameworks for study start Develops annual cycle for study start within SB Ensures a process for knowledge about a good study start Ensures that all target groups, including the Academic Council, student forum, study programme management team etc., have the required knowledge it takes to support a good study start and make informed decisions about study start 	<ul style="list-style-type: none"> Supports and qualifies SB discussions of what constitutes a good study start Supplements discussions in SB about study start and first-year experience (FYE) Contributes to and develops first-year forum (pharmacy) Ensures alignment between roles on the introductory course (medicine + odontology) and study start Contributes to evaluation of introductory course (medicine + odontology) 	<ul style="list-style-type: none"> Helps ensure coherence between training for student mentors and study programme-specific activities Provides training for student mentors and ensures participation of all student mentors Provides framework for recruitment 	<ul style="list-style-type: none"> Develops training for student mentors, including Open House and Absalon modules Ensures coherence between framework and study programme-specific initiatives Recruits and hires student mentors
Head of studies	<ul style="list-style-type: none"> Supports efforts to ensure that the study start complies with the SUND and UCPH frameworks for study start Keeps informed of approved frameworks and activities Keeps informed of approved study start frameworks and activities 	<ul style="list-style-type: none"> Involved in study start programmes and activities on own study programmes 			Keeps informed of the UCPH/SUND frameworks for study start	Contributes to fulfilment of the study start learning goals in educational planning		

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Paid student mentor	<ul style="list-style-type: none"> Keeps informed of the UCPH and SUND framework for study start Serves as role model and ambassador for the study programme Supports class well-being and focus on positive communities Keeps informed of the code of conduct 	<ul style="list-style-type: none"> Completes study start programme based on tasks from the duty list Ensures that activities comply with code of conduct 	<ul style="list-style-type: none"> Keeps informed of study programme materials and background for study start framework and values 	<ul style="list-style-type: none"> Bases programme and execution on study start framework and values and the underlying knowledge 	<ul style="list-style-type: none"> Keeps informed of first- and second-semester evaluations 	<ul style="list-style-type: none"> Implements changes to the student mentor programme based on SB needs, evaluations 		<ul style="list-style-type: none"> Participates in all compulsory parts of the training programme and evaluation Contributes to shared training programme with programme-specific challenges and solutions.
Unpaid tutor	<ul style="list-style-type: none"> Serves as role model and ambassador for the study programme Is aware of the position of authority of the role Complies with voluntary-work agreement and rules of e.g. alcohol Ensures inclusive study start with a focus on new students Keeps informed of code of conduct 	<ul style="list-style-type: none"> Completes study start programme based on the UCPH framework for study start Signs voluntary-work agreement Ensures that programme activities comply with code of conduct 	<ul style="list-style-type: none"> Keeps informed of study programme materials and background for study start framework and values 	<ul style="list-style-type: none"> Bases programme and execution on study start framework and values and the underlying knowledge 				

	SPS framework for study start		Training of unpaid tutors		Study start in Absalon		Welcoming activities	
	Responsibilities	Tasks	Responsibilities	Tasks	Responsibilities	Tasks	Responsibilities	Tasks
Associate dean	<ul style="list-style-type: none"> Keeps informed of UCPH framework for SPS in connection with study start 					<ul style="list-style-type: none"> Prepares video presentation with associate dean for study start in Absalon 		<ul style="list-style-type: none"> Welcoming presentation on all study programmes Involvement in connection with undesirable events or breach of code of conduct
AUS	<ul style="list-style-type: none"> Ensures that SPS is a part of study start in Absalon and among student mentors and tutors Supports UCPH framework and process for SPS in connection with study start Ensures rooting of UCPH framework for SPS in connection with study start 	<ul style="list-style-type: none"> Ensures that all new students are familiar with SPS opportunities Maintains content on SPS framework and practice in connection with study start Informs heads of studies of the number of students who state a need for SPS 	<ul style="list-style-type: none"> Ensures UCPH's and SUND's framework in the education of unpaid tutors. Ensures first-aid course Ensures that tutor coordinators are available Develops the training programme based on needs, wishes and conditions for tutor in the programmes Ensures awareness of code of conduct 	<ul style="list-style-type: none"> Develops tutor training programme, including first-aid course, e-modules, knowledge of code of conduct and workshop Holds meetings with tutors to ensure support for the programme Ensures that all tutors have completed the training and signed the contract 	<ul style="list-style-type: none"> Ensure that content is up to date and relevant Ensure that all new students get access to study start in Absalon Ensure that the organisation is familiar with and makes use of Absalon in connection with study start Exchanges knowledge and cooperates with other faculties/ US 	<ul style="list-style-type: none"> Maintenance of content Quality assurance Evaluation 	<ul style="list-style-type: none"> Supports financial management for tutors Ensures awareness of alcohol policy Ensures that study start programmes are inclusive and comply with code of conduct 	<ul style="list-style-type: none"> Ensures relevant content in student mentor meetings Ensures Absalon modules on study techniques etc. Holds study start presentations on all study programmes Approves study start activity programmes
Head of studies			<ul style="list-style-type: none"> Keeps informed of code of conduct and UCPH/SUND framework for study start 	<ul style="list-style-type: none"> Hold presentation/meeting with tutors about code of conduct and programme-specific issues 		<ul style="list-style-type: none"> Prepares video presentation of study start in Absalon 		<ul style="list-style-type: none"> Welcoming presentation for all new students

