



## Procedure for student counselling and career guidance

The faculty's student guidance aims to ensure that effectively we educate students to the highest level, so that the students are aware of their possibilities of creating a career profile that matches their talent, interests and karriereprioriteringer. Along the way, the students about their job opportunities after completed education, based on available information about the state of the labor market, experience from alumni as well as the graduate surveys.

The supervision shall actively support the students to become competent to study planning and to make good reflected choices along the way. Last, but not least, improving guidance efforts to support a good study environment and ensure that the students get a good way through their degree program.

The dean is responsible for the faculty's student counselling and karrierevejledningsindsatser, as well as for the faculty's strategies for student counselling and career reflects UCPH's strategies for student counselling and career guidance, as well as other strategies in connection with special focus areas for the faculty or the university has identified.

Student Counselors' Office will primarily take place on a decentralised basis as close to the academic environments as possible.

The head of department is responsible for ensuring that the instructions on the department follows this procedure and that the supervision carried out by tenured employees with the necessary competence and education, so that both Danish and international students with guidance in the best possible way.

The counselling unit is responsible for ensuring that experience and knowledge of students are communicated to the department management team, Study Board and course coordinators.

U&S is responsible for a part of cross-organizational initiatives, and general and structural grade and represent the faculty in committees and working groups set up centrally by UCPH on student counselling and career guidance area

The head of department is responsible for ensuring that systematic statistics are collected of the guidance unit.

associate dean for External Relations is responsible for ensuring that knowledge and experience derived from the faculty to the department for guidance and admissions.

### **Procedure**

The faculty's student counselling and career guidance is organised at two levels, decentralised and a key.

The faculty's overall types of counselling must:

- Facilitate the transition from upper secondary school to university
- Support the development of a good study environment
- Reduce drop-out rates and improve the completion
- Maturing the students to plan their studies and make qualified and reflected choices during the program
- Be visible, accessible and proactive
- Provide guidance on studies and employment-related issues
- Provide guidance on questions concerning well-being, teaching and exams
- Handle career guidance
- Support the transition from university to the labor market
- Collect and disseminate knowledge about potential and current students as well as alumni.

### **Local level**

The decentralized level (the department) supervisor Danish full-time students as well as the credit transfer, visiting and exchange students. The institution's admissions has responsibility for developing the key policies and strategies in this area, and Head of Studies and Study Board must help to ensure that this is done in close collaboration with lecturers and the academic environments.

Head of Studies, Study Board and student counselors are planning in cooperation with the annual counselling at the department.

The department collects statistics about the user requests as well as ensures that new guidance developed on the basis of ongoing evaluations of services, enquiries, user surveys. The department report once a year on study and career guidance to the dean.

The institution's overall types of counselling must as a minimum include:

- Guidance for the planning of the study and choice along the way, including
  - Organization of study groups
  - Studieprocessamtaler
  - Interviews with students delayed

- Master's thesis workshops
- Academic supervision is carried out by academic as mentors and sparring partner.
- Career guidance, including study and employment-related questions, job hunting and the reabsorbtion
- Guidance on questions concerning well-being, teaching and exams
- Supervision of international visiting and/or exchange students
- Supervision of outgoing exchange students
- Supervision of full-degree students as regards course-specific questions
- Planning and organising both BA and MA study start
- Participation in collective events for elective-subject students, credit students and future students
- Internship (workshops, contracts, reports).

The department decides whether the inserts are handled by student counselors and/or lecturers.

#### **The central level**

The central level supervisor potential full-degree students and Open University students and coordinates counselling for outgoing students. Inquiry statistics and knowledge gathering are included in the annual report for student counselling and career guidance to the dean and communicated to the department.

Types of counselling must as a minimum include

- Supervision of international students as regards ansøgningstekniske questions and visa (full-degree)
- Information on KUnet of common and general grade
- Coordination, participation and presentations in connection with the BA study start
- Commencement of studies (Full-degree, credit students as well as exchange or visiting student)
- Coordination of collective events for credit students, elective-subject students and future students
- Events for outgoing students.

#### **Standards for quality**

##### **Programme level**

It must be ensured that all involved in the guidance has the requisite and adequate competences to handle the supervisor role.

Opkvalificeringens scope and types must appear from the annual reporting to the dean on the student counselling and career guidance.

**Student/supervisor ratio**

In order to ensure a high quality in the individual guidance and admissions must at least be one counselor ftes for each 950 full-time students.

**Service Level Agreements (SLA)**

Each admissions set their own targets for its guidance.

The targets indicated in the annual reporting to the dean on the student counselling and career guidance and should be adjusted continuously based on the students' needs and wishes.

**Statistics for number of enquiries**

The counselling units must record the number of enquiries.

In connection with the annual reporting to the dean, summarizing U&S the total henvendelses statistics for the faculty.

**Evaluation**

The guidance shall continuously evaluate its performance and use the results to improve the study and career guidance.

Considerations regarding the evaluation and evaluation methods are described in the annual report for student counselling and career guidance.

**Accessibility**

All guidance units must ensure that accessibility meet students' needs for contact.

As a general rule, it must be possible to contact and operation daily for normal semester