



Procedure for selecting international partners and for entering into and quality assuring international cooperation agreements, including Erasmus agreements

Section responsible for procedure

Guidance and Internationalisation (VI).

Objective

The procedure is designed to provide high-quality, transparent processes for evaluation and selection of partner institutions and for the actual process of entering into and renewing contracts. The procedure ensures that contracts comply with formal frameworks, deadlines and legal requirements, e.g. insurance.

Summary of the procedure

There are two levels of cooperation agreements:

- General cooperation agreements that apply to the whole of UCPH.
- Faculty contracts (Erasmus agreements, Nordplus agreements and bilateral agreements with European or other partners abroad).

Educational collaborations can be initiated in one of two ways:

1. The academic environment initiates the collaboration.
2. The administration at faculty or university level establishes contact.

The academic environment and VI work closely together on selecting partners and negotiating contracts.

Information to stakeholders

Heads of studies and study boards are informed about new contracts and renewals.

Students on the relevant programmes are informed of opportunities for exchange with existing and new international partner institutions.

International Education at UCPH is informed about new agreements reached at faculty level.

Updating of sund.ku.dk and/or KUnet

VI is responsible for publishing guidelines and process plans on KUnet for staff (under “Internationalisation”).

VI is responsible for updating lists of partner institutions in Mobility Online and information on student mobility opportunities for each programme in the Study Information pages.

VI regularly updates lists of partner institutions and opportunities for lecturer exchange on KUnet for staff.

VI updates the list of partner universities on healthsciences.ku.dk.

How often (schedule)?

The quality assurance of new cooperation agreements is an ongoing process. The quality assurance of existing agreements takes place in connection with contract renewal.

How?

Decisions on new contracts and renewals

The overall criteria for new contracts and renewals are determined at meetings with the relevant academic environments (e.g. range of courses in English, relevant courses of a high academic quality, balance between incoming and outgoing student mobility). At the meetings, the level of the cooperation agreements (exchange programmes on bachelor's, master's and, where relevant, PhD levels) and the type of exchange (e.g. of teachers) are determined.

New agreements and contracts are negotiated and drawn up by VI in accordance with the above-mentioned contracting criteria. Via VI, the Head of Studies submits proposals for the approval and signing of contracts to the Dean. The Dean approves bilateral faculty agreements. The Rector approves bilateral agreements covering more than one faculty at UCPH. The University's Erasmus Institutional Coordinator approves Erasmus agreements.

In connection with contract renewals, VI sends lists of existing partners, including a specification of mobility for a three-year period, to the heads of studies for a professional assessment. Together, VI and the academic environments look over the contracts and make a joint decision to renew or end a contract. Input from VI on e.g. administrative collaboration affects the decision to renew or end contracts.

Monitoring of exchange agreements

All exchange agreements stipulate an annual quota for incoming and outgoing student mobility. Applications are distributed between partner institutions within this parameter, and the annual intake to HEALTH is established on the same basis.

VI keeps statistics on incoming and outgoing mobility. Trends in mobility flow are reflected in the marketing of student places (extra emphasis on advertising unfilled places or stopping advertising in order to redress an imbalance etc.).

Who?

Head of Studies

- Via VI, submits proposals for entering into and renewing international cooperation agreements to the Dean.

Guidance and Internationalisation (VI)

- Enters into dialogue with relevant heads of study on criteria for the evaluation of existing and new cooperation agreements.
- Ensures coordination of negotiations and contracting between HEALTH and international institutions.
- Draws up lists of and monitors international cooperation agreements.

Dean

- Signs bilateral faculty agreements.

Rector

- Signs bilateral agreements covering more than one faculty at UCPH.

Erasmus Institutional Coordinator

- Signs Erasmus agreements.

Data material

The following is used for quality assurance of new contracts and renewals:

- Demand – student interest.
- Comparison of curricula – relevance and level and complementarity.
- Ensuring the range of English-language courses at the partner institutions.
- International university ranking.
- Administrative organisation – ensuring smooth processes.
- Evaluations/travel reports from incoming and outgoing students.
- Balance of incoming and outgoing mobility on the agreements assessed over time.