



# Procedure for developing new programmes

## Section responsible for procedure

Quality Assurance of Study Programmes and Continuing Education Services (UVL).

## Objective

The procedure ensures that the dean is involved in the prioritisation and decisions about the development of new study programmes.

The procedure ensures the enhancement of the programmes' relevance and quality, with a view to achieving approval.

The procedure ensures that new study programmes are firmly embedded in the administration through the clear allocation of duties and responsibilities in the transition from the approval process to the implementation and operational phase.

## Summary of the procedure

The procedure describes how a study programme moves from proposal to pre-qualification and approval to embedding in the administration.

An academic environment or the dean submits the programme proposals.

The procedure describes in part the allocation of work between Student Affairs (AUS) and the academic environment during the development phase and in part, when each section of AUS is involved in preparations for the implementation and stable operation of a new programme.

Furthermore, the procedure describes when and how management is involved in the process.

## Information to stakeholders

The programme manager informs the heads of section in AUS of ideas for new study programmes when:

- an academic environment has presented an idea for a study programme to the dean, and has received approval for applying for pre-qualification for the programme

or

- the dean, on the basis of strategic considerations, wants to develop and accredit a study programme in a health-care field.

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

Not applicable.

## Processing e-forms

Not applicable.

## How often (schedule)?

Continuously, with one annual approval process.

## How?

### Providing information about ideas for new study programmes

The academic environment presents an idea for a new programme to the dean, or the dean initiates development work for a study programme on the basis of strategic considerations. In the latter case, the dean gives specially selected academic staff the task of developing a study programme. The dean's office informs the programme manager of this, so that AUS can initiate the following steps.

#### Step 1: Drawing up proposals for new study programmes

AUS, in collaboration with the vice-dean for education, invites the academic environment to an introductory meeting about the approval process. Here, the time frame for the development and approval process, among other things, is clarified. For Professional Master's programmes, the continuing and further education team is also involved.

The academic environment drafts proposals for new study programmes, including:

- general description of the purpose
- indication of any partners
- name of the programme organiser and the department in which the programme will be embedded
- description of the future labour market for graduates
- description of recruitment opportunities.

AUS forwards the proposal to the dean.

The dean decides which proposals will be developed further.

#### Step 2: Expansion of proposals for new study programme, cf. UCPH's checklist

The academic environment expands on the programme proposal in co-operation with AUS and the vice-dean for education regarding:

- fulfilment of UCPH's checklist<sup>1</sup>, including outlining a needs and relevance analysis and a plan for employers' involvement
- preliminary course budget
- the response to consultation from the chairs of the education councils.

#### The Dean's final approval of programme proposals

The dean makes a decision on which of the proposed study programmes HEALTH wishes to establish and informs the academic environment, AUS and, where relevant, the continuing and further education team accordingly.

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<sup>1</sup> The UCPH checklist is included as Appendix 1 in UCPH's University Procedure for Approving New Study Programmes,

## **The Rector's prioritisation of programme proposals**

AUS ensures the quality of the information in UCPH's checklist and forwards the material to University Education Services (US).

### **Step 3: Preparation and submission of applications**

The academic environment draws up an application for pre-qualification, pursuant to the ministry's guidelines and instructions for digital applications, in co-operation with AUS.

The academic environment involves relevant parties, including employer panels and employers, in the development work and the preparation of needs and relevance analyses. The academic environment proposes, in cooperation with AUS, embedding in the relevant body of external examiners.

### **Approval of applications for pre-qualification**

The dean and the rector approve applications for pre-qualification.

AUS forwards each application for pre-qualification to the relevant ministry.

### **Administrative quality assurance of programme proposals**

AUS ensure that relevant units in the department are involved in:

- the internationalisation of study programmes, e.g. mobility windows in the curriculum
- exchange/international partnerships, frameworks and requirements
- relevant partner institutions.
- checking the legality of curriculum and course descriptions.
- evaluating draft curricula in relation to setting up the structural curriculum in STADS.
- ensuring that administrative procedures and workflows are integrated into the course structure.

