



PROCEDURE FOR CLOSING AND MERGING SCIENCE STUDY PROGRAMMES

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As per the UCPH Guidelines for the Closure and Merger of Study Programmes at the University of Copenhagen SCIENCE has a procedure for the closure and merger of study programmes.

Deliberations about closure or merger of study programmes is part of the annual programme report or programme evaluation. Proposals for closure of a programme can also be based on other factors that may arise during the course of the academic year. The head of department, head of studies, study board and the dean's office can propose the closure of a programme.

Responsibility

- The head of department is responsible for drawing up and submitting a proposal for closure or merger of study programmes.
- SCIENCE Study Administration, Study Board Secretariat (SSN) coordinates the process.
- The dean is responsible for making the final decision on the closure or merger of study programmes.

It is required that the relevant head of department submits proposals for closure or merger of study programmes. If the head of studies, the study board or the dean's office want to propose a closure or merger of study programmes a first step is to discuss it with the head of department.

Departments are encouraged to contact SCIENCE Study Administration, SSN as early as possible to plan a specific timetable and process for the proposal.

Procedure

- a) Head of department submits proposal for closure or merger of study programmes. The proposal must include deliberations of the following:
- Viability of the study programme (intake, dropout rates, completion). Is the programme financially viable?
 - The study programme's research base.
 - What will be the consequences for the academic environment if the study programme is closed or merged with another one? Will the academic environment surrounding the study programme be lost or could the academics involved be deployed on other study programmes?
 - Study environment. Does the study programme have a good study environment?
 - Graduate (un)employment. Have graduates in the last five years found relevant employment?
 - The relevance of the study programme to the Danish labour market.
 - SCIENCE's portfolio of study programmes seen from a national perspective. Is it possible to study the same study programme in other places in Denmark than at UCPH?
- b) The dean's office screen the proposals, including an assessment of the need for consultation.
- c) SCIENCE Study Administration, SSN is the coordinator for consultation of the stakeholders:
- Academic staff representatives and student representatives from the study programme(s) – either directly or via councils, boards and committees (for example the departments' teaching committees)
 - The employer panel
 - The head of studies
 - The study board
 - SLT
- d) The dean makes the final decision on the closure or merger of study programmes.
- e) SCIENCE Study Administration, SSN prepares, in collaboration with the departmental management, a plan for discontinuation or merger of study programme(s) containing the following elements:

- Statement of the latest study programme intake
- Statement of the number of enrolled students, distributed on semesters
- Account of how all enrolled students can complete the study programme.
- Date of final closure of the study programme

In connection with closure or merger of Master's degree programmes to which Bachelor graduates have a legal right of admission, the discontinuation plan will also include information about the Master's degree programme(s) to which Bachelor graduates will have a legal right of admission in future, and when these changes to the curriculum will come into force.

- f) The dean approves the plan for closure or merger of study programmes.
- g) SCIENCE Study Administration, SSN submits the proposal for closure or merger of study programmes including a plan for discontinuation of the programme to University Education Services (US) for approval by rector.
- h) After rector's approval of closure or merger of study programmes, SCIENCE Study Administration informs the following:
- Head of department. Head of department informs all academic staff associated with the study programme(s)
 - All students enrolled in the study programme(s)
 - Employer panel
 - Head of studies

Administration of study programmes under closure

For study programmes under closure, SCIENCE will not prepare study programme reports, study programme evaluations and graduate surveys. Nor are the study programmes to meet measurable standards. However, there is still quality assurance of study programmes under closure as part of SCIENCE's overall quality assurance system, including via course evaluation and the teaching committees' processing thereof as well as at the Head of Studies' meeting with the Associate Dean for Education.

UCPH has a special fast track for approval of new EM study programmes (see the annual cycle) which takes into account the EU Commission's dates for publication of the fields of education for which funding can be applied and the application deadline, respectively.