



Procedure for selecting international partners, and entering into and assuring the quality of international co-operation agreements, including Erasmus agreements

Section responsible for procedure

Guidance and Internationalisation (VI)

Purpose

The purpose is to provide good and transparent processes for evaluation and selection of partner institutions, of high quality 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 co-operation agreement:

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

It is usually the academic environment themselves that initiate new international educational co-operation. In other cases, the initial contact is made in collaboration with the administration at the faculty or the University. The academic environment and International Relations Office work closely together on the choice of partners and on the contract negotiations.

Information to stakeholders

Heads of studies, School Directors, the dean's office and the study boards are informed about new contracts and renewals.

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

UCPH is briefed on new agreements reached at faculty level.

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

VI is responsible for ensuring that instructions, process plans and templates for entering into and renewing contracts are published on KUnet (under "International").

VI is responsible for updating lists of partner institutions and student mobility opportunities for each programme on KUnet.

VI regularly updates lists of partner institutions and opportunities for lecturer exchanges, which staff can access on KUnet.

Processing e-forms

VI prepares application forms for overseas destinations / KUForms

How often (schedule)?

The quality assurance of new co-operation agreements is an ongoing process. The quality assurance of existing agreements takes place prior to a new contract period.

How?

Decision on new contracts and renewals

The overall criteria for new contracts and renewals are determined at meetings with the faculty's educational council (e.g. range of courses in English, relevant courses of high academic quality, and balance between incoming and outgoing students). The meetings also determine the level of the co-operation agreements (exchange programmes on bachelor, master's and PhD level) and the type of exchange (e.g. of lecturers).

New agreements are primarily initiated by an academic environment. The drawing up and negotiating contracts is done with assistance from VI following the above-mentioned criterias. Head of studies submit a proposal of new contracts via VI to the dean or the associate dean for education depending on the relevant level of signature needed in the agreement.

The dean or associate dean for education approves bilateral faculty agreements.

The Rector approves bilateral agreements covering more than one UCPH faculty.

The University's Erasmus Institutional Coordinator approves Erasmus agreements.

VI sends lists of partner's incl. specification of mobility for a 3-year period to the heads of studies for a professional assessment ahead of renewing contracts.

Information about international co-operation agreements

VI draws up lists of international co-operation agreements and submits them to the educational council and study board. These lists constitute the portfolio of partners. VI updates the lists of international co-operation agreements on KUNet.

Monitoring exchange agreements

All exchange agreements stipulate an annual quota for incoming and outgoing student mobility. Information about applications and intake to HEALTH in the current year is distributed to partner institutions within this parameter.

VI keeps statistics on incoming and outgoing mobility.

Trends in mobility flow are reflected in the marketing of student places (e.g. extra emphasis on advertising as-yet unfilled places, or stopping advertising in order to redress an imbalance, etc.).

Who does what?

School Directors

- Decides on the criteria and advises the dean on strategies for establishing exchange and education agreements with national and international partners and entering into new ones

Head of studies

- Submit proposals to the associate dean for education on the renewal of international co-operation agreements and entering into new ones

Guidance and Internationalisation (VI)

- Enters into dialogue with relevant heads of study and School Directors on criteria for the evaluation of existing and new co-operation agreements
- Ensures that the heads of studies' recommendations comply with the criteria stipulated by the educational council
- Ensures co-ordination of negotiations between HEALTH and international institutions
- Draws up lists of international co-operation agreements

Dean or associate dean for education

- Signs bilateral faculty agreements

Rector

- Signs bilateral agreements covering more than one UCPH faculty

UCPH's Erasmus Institutional Coordinator

- The Institutional coordinator for UCPH Signs Erasmus agreements

Data

The following materials are used for quality-assuring the process of entering into and renewing contracts:

- Demand – Students interests
- Comparison of curricula –relevant and level and complementarity
- Ensuring the range of courses taught in English at the partner institutions
- International university rankings.
- Administrative organization – ensuring smooth processes
- Evaluations/travel reports from incoming and outgoing students
- Balance of incoming and outgoing mobility on the agreements, assessed over time

Annual Cycle		
Date	Activity	Responsibility
May-June	Drawing up lists of existing agreements per study programme (incl. statistics for incoming and outgoing mobility)	VI
June-July	Assessment of the existing agreements in the academic environments, submission of proposals for new partners	VI
Early August	Feedback to VI on which agreements are to be renewed	Heads of studies/ School Directors
August	Contract negotiations with partner institutions, renewals, terminations	VI
Late August	Possible terminations of co-operation agreements - warning	VI
September-December	Contracting with new bilateral partners. Follow-up on partners who have not reported back regarding contract renewal	VI
January	Updating the lists of co-operation agreements	VI
January	Feedback to heads of studies and educational councils about contract renewal(s)	VI
February	Updating lists of partner institutions on KUnet for students and staff	VI