



# Procedure for closing or merging study programmes

## Section responsible for procedure

Student Affairs (AUS)

## Objective

The procedure is designed to ensure that:

- The Dean makes decisions on the closure or merger of programmes on an informed basis.
- Students' rights are guaranteed when programmes are closed or merged.

## Summary of the procedure

The procedure describes:

- The criteria that form the basis for a decision to close or merge study programmes.
- The decision-making process and how the closure or merger of study programmes will be implemented.
- The steps taken to ensure that students enrolled on the programme have the opportunity to complete it and the options of students with a legal right to complete their programme of study.

## Information to stakeholders

When the Rector has made a decision to close or merge study programmes, AUS informs:

- The Head of Studies and study board for the study programme as well as the relevant Head(s) of Department.
- The education council, if relevant.
- The study programme's employer panel.
- Institutions with similar study programmes.
- Chair of the External Examiners, regulatory agencies and other stakeholder.
- All course coordinators of the programme's courses, who are asked to inform the teachers involved in the courses.

In addition, AUS ensures that all enrolled students are notified of the decision via KUmail.

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

AUS is responsible for ensuring that the information provided on relevant programme and recruitment sites makes clear:

- That no more students will be enrolled on the study programme.
- The options for students enrolled on the programme for completing their studies.

## Processing of e-forms

Access to the forms for the programme is withdrawn once they become irrelevant due to the closure of the programme.

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

When it is relevant to recommend a closure or merger of programmes, cf. programme reports or evaluations.

## **How?**

### **Analysis of management information in the programme report/programme evaluation**

In the programme evaluation or the annual programme report, the study board determines whether there is a basis for recommending closure or merger of study programmes.

The decision to recommend closure or merger of study programmes is made on the basis of an overall assessment of data (cf. the Data section below) and as a minimum includes the following considerations:

- The study programme's viability (intake, drop-out rates, completion times). Is the programme financially viable?
- The study programme's research base.
- What will be the consequences for the academic environment if the study programme is closed or merged with another programme? Will the academic environment be lost or can it be deployed on other study programmes?
- The study environment. Does the study programme have a good study environment?
- Graduate (un)employment. Have graduates in the last five years found relevant employment?
- The relevance of the programme to the Danish labour market.
- The University's portfolio of study programmes from a national perspective.
- Do other Danish universities offer the same programme?

For professional master's degree programmes, a model has been developed to ensure financial balance, and criteria from this model are included in the basis for decision.

### *Data material*

- Decline in student intake.
- Low completion rate for students on the programme.
- Low employment rates for graduates of the programme (does not apply to professional master's degree programmes).
- Inadequate research base.
- Stakeholders (graduates and employers) indicate that the study programme does not meet the labour market's demand for competences.
- The programme's financial situation.
- For professional master's degree programmes: annual accounts and budget.
- Employers' and graduates' assessments of need and relevance.

## Plan for closure

The plan for closure is drawn up by the Study Board in cooperation with the Head of Studies. The plan must include:

- Information about the most recent intake on the programme.
- Information about student numbers per semester.
- An account of how all students enrolled on the programme will be able to complete the study programme.
- In connection with the merger of study programmes, a schematic overview of the structural changes to the course of study for the combined programme must be included. The overview must clearly show the programme structure and ECTS weighting of the individual study activities. The plan must also state on which date the study board processed the recommendation for merger.
- In connection with the closure of study programmes, which are instead converted into profiles on another existing programme, an overview of the overall course of study, including profiles, must be included. The overview must clearly show the programme structure and ECTS weighting of the individual study activities. The plan must also state on which date the study board processed the recommendation for closure.
- A description of how external stakeholders are expected to react to a closure or merger, and how the Faculty intends to handle this.
- When closing or merging master's degree programmes to which bachelor graduates have a legal right of admission, the plan must also stipulate to which master's degree programme(s) bachelor graduates will have a legal right of admission, and when these changes to the curriculum will take effect.

The basis for decision and the plan for closure must be submitted for discussion to the programme's employer panel and, if relevant, the education council.

## Approval of recommendation

The study board's recommendation, the plan for closure of the study programme and assessments hereof by the education council (if relevant) and employer panel are submitted to the Dean's Office.

When the Dean approves the recommendation for closure or merger, the recommendation along with the basis for decision and plan for closure is sent to University Education Services (US) for subsequent final approval by the Rector.

The process for the Rector's consideration and approval of the Dean's recommendation for the closure or merger of the study programme is outlined in [\*Procedure for the Rector's approval of the closure or merger of existing study programmes\*](#).

## Implementation of closure or merger

AUS draws up information on the closure or merger along with a plan for how students will complete the programme.

AUS directly informs the students enrolled on the programme and the programme's course coordinators about the closure or merger of the programme and the plan for closure or merger. The course coordinators inform all teachers affiliated with the programme.

US informs the Ministry that the closure or merger has been completed.

## **Administration following a decision to close or merge study programmes**

After the Rector has approved the recommendation for closure or merger of a programme, the study administrative organisation and practices continue, including quality assurance procedures and guidelines, until all students have graduated or disenrolled. Quality assurance is conducted for teaching activities with enrolled students and includes 1) course evaluations and 2) ensuring the research base of teaching activities.<sup>1</sup> However, graduate surveys, programme evaluations, programme reports and meetings in the employer panel are not conducted. The following may, by agreement with the Dean, be omitted:

- The programme has an active Head of Studies and an active study board.
- The obligation for professional master's degree programmes to draw up annual accounts and budget.
- The Head of Studies and the Chair of the Study Board's attendance in meetings in the education council (if relevant).

When the last student has graduated or disenrolled, AUS closes the structural curriculum in STADS, e.g. in connection with the annual monitoring of study activities.

## **Who?**

### *Dean*

- Makes the decision to submit a recommendation for closure or merger of study programmes to the Rector.

### *Head of Studies*

- Approves the draft and draws up the final basis for decision as well as the plan for closure or merger of study programmes.
- Ensures that the basis for decision and the plan for closure or merger are submitted to the education council and the employer panel for discussion.
- Is responsible for the implementation of the plan for closure or merger.

### *Chair of the Study Board*

- Ensures that the basis for decision and the final plan for closure or merger are submitted to the study board for discussion and decision.

### *Chair of the Education Council* (if the programme is connected to an educational council)

- In consultation with the education council, advises the Dean's Office on the closure and merger of study programmes.

### *Student Affairs (AUS)*

- Informs students and course coordinators of the closure or merger and of the plan for closure or merger of the study programme.

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<sup>1</sup> This is ensured through semester meetings between the head of department and the Head of Studies, where the research base is discussed. Minutes (e.g. as notes) must be taken at these meetings. This procedure will not take place in semesters where the only activity taking place is the writing of bachelor's or master's projects.

- Outlines the basis for decision and plan for closure or merger of study programmes.
- Prepares information to students concerning the closure or merger of study programmes.
- Ensures that information about the closure or merger, including enrolled students' options for completing the programme, is published on relevant programme and recruitment sites.
- Draws up proposals for changes to bachelor curricula for programmes for which graduates have a legal right of admission to a closed master's degree programme.

<b>General process plan</b>	
<b>Activity</b>	<b>Section/person responsible for the activity</b>
Draft recommendation for closure or merger and plan for closure or merger are drawn up and submitted to the study board for approval.	AUS
Consultation on the recommendation for closure or merger and the plan for closure or merger in the education council and employer panel.	Head of Studies
Decision concerning submission of recommendation to the Dean.	Study board
Submission of recommendation to the Dean.	AUS
Decision concerning recommendation for closure or merger of study programmes.	Dean
Submission of recommendation to US.	AUS
Decision concerning closure or merger of study programmes.	Rector
Submission of the Rector's decision concerning closure or merger of study programmes to the Ministry and the Faculty.	US
Information for students, course coordinators and teachers.	AUS and course coordinator
Information on the closure on relevant programme and recruitment sites.	AUS
US is informed that the closure or merger has taken place.	AUS
The Ministry is informed that the closure or merger has taken place.	US