



# Procedure for study start

## Section responsible for procedure

Student Affairs (AUS)

## Objective

The study-start programme at HEALTH is meant to prepare new students for the study programmes. The study-start programme is designed to reduce drop-out rates and to ensure solid academic and social integration for all students. The study-start programme is based on the [UCPH guidelines for the study start](#). The study-start programme at HEALTH is for all bachelor's and master's degree students, including international full-degree students.

## Framework for study start

The study start period begins on the day the student receives the admission letter and ends with the second block in the first year of study.

The study-start programme includes curricular as well as extracurricular activities and offers. It is blended and includes online elements as well as physical activities for all target groups.

For more information on who is responsible for the individual activities on the programme, see the governance model:

- [Governance for study start for bachelor's and master's degree students at HEALTH](#)

## Summary of the procedure

The Dean has delegated overall responsible to the Associate Dean for Education, who is thus responsible for the study-start programme at HEALTH.

At faculty level, the work is coordinated by Guidance and Internationalisation (VI), Student Affairs (AUS).

## Information to new students

Information to new bachelor's and master's degree students at HEALTH is provided via the programme-specific study-start pages in Absalon. These pages contain information on everything the students need to know and take into consideration before study start. The study-start pages are designed as eLearning modules, which the students need to complete before study start. The pages also contain eLearning elements for blocks one and two of the first semester.

The study-start pages are produced and managed by AUS with input from heads of studies and student actors.

HEALTH has also developed communication initiatives focussing on retention of new international full-degree master's degree students. They provide new students with information from the day they are offered a place on a programme until they arrive on campus.

## **Student actors**

### **Volunteers**

In bachelor's degree programmes and international master's degree programmes, AUS collaborates with senior students from the programmes on organising and conducting camp stays for new bachelor's degree students and welcoming activities for international students.

All unpaid tutors involved in the study-start programme for bachelor's degree programmes must sign a voluntary work agreement to make ensure matching of expectations and responsibilities.

All unpaid tutors involved in the study-start programme for bachelor's degree programmes must:

- Complete an online course on the framework and roles of the study-start programme.
- Participate in a workshop on inclusion during study start.

### **Employed students**

AUS employs and provides training for student mentors. Student mentors are senior students who are responsible for a group of around 26 new students on the same programme. The student mentors are responsible for supporting the group and the individual students throughout the first year of study by providing them with knowledge and tools for a successful study start and good student life characterised by academic and social well-being.

The student mentors must:

- Conduct around 10 timetabled mentoring sessions with their group throughout the year.
- Organise social activities such as dinners, museum visits, walks in the wood etc.
- Serve as the first-point of contact for students experiencing issues related to well-being or personal/social difficulties.

## **Information to stakeholders**

AUS informs the Associate Dean for Education, heads of studies, the study administration and student actors.

### **Updating of [sund.ku.dk](https://studier.ku.dk) and/or KUnet**

AUS is responsible for keeping [studier.ku.dk](https://studier.ku.dk), KUnet and Absalon up-to-date and for advertising student mentor positions in the UCPH job bank.

### **How often (schedule)?**

The procedure is implemented every year, in summer and winter (in case of study start in winter).

### **How?**

The study-start programme is one of the initiatives aimed at improving the academic and social study environment at HEALTH. The work on the study-start programme therefore interacts closely with the strategy for the study environment and is informed by the study environment assessment. The elements of the study-start programme must therefore be co-ordinated with existing action plans.

## **Evaluation**

The study-start programme for bachelor's and master's degree programmes is evaluated twice a year:

1. Evaluation after the welcoming activities, where the students are asked to evaluate the impact of the programme vis-à-vis the learning goals.
2. Evaluation after block two/first semester, where the students are asked to evaluate the impact of the programme vis-à-vis the learning goals.

AUS is responsible for forwarding the evaluation reports to the Associate Dean for Education and to the relevant heads of studies. The results of the evaluation reports are used in the planning of the next study start.

## **Who?**

### **AUS**

- Ensures that study start activities meet the UCPH framework and guidelines.
- Ensures that study start activities comply with governance.
- Is responsible for budget management and the content of the study-start programme.
- Provides training for student actors.
- Ensures dialogue between the Faculty Management, Programme Management and student actors.
- Ensures that the study-start programme complies with the framework for study start.
- Ensures that the study-start programme is evaluated in accordance with the UCPH guidelines.

## **Data material**

Relevant material will be available on AUS' shared network drive.