



Procedure for the study-start programme for bachelor students

Section responsible for procedure

Guidance and Internationalisation (VI)

Purpose

The study-start programmes at HEALTH are intended to prepare new students for the study programmes. The study-start programme is designed to reduce dropout rates and to ensure solid academic and social integration for all students.

The learning objectives of the study-start programme are therefore:

- Establishing a sense of security and community, acquiring a social network
- Introducing the study programme: content, framework, requirements
- Practical overview of the relevant technical/administrative resources
- Becoming a student; facilitating activities that support studies, and working on planning studies in the transition period from being a secondary school student to a university student.

Summary of the procedure

The procedure is based on an annual evaluation of the study-start programmes' content and quality, the enhancement of the competences and skills of the tutors and the first-year student advisers and follow-up meetings with relevant people involved in the study-start programme.

This is designed to ensure that the study-start programmes achieve the desired quality and content, as described in HEALTH's aims and learning objectives for the study-start programme.

The dean has the overall responsibility for the study-start programme of the study programme. This work is coordinated and administered by Guidance and Internationalisation (VI), in cooperation with the first-year student advisers, the tutors, heads of studies, and relevant staff in Student Affairs.

Information to stakeholders

VI informs the heads of studies, study board secretaries, the study administration, first-year student advisers and tutors.

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

VI is responsible for updating sund.ku.dk/studiestart and advertising vacancies for first-year student advisers and tutors on the UCPH job bank and KUnet.

How often (schedule)?

The procedure is implemented each year, in both summer and winter.

How?

The study-start programme is one of the initiatives aimed at improving the academic and social study environment at HEALTH. The work on the study-start programme therefore interacts closely with the strategy for the study environment, and is informed by the study environment assessment. The elements of the study-start programme must therefore be co-ordinated with existing action plans.

The procedure for the study-start programme is implemented in four phases:

- The tutors and first-year student advisers for each of HEALTH's bachelor's programmes are recruited and trained by VI, in co-operation with the previous year's advisers and tutors
- The first-year student advisers and tutors plan the study-start process. VI ensures that the programmes include the necessary activities and comply with the frameworks stipulated in the aims of the study-start programme and the associated learning objectives, and helps with budget management. The first-year student advisers and the tutors implement the study-start programmes under the supervision of and with presentations by VI.
- VI makes presentations to all new bachelor students at HEALTH about student counselling, curricula, KUnet and the frameworks of the study programmes.
- VI evaluates the study-start programmes. These evaluations are then assessed and the results are incorporated into the following year's study-start programme. This ensures ongoing improvement and development of the content of the study-start programmes.

Who?

Guidance and Internationalisation (VI)

- Ensures the quality of the content and the budget management for the study programmes
- Ensures training of the first-year student advisers and tutors
- Ensures dialogue between HEALTH's management, the head of studies and the study board as well as first-year student advisers and the tutors
- The first-year advisers and the tutors organise the study-start activities

Head of studies

- Ensuring that study-start programmes are adapted to programme strategy and programme objectives

Data

Relevant material will be available on the shared network drive of Student Affairs (AUS) at the Faculty of Health and Medical Sciences.

Annual Cycle		
Date	Activity	Responsibility
January–February	Information meetings about first-year adviser posts for all interested parties	Last year’s first-year student advisers
February–March	Appointment of all tutors/first-year student advisers	VI and the first-year student advisers
April–August	First-year student counsellors and tutors plan the study-start programme for the next academic year VI holds follow-up meetings with participants in the study-start activities	First-year student advisers/tutors VI
August	Training days for first-year student advisers and tutors	VI
August/September	First-year student advisers and tutors run study-start activities	First-year student advisers, tutors
September/October	VI holds study-start presentations for all new bachelor students	VI
September/October	VI organises study technique presentations for all new bachelor students	VI
September–June	The tutors hold tutor meetings with new students	Tutors
October/November	Evaluations of the first-year student advisers’ study-start activities	VI
March	VI organises study technique presentations for all new bachelor students	VI
May–June	Evaluation of the tutors’ study-start activities	VI