

SCIENCE – Faculty frameworks for introduction to study on the bachelor programmes 2013–2015

(Updated 15 May 2014)

The framework for introduction to study is extended and so it also applies to 2016. A new version for 2017 is currently under review.



MEMO

15 MAY 2014

Re.: Introduction to study on bachelor programmes –
SCIENCE

Caseworker: Tine Capion Nielsen

Laid out below are presentations of general principles and the framework for the introduction to study on bachelor programmes in SCIENCE 2013–2015.

They cover the period from students receiving their acceptance letters (late July) to the first day of classes (early September).

Key principles

- Common frameworks:
 - Clear allocation of duties and responsibilities between faculty and departmental levels, with formal responsibility for all elements resting with the management of the units concerned
 - Quality assurance of the information flow is anchored in the Section for Student Counselling and Career Guidance
 - Some compulsory elements in campus week
 - Appointment of department co-ordinators with local duties and responsibilities for horizontal and vertical co-ordination. The department co-ordinators are appointed by and report to the heads of department or heads of administration.
- Extensive local flexibility and associated responsibilities:
 - Recommended learning objectives, policies and activities

- Local responsibility for decision-making and implementation (departmental management has responsibility, including for involving relevant heads of studies and senior students)

- Continuity.

The principles are valid for the period 2013–2015. The model will then be evaluated and adapted as necessary.

The faculty frameworks apply to the following areas:

1. Organisation and allocation of work
2. Quality objectives and policies
3. Quality assurance of information flow
4. Campus week (week 35)
5. Overnight trips
6. Funding

1. Organisation and allocation of work

The associate dean for bachelor programmes has overall management responsibility for the implementation.

The tasks and responsibilities are divided up between faculty and departmental level as follows:

Faculty secretariat (SCIENCE Education, SCIENCE IT, COM)

- Quality assurance of the information flow up to week 35 (see below)
- Week 35 (see below)
 - Introduction to student counselling and career guidance
 - IT systems
 - Introduction to study – survey
- Chairs the forum for horizontal and vertical programme co-ordination (see below)
- Offers heads of department start-up meetings, at which recommended learning objectives, activities, policies, etc. are presented

Standards and a service level agreements (SLA) are drawn up for the above. The departments participate in this work via the department co-ordinators.

Departments

- Full responsibility for all decisions and implementation of introduction to study on all programmes except tasks described above under “faculty secretariat”,
 - including responsibility for involving the relevant heads of studies and senior students

In each of the 22 bachelor programmes, one department has the main responsibility for implementation of the introduction to study programme.

This should involve relevant senior students, heads of studies and close co-ordination with other departments.

Main responsibility and joint responsibility:

Programme	Main responsibility	Joint responsibility
Food Science	FOOD	
Geosciences and Natural Resource Management	PLEN	
Biology – Biotechnology	PLEN	
Animal Science	PLEN	
Agricultural Economics	IFRO	
Landscape Architecture	IGN	
HOPI and SLING	IGN	
Physics	NBI	
Nanoscience	NBI	CHEM
Chemistry	CHEM	
Biochemistry	BIO	CHEM
Biology	BIO	
Molecular Biomedicine	BIO	
Mathematics	MATH	
Actuarial Mathematics	MATH	
Mathematics – Economics	MATH	
Geography – Geoinformatics	IGN	
Geology – Geoscience	IGN	
Computer Science	DIKU	
Science and IT	DIKU	MATH
Sports Science	NEXS	

A forum is set up for horizontal co-ordination (between departments) and vertical programme co-ordination (between faculty secretariats and departments represented by the department co-ordinator). The associate dean for education convenes these meetings.

2. Quality objectives and policies

Joint quality objectives and policies are formulated in the following areas:

- Information flow up to week 35
- Introduction to student counselling and career guidance (week 35)
- Introduction to IT systems (week 35)
- Introduction to study – survey

The Faculty Secretariat is responsible for this work.

Local quality objectives and policies are formulated in other relevant areas for the individual programme. The department managements are responsible for this work. Local policies comply with current general regulations in

SCIENCE and UCPH, e.g. regarding catering, use of official vehicles, finance, accounting, etc.

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3. Quality assurance of information flow

A quality-assured information flow is maintained throughout the period from acceptance up to week 35, with SCIENCE as the educational institution clearly stipulated as the source.

Ready, Steady – Study!¹ is used as a single web-based platform for all study programmes. SCIENCE Education is responsible for this work. The departments provide quality-assured information on departmental and programme-specific conditions within agreed frameworks, along with a roadmap.

Opportunities are generated for more senior students to link the collective platform to supplementary (peer-to-peer) communications, e.g. via Facebook.

4. Campus Week (week 35)

It is recommended that Campus Week, lasting 3–5 days, is held in week 35. Responsibility for decision-making and implementation lies with the relevant departmental management.

Compulsory elements of Campus Week are as follows:

- Introduction to student counselling and career guidance (Section for Student Counselling and Career Guidance)
- IT systems (SCIENCE IT)
- Study Introduction Survey (SCIENCE Communication)
- Welcome address by the dean.

More detailed framework to be agreed as part of the implementation process.

5. Overnight trips

Local decisions made about possible overnight trips, including dates. Local quality-assurance policies and procedures are drawn up. It is recommended that such trips take place after Campus Week.

6. Budget

- Each department identifies and earmarks resources for a department co-ordinator.

¹ The 2012 version of Ready, Steady, Study is found at <http://www.science.ku.dk/studiestart>.

- The Faculty Secretariat earmarks resources for responsibilities embedded at faculty level.