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Paid student mentors	<ul style="list-style-type: none"> Is familiar with and can refer students to relevant initiatives Keeps informed of SPS practice in connection with study start 	<ul style="list-style-type: none"> Refers students with a stated need for SPS to SPS/guidance 			<ul style="list-style-type: none"> Detailed knowledge of content on study start in Absalon 	<ul style="list-style-type: none"> Ensures that students who need help with study start in Absalon gets help Has access to study start in Absalon for own study programme Communicates with new students through study start in Absalon 	<ul style="list-style-type: none"> Ensures that all new students are familiar with their student mentor at study start If familiar with timetable, course structure and rules for first year Ensures awareness of study start activities and coherence between activities 	<ul style="list-style-type: none"> Participates in first day on the programme Holds student mentor presentation/tour + social activities focusing on inclusion
Unpaid tutors	<ul style="list-style-type: none"> Ensures awareness of SPS options Is familiar with and can refer students to relevant initiatives 	<ul style="list-style-type: none"> Refers students with a stated need for SPS to SPS/guidance 	<ul style="list-style-type: none"> Chooses tutor to serve as AUS contact person 	<ul style="list-style-type: none"> Participates in all compulsory parts of the training programme and evaluation Complies with the voluntary-work agreement Contributes to shared education with programme-specific challenges and solutions 	<ul style="list-style-type: none"> Basic knowledge of content on study start in Absalon 	<ul style="list-style-type: none"> Has access to study start in Absalon for own study programme Communicates with new students through study start in Absalon 	<ul style="list-style-type: none"> Ensures awareness of study start activities and coherence between activities Has basic knowledge of timetable, course structure and rules for first year Plans an inclusive study start based on code of conduct and framework for study start 	<ul style="list-style-type: none"> Organises inclusive overnight trip and study start Ensures that all new students become part of a community with other new students Introduces students to study environment and associations

	Overnight trip		Study introduction		Evaluation and follow-up	
	Responsibilities	Tasks	Responsibilities	Tasks	Responsibilities	Tasks
Associate dean		<ul style="list-style-type: none"> Involvement in connection with undesirable events or breach of code of conduct or framework 			<ul style="list-style-type: none"> Ensures that study start at SUND complies with standards and framework Ensures that relevant knowledge from SUND is communicated to relevant management fora (KUUR etc.) 	<ul style="list-style-type: none"> Reviews evaluations and, where relevant, ensures involvement of the faculty, SB and study programme management team in the process If evaluations reveal undesirable events/behaviour, ensures involvement of the dean and academic environments in general and principled discussions Where relevant, turn to AUS for knowledge Is involved in connection with complaints and undesirable behaviour and decides on consequences
AUS	<ul style="list-style-type: none"> Ensures clear framework concerning finances Ensures awareness of alcohol policy Ensures that overnight trip programmes are inclusive and comply with code of conduct Ensures that undesirable events are included in evaluations 	<ul style="list-style-type: none"> Is available in connection with undesirable events during the overnight trip Supports financial management Approves programme for overnight trip Ensures follow-up on any undesirable events 	<ul style="list-style-type: none"> Ensures relevant content in student mentor meetings Ensures Absalon modules on study techniques etc. Develops collective student counselling for FYE Ensures follow-up on evaluation, where relevant Ensures coherence between student mentor activities and collective student counselling activities 	<ul style="list-style-type: none"> Organise collective events from a FYE and retention perspective (for INT). Evaluation and follow-up 	<ul style="list-style-type: none"> Ensures that evaluation is communicated to the dean's office, study programme management team, relevant stakeholders in the study programmes and students Ensures annual follow-up Ensures correct processing of complaints 	<ul style="list-style-type: none"> Evaluation of study start Ensures that relevant stakeholders contribute to evaluation questions, e.g. tutors about overnight stay etc. Follows up on complaints, undesirable behaviour
Head of studies	<ul style="list-style-type: none"> Keeps informed of programme for overnight trip 				<ul style="list-style-type: none"> Keeps informed of evaluation on own programme 	<ul style="list-style-type: none"> Where relevant, reviews questions before they are communicated Follows up on complaints, undesirable behaviour Contributes to follow-up on evaluations, e.g. in SB
Paid student mentors			<ul style="list-style-type: none"> Supports the well-being of the individual student and group of students Identifies issues within a group and ensures dialogue Is familiar with help and support options 	<ul style="list-style-type: none"> Provides mentoring on study techniques, exam techniques, re-examination, semester start Support social events 		<ul style="list-style-type: none"> Ensures evaluation of the welcome - e.g., during a student mentor session. Where relevant, adds (possibly programme-specific) questions Evaluation meeting with student mentors in November/December about status of first semester with a view to making changes to second semester
Unpaid tutors	<ul style="list-style-type: none"> Ensures that the programme for the overnight trip complies with the framework, alcohol policy and code of conduct Is aware of own role and responsibilities as tutor 	<ul style="list-style-type: none"> Ensures that the programme for the overnight trip complies with the framework, alcohol policy Follows up on undesirable events by informing AUS immediately 			<ul style="list-style-type: none"> Ensures that last year's evaluation results are incorporated into next year's planning Is familiar with the consequences of undesirable behaviour 	<ul style="list-style-type: none"> Ensure high completion rate of questionnaire – via social media Where relevant, add programme-specific questions Ensure follow-up in the tutor group