

## Annual cycle for setting up new study programmes at SCIENCE, 1 October 2017

(See procedure for setting up new study programmes at SCIENCE)

Deadline for the Dean's recommendation to UCPH, 1 September 2018	EM fast track	Deadline for the Dean's recommendation to UCPH, 1 March 2019	Responsibility	Action
Until 15 Jan. 2018	Until 15 January	Until 15 August	Head of Department and academic environment	Preparation of proposals for new study programme in accordance with the procedure for setting up new study programmes
<b>15 Jan. 2018</b>	<b>15 Jan. 2018</b>	<b>15 Aug. 2018</b>	Head of Department	Proposals for new study programmes are submitted to <a href="mailto:kvalitetssikring@science.ku.dk">kvalitetssikring@science.ku.dk</a> . Requirements for content of proposals are stated in procedure for setting up new study programmes at SCIENCE  For EM study programmes, this constitutes a first indication that the department will apply for funds when the EU publishes the fields of education for which funding can be applied in October 2018
End of Jan. – early Feb. 2018	End of Jan. – early Feb. 2018	End of Aug. – early Sep. 2018	Dean's Office	The Dean's Office screens proposals, possibly with involvement of partners, employer panels etc.
Early Feb. 2018	Early Feb. 2018	Early Sep. 2018	Dean	The Dean decides whether to proceed with the proposal. If yes, the proposal is sent to the SCIENCE Management Team (SLT) for strategic discussion
Mid-Feb. 2018	Mid-Feb. 2018	Mid-Sep. 2018	SLT	Strategic discussion in SLT
End of Feb. 2018	End of Feb. 2018	End of Sep. 2018	Dean	Based on discussion in SLT, the Dean pre-approves the proposal and appoints an expert as the person responsible for the further development work
Early Mar. – mid-Jun. 2018	Early Mar. – mid-Jun. 2018	Mid-Sep. 2018 – mid-Jan. 2019	Expert responsible	Development work that follows a checklist, incl. consultation of Board of Studies and employer panel
Mar.-Apr. 2018	Mar.-Apr. 2018	Oct.-Nov. 2018	SCIENCE Study Administration	Proposals for new study programme are considered at employer panel meetings

Jun. 2018	Jun. 2018	Nov.-Dec. 2018	SCIENCE Study Administration	Proposals, incl. employer panel discussion for review by the Board(s) of Studies
Jul. 2018	Jul. 2018	Jan. 2019	Associate Dean for Education	The Associate Dean for Education grants final approval with possibility of adjustments
Aug. 2018	Aug. 2018	Feb. 2019	Dean	The Dean grants final approval with possibility of adjustments
1. Sep. 2018		1 Mar. 2019	Dean	Approved proposals are submitted to University Education Services (US) for further processing at UCPH; see UCPH's annual cycle for prequalification
	Oct. 2018			The EU's publication of the fields of education for which funding can be applied (EM study programmes)
	Early/mid-Nov. 2018		Dean	Approved proposals (EM study programmes) are submitted to US for further processing at UCPH; see UCPH's annual cycle for prequalification
1 Dec. 2018	End of Jan. 2019	1 Jun. 2019		Information about the Rector's approval of the proposal; see UCPH's annual cycle for prequalification
Early Dec. 2018 – early Jan. 2019	Oct. 2018 – early Feb. 2019 – concurrently with UCPH processing	Early Jun. – Early Sep. 2019	Head of Department/expert responsible	Prepares final proposal for new study programme; see the Ministry's guidelines for prequalification. This is done in cooperation with SCIENCE Study Administration
Mid-Jan. 2019	Early Feb. 2019	Mid-Sep. 2019		SCIENCE sends an application copy to US for the Rector's final approval
1 February 2019	Early Feb. 2019	1 Oct. 2019		Digital application for prequalification is submitted to the Ministry via application module
	Mid-Feb. 2019			Application for EM study programme to the European Commission
Apr. 2019	Mid-Apr. 2019	Dec. 2019		The Ministry's decision is made
	May/Jun. 2019			The EU Commission's approval of EM study programme
Sep. 2020	Sep. 2020	Sep. 2020/2021		The study programme may be offered for the first time (if UCPH has been granted positive institutional accreditation)