



Procedure for closing or merging study programmes

Section responsible for procedure

Student Affairs (AUS)

Purpose

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

Information to stakeholders

Once the Rector has taken the decision to close or merge study programmes, AUS informs:

- Head of study and study board for the study programme, as well as relevant head(s) of department(s)the relevant academic educational council
- the study programme's employer panel
- institutions with similar study programmes
- Chairs of the external examiners, regulatory agencies and other stakeholders.

AUS contacts all course organisers related to the programme's courses and ask them to inform the academic staff involved in the courses.

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

Updating of www.sund.ku.dk and/or KUnet

The information on relevant programme sites and recruitment sites must make clear:

- that no more students will be enrolled on the study programme
- the options for students enrolled on the programme to complete their studies.

Processing 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Access to the forms for the programme is withdrawn once they become irrelevant due to the closure of the programme.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 recommending closure of the programme is relevant according to the programme reports or programme evaluations.

How?

Analysis of management information in annual programme report/ programme evaluation.

In the programme evaluation or the annual programme report, the study board determines whether there is a basis for a proposal to close the study programme.

The decision to recommend closure of the programme is made in the light of an overall assessment of data (cf. the Data section below) and as a minimum it includes the following considerations:

- The programme's viability (intake, dropout 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 one? Will the academic environment surrounding the study programme be lost or could the academics involved 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. It is possible to study the same programme elsewhere in Denmark?

For Professional Masters programme criteria from the model securing the economic balance of the programme are included in the basis on which the decision on closure is made.

Closure Plan

The plan for closure is drawn up by the Study board in collaboration with the head of studies. The plan must include:

- Information about the programme's final intake
- Information on the student numbers per semester
- An account of how all students will be able to complete the study programme within the maximum study time prescribed in the curriculum
- In connection with the merger of degree programmes, a schematic overview of the structural changes to the course of study for the combined programme must be included. When closing degree programmes and instead setting them up as 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, with an indication of the ECTS
- weighting of the study activities.
- The dean's recommendation must also state on which date the study board processed the recommendation for the closure or merger.
- The dean's recommendation must include a description of how the outside world is expected to react to a closure or merger, and how the faculty intends to handle this.

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 programme(s) bachelor graduates will have a legal right of admission in future, and when these changes to the curriculum will take effect.

The basis on which the decision is made and the plan for closure or merger are submitted for discussion to the programme's employer panel and the relevant educational council.

Approval of recommendation

The study board's recommendation and the closure plan for the study programme, as well as the educational council and employer panel's assessments of these, are submitted to the dean's office.

When the dean approves the proposal to close the programme, a recommendation to this effect including the basis for the decision, along with the closure plan, is sent to University Education Services (US) for subsequent final approval by the Rector.

Implementation of closure or merger

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

AUS directly informs the the students enrolled on the study programme and the programmes' course organisers about the closure or merger of the programme and the subsequent process. The course organisers inform all academic staff affiliated with the programme concerned.

US informs the Ministry that the closure or merger is completed.

Administration after decision on closure or merger

After decision on closure or merger of a programme the administrative organisation and practices are continued including following procedures and guidelines in the quality assurance system until all students are graduated or disenrolled. The quality assurance is ensured on teaching activities with enrolled students and includes 1) course evaluations, and 2) ensuring the research base of teaching activities¹. However, graduate surveys, annual programme reports, programme evaluations and meetings in the employer panel are excepted. The following may, in agreement with the dean, be omitted:

- the programme has an active head of studies and study board
- the obligation for professional masters programmes to draw up annual financial reports and budget
- head of studies and chair of study board's attendance in meetings in the educational council

When the last student has graduated or disenrolled, AUS closes the structural curriculum in STADS.

¹ This is ensured through semester meetings between the head of department and the head of studies, where the research base is discussed. There must be taken notes from these meetings. This procedure will not take place on semesters, where the only activities taking place are the writing of bachelor's or master's projects.

Who?

School Directors

- in consultation with the educational council, advises the dean on the closure or merger of programmes

Dean

- takes the decision to recommend the closure or merger of programmes to rector

Head of studies

- Looks over the drafts for the basis on which the decision is made and the plan for the closure or merger of study programmes, and draws up the final plan for closure or merger of the programme
- Ensures that the basis on which the decision is made and the plan for closure or merger is submitted for discussion to the programme's employer panel and the relevant educational council.
- ensures that the closure or merger plan is carried through

Chair of the study board

- ensures that the basis on which the decision is made and the closure or merger plan for the programme in the final edition are submitted for discussion and decision to the Study board

Student Affairs (AUS)

- draws up drafts for the basis on which the decision is made and the plan for the closure or merger of study programmes
- informs students and course organisers about closures or mergers and how it affects them
- ensures that information about the closure or merger, including enrolled students' options for completing the programme is published on relevant programme sites and recruitment sites
- preparing information for students regarding the closure of the programme
- draws up proposals for changes to bachelor curricula for programmes for which graduates have the legal right to a place on a closed master's study programme.

Data material

- decline in student intake
- low completion rate for students on the programme
- low employment rates for graduates of the programme (not applied for professional masters 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 viability
- for Professional Masters programmes; annual financial reports and budget
- employers' and graduates' assessments of need and relevance

Annual Cycle		
Date	Activity	Responsibility
	If relevant a draft of recommendation and plan for closure or merger is drawn up for approval in the Study board	AUS
	Consultation on the recommendation for closure or merger and the plan in Educational council and Employer panel	Head of studies
	Taking the decision to submit a recommendation to closure or merger, plan and assessment of these to the dean	Study board
	Submission to the dean of the recommendation and the plan, and the assessments of these	AUS
	Decision on the recommendation to close or merge programme(s)	Dean
	Submission of recommendation to US	AUS
	Communication of rector's decision concerning closure or merger	US
	Information for students, course organisers, and lecturers	AUS
	Information on the closure or merger disseminated via relevant programme sites and recruitment sites	AUS
	US is informed that the closure or merger is completed	AUS
	The Ministry is informed that the closure or merger is completed	US