



# Procedure for study-start programmes – introductory course on English-language master’s programmes

## Section responsible for procedure

Guidance and Internationalisation (VI)

## Purpose

The procedure assures the quality of the way in which the faculty organises introductory course (INTRO WEEK) for students on English-language master’s programmes. The overall objective is to provide students with a positive and smooth study start, giving them the appropriate information at the right time, and ensuring study progression and reducing dropout rates.

## Summary of the procedure

A weeklong introductory course aimed at both international and Danish students on HEALTH’s English-language master’s programmes.

The procedure stipulates the target groups, themes, structure, teaching methods and contributors.

The course focuses on introducing students to (i) living in Denmark and (ii) the specific Master’s programme at the faculty, and the international study environment, including “Internationalisation at Home”.

The introductory course is part of the three-step introduction programme at the faculty:

1. Information prior to the study start, primarily on the study start web-sites
2. Introductory course (INTRO WEEK)
3. Follow up workshops and events.

## Information to stakeholders

In March, Heads of studies and academic counsellors are notified of the plans for the coming year’s introductory course.

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

VI advertises the introductory course on [www.sund.ku.dk](http://www.sund.ku.dk) and <http://healthsciences.ku.dk/> in April.

VI informs about the introductory course in the letter of acceptance to students on English-language master’s programmes. In late July, VI sends out a detailed programme including Info Sheets to all prospective students on English-language master’s programmes.

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

Once a year, immediately before the study-start programme at the end of August.

## **How?**

### **Planning the introductory course**

VI co-ordinates the course, which is planned and run in close collaboration with academic counsellors, heads of studies and student representatives from the Master's programmes.

The course runs for five days in week 35, with options for themed events during the autumn and spring semesters.

### **Introductory course**

Days 1–2 cater to international master's students and focus on living in Denmark, including assistance with official papers (civil registration/CPR, banks, residence permits, etc.) and everyday life (transport, shopping, leisure and networking).

On days 3 and 5, international and Danish students come together for an introduction to their master's programmes at HEALTH, the international study environment covering the facilities, teaching methods, and the curriculum's structure and content, frameworks and requirements.

Teaching methods vary between presentations, exercises, guided tours, hands-on demonstrations and informal meetings with Danish and international second-year students on English-language master's programme.

## **Who?**

### **Guidance and Internationalisation (VI)**

- Responsible for organising and running the introductory course
- Academic counsellors contribute to the introductory course with presentations

### **Heads of studies**

- Contribute to the introductory course with presentations

### **Student representatives**

- Contribute to the introductory course with presentations

| <b>Annual Cycle</b> |  |                       |
|---------------------|--|-----------------------|
| <b>Date</b>         | <b>Activity</b>  | <b>Responsibility</b> |
| <b>March-April</b>  | Planning the year's introductory course – overall plan<br>Co-ordination with internal and external presenters      | VI                    |
| <b>April</b>        | First advertisement for the introductory course  | VI                    |
| <b>May</b>          | Drafting/updating of course materials  | VI                    |
| <b>June-July</b>    | Completion and dissemination of the final course programme   | VI                    |
| <b>August</b>       | The course is held   | VI                    |
| <b>September</b>    | Evaluation – feedback to stakeholders  | VI                    |
| <b>October</b>      | Theme day 1 (e.g. follow up on the study-start/trouble shooting, academic writing, job opportunities for students) | VI                    |
| <b>November</b>     | Theme day 2 (e.g. meeting of cultures – intercultural competences)   | VI                    |
| <b>February</b>     | Theme day 3 (e.g. international dinner)  | VI                    |
| <b>June</b>         | Theme day 4 (e.g. evaluation of first study year social event)   | VI                    |