



# Procedure for the study-start programme for master's students

## Section responsible for procedure

Guidance and Internationalisation (VI)

## Purpose

The study-start programmes for master's students at HEALTH are intended to give newly admitted master's students a good start to their studies, which supports social integration, ensures study progress and reduces drop-out rates.

## Summary of the procedure

The procedure for the HEALTH study-start programme for master's students is primarily focused on master's students admitted on the basis of a bachelor's degree from another study programme or university. The procedure consists of the following four focus areas:

- Establishing a social network
- Introducing the study programme: content, framework, requirements
- Practical overview of the relevant technical/administrative resources
- Facilitating activities that support careers and working on planning studies in the transition to professional life

The heads of studies have the overall responsibility for the study-start programme of the study programme. This work is coordinated and administered by Guidance and Internationalisation (VI), in co-operation with the study administration and the study board secretaries.

## Information to stakeholders

VI informs the heads of studies, study board secretaries and the study administration.

## Updating of [www.sund.ku.dk](http://www.sund.ku.dk) and/or KUnet

VI is responsible for updating the study start information on [sund.ku.dk](http://www.sund.ku.dk) and KUnet.

## How often (schedule)?

The procedure is implemented each year, in both summer and winter.

## How?

A welcome event is held for newly admitted master's students on all of HEALTH's Danish-language master's programmes.

The focus of the welcome event is on:

- Establishing a social network
- Introducing the study programme: content, framework, requirements
- Practical overview of the relevant technical/administrative resources

The events are particularly directed towards master's students who have a bachelor's degree from another study programme or university.

The study-start programme for master's students has a focus on activities that support career opportunities, which are facilitated continually during the first semester of the study programme through local events/presentations/workshops.

VI evaluates the study-start programmes and the results are incorporated into the following year's study-start programme. This ensures ongoing improvement and development of the content of the study-start programmes.

## **Who?**

### **Guidance and Internationalisation (VI)**

- Ensures the quality of the contents of the study-start programmes.
- Ensures dialogue between HEALTH's management, the head of studies and the study board.

### **Head of Studies**

- Ensuring that study-start programmes are adapted to programme strategy and programme objectives

### **Data material**

Relevant material will be available on the shared network drive of Student Affairs (AUS) at the Faculty of Health and Medical Sciences.

<b>Annual Cycle</b>		
<b>Date</b>	<b>Activity</b>	<b>Responsibility</b>
<b>February</b>	Welcome event for study programmes with winter intake	VI
<b>March/April</b>	Presentation on career competences	VI
<b>September</b>	Welcome event	VI
<b>October/November</b>	Presentation on career competences	VI
<b>December/January</b>	Evaluation of the study-start programme for master's students	VI