



## DESCRIPTION OF STUDY START FOR GRADUATE STUDENTS

6 AUGUST 2015

REV. MARCH 2016

This memo outlines the SCIENCE model for the organisation of and collaboration model for the introduction for new international and Danish graduate students at SCIENCE. With the model, the purpose, content and division of responsibilities between the departments and Study Administration (the International Affairs and MSc Admissions section and the Study and Career Guidance section) is clarified.

### Three target groups

- A. International students.
- B. External Danish students.
- C. Own undergraduates.

### General purpose of graduate introduction at SCIENCE

- To ensure that students are ready for their studies.
- To recruit international students.
- To retain students (a good reception and focus on integration from the outset => increased retention).
- To lighten the workload for Student Services in the first few weeks.

### Four tracks

#### Track 1: Studying in Denmark

**Target group:** International students.

**Purpose:**

- That the students settle down in Copenhagen quickly.
- That they gain an understanding of academia in Denmark.

- That they are introduced to Danish culture and are prepared for the intercultural meeting.
- That they go through all the practicalities of moving to Denmark, including registration with the authorities (so that they are ready to concentrate on their studies on 1 September!).

**Responsible:** International Affairs and MSc Admissions.

**SLA:** Track 1 consists of:

A) Presentations and workshops on the following themes:

- Denmark, Danish culture and Danish study culture.
- Life as a student in Denmark and Copenhagen.
- Practical issues regarding registration certificate/study permits, CPR number, Danish language courses.

B) Specific guidance in Student Services, where the students can:

- Hand in documentation for completed bachelor degree, language test etc.
- Find answers to questions concerning registration with the authorities.

C) Social activities (in cooperation with SCIENCE's International Student Mentor Program, ISMP).

## **Track 2: Studying at UCPH and at SCIENCE**

**Target group:** International and external Danish students.

**Purpose:** That the students are familiar with SCIENCE's communication channels, study programme structure and important rules and regulations before they start their studies.

**Responsible:** Study and Career Guidance.

**SLA:** Track 2 consists of a number of efforts which complement each other.

- Students receive relevant information through their study start sites.
- The study start sites are supplemented with online events offered in the time from submission of admissions letters to study start.
- In week 35, the Study and Career Guidance section organises events about:
  - Rules and regulations at SCIENCE.
  - Communication channels.
  - Study planning.
  - Possibilities of help and guidance.

### **Track 3: Studying on the X master's programme**

**Target group:** International, external Danish and own Danish students.

**Purpose:** Introduction to the academic environment and the social opportunities on the study programme in question and at the department.

**Scope:** The departments offer a programme of duration of between half a day and one and a half days on Thursday morning, Thursday afternoon and Friday morning in week 35. On Friday afternoon, the Matriculation Ceremony will be held at Frue Plads.

**Responsible:** Departments. Each department must appoint a study start coordinator to coordinate with the relevant head(s) of studies.

Clear purposes and learning objectives must be defined for all activities, and SCIENCE Study Administration must be informed of the time, place and content of the programme. The programmes for the individual study programmes are announced on the programme-specific study start sites.

**SLA:** SLA for track 3 is prepared by the study start coordinator at the department.

Themes in the department's programmes:

- Introduction to research environments and thesis topics.
- Introduction to specialisation options.
- Career paths.
- Intercultural environment.
- Social activities.
- Social and professional associations.

### **Collaboration model, organisation and coordination**

A study start forum is set up by SCIENCE Study Administration, focusing on sparring and knowledge sharing. The departments' study start coordinators participate in this forum. Three meetings will be held between 1 February and 1 October.

SCIENCE Study Administration is responsible for an overall evaluation of the study start for graduate students.

### **Track 4: Campus tours**

**Target group:** International and external Danish students.

**Purpose:** A guided tour of the campus.

**Responsible:** International Affairs and MSc Admissions section, with international mentors as guides.

**SLA:** 3-4 (North Campus and FRB Campus) guided tours in weeks 34-36.

### **Invitation and registration for the four tracks of the programme**

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The students are informed about and invited via their study start site, a link to which is included in their admission email.

The students will have the opportunity to register for tracks they find relevant.