



## PROCEDURE FOR SETTING UP NEW SCIENCE STUDY PROGRAMMES

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### **Purpose**

The “University Procedure for Approval of New Study Programmes” describes the process before the proposals for new study programmes are sent to the Ministry for prequalification. When drawing up proposals for new study programmes, SCIENCE must follow the “Checklist for the development of new programmes at the University of Copenhagen”. SCIENCE submits the proposal to University Education Services (US) according to the University of Copenhagen’s annual cycle for the development of new study programmes.

This procedure describes the internal SCIENCE procedure for development of new study programmes i.e. the process that precedes submission to the University. SCIENCE also has an annual wheel for new programmes, which is revised annually. The annual wheel is in line with the UCPH cycle.

### **Responsibility**

The head of department is responsible for drawing up and submitting the proposal for setting up a new study programme in accordance with the UCPH and SCIENCE procedures, checklists and annual wheel. According to UCPH procedure, the dean must ensure that proposals are carefully prepared and that employers are involved in the process prior to submission for approval by Rector.

### **Procedure**

- The ‘Annual wheel for the development of new study programmes at SCIENCE’ annexed to this procedure stipulates the deadline for proposals.

- When a proposal is submitted to the dean's office for a first debate it must include:
  - Academic justification.
  - Research base.
  - Position in the educational landscape.
  - Evaluation of economic viability.
  - Evaluation of social need (national and regional).
  - Evaluation of recruitment base.
  - Evaluation of infrastructure (buildings, study environment etc.)
  
- The dean's office screens the proposals based on the above criteria (potentially with involvement from partners, employer panels, etc.).
- If more proposals are submitted, the dean's office will prioritise the proposals according to faculty resources.
- If the dean supports a proposal, the proposal is sent for strategic discussion to the SCIENCE management team (SLT).
- Based on the discussion by SLT, the dean pre-approves the proposal and appoints a responsible professional to head up the development work.
- The development work can then begin, and follows the "Checklist for the development of new programmes at the University of Copenhagen".
- There must be consultation of the relevant study board and employer panel.
- The dean approves the proposal and the checklist before submitting the new programme to Rector.

### **English-speaking study programmes**

When evaluating social needs, it is required to explain the need for a purely English-speaking study programme in the Danish labour market.

### **Erasmus Mundus study programmes**

UCPH has a separate fast-track approval process in place for new Erasmus Mundus (EM) study programmes in accordance with the UCPH cycle. The UCPH cycle is in line with the EU Commission's publication of deadline and information about educational areas and funding.

The "Annual wheel for the development of new study programmes at SCIENCE" stipulates the deadline for proposals for new EM study programmes. Proposals will go through the same internal SCIENCE process as other ordinary study programmes and SCIENCE prioritises all proposals together.

### **Appendix: Annual wheel for the development of new study programmes at SCIENCE**