### **Transition from developing to running the study programme**

The programme manager, in consultation with the heads of sections, sets up the administrative team to support the head of studies of the study board. At the same time, in dialogue with the academic environment, embedding in the study board is considered, as well as

- the connection to the employer panel

### **Appointment of head of studies**

The dean approves the academic environment's proposed choice of head of studies for the programme and informs the programme manager of the decision.

### **Who?**

#### **School Director**

- Advises the dean on the proposal for new study programmes

## **Dean**

- Prioritises between the faculty's programme proposals in terms of administrative resources
- Appoints the head of studies
- Approves the embedding of the programme in the study board
- Approves the embedding of the programme in the employer panel
- Approves the embedding of the programme in the educational council

## **Academic environment**

- Draws up proposals for new study programmes, including curricula, competence profile, course descriptions, course budget, account of recruitment base, graduate employment opportunities and possible partners
- Draws up the application for pre-qualification, including needs analysis, in collaboration with the officer in UVL

## **Student Affairs (AUS)**

- Informs the academic environment of the process for approval of new study programmes
- Supports the academic environment in the preparation of the application for pre-qualification
- Advises the dean on embedding in the corps of external examiners, the study board and the employer panel
- Checks the legality of the draft curriculum
- Advises the academic environment on the internationalisation of study programmes, including the establishment of exchange agreements, frameworks and requirements for international partnerships

## **Data material**

Not applicable.

## **Benchmarks**

Not applicable.

<b>Annual Cycle</b>		
<b>Date</b>	<b>Activity</b>	<b>Responsibility</b>
	Presentation of an idea for a new study programme	Academic environment or the dean
	Informing heads of sections in AUS <sup>2</sup> about the idea for a new study programme	Head of education
	Advice on the accreditation process	AUS
<b>January–early April</b>	Preparation of proposals for new programmes	Academic environment
<b>Early April</b>	Submission of programme proposal	Academic environment
<b>Mid-April–early August</b>	Expanding on the proposals (cf. UCPH checklist <sup>3</sup> )	Academic environment
<b>Mid-August</b>	Hearing of the educational council on the programme proposal	Academic environment
<b>End of August</b>	Final prioritisation of programme proposal	Dean
<b>1 September</b>	Submission of proposal to US <sup>4</sup>	AUS
<b>1 December</b>	US informs the faculties of the Rector's decision	US
<b>Early December</b>	Informing the academic environment and SUL <sup>5</sup> of the rector's decision	Vice-dean for education
<b>December</b>	Establishment of the administrative team	Programme manager
<b>December–February</b>	Preparation of an application for pre-qualification	Head of Education
<b>January</b>	Informing the relevant external examiners of the future embedding of the programme in the corps	AUS

<b>Annual Cycle</b>		
<b>End of January</b>	Approval of submission of application for pre-qualification	Dean
<b>End of January</b>	Rector's letter of approval obtained	AUS
<b>Early February</b>	Submission of application for pre-qualification	AUS
<b>Early February–mid-April</b>	Administrative quality assurance of the proposal for the study programme	AUS
<b>Mid-April</b>	Response to application sent to the academic environment	AUS
<b>Mid-April</b>	Preparation for transition from implementation to operation of the new programme	AUS
<b>Early May</b>	Calling the academic environment and other relevant staff to a handover meeting	AUS
<b>June</b>	Appointment of head of studies	Dean
<b>August</b>	Head of studies, course organiser and exam organiser called to dialogue meeting to reconcile expectations about roles and responsibilities	AUS

<sup>2</sup> AUS: Student Affairs

<sup>3</sup> The UCPH checklist is included as Appendix 1 in UCPH's University Procedure for Approving New Study Programmes,

<sup>4</sup> US: University Education Services

<sup>5</sup> SUL: Quality Assurance and Student Data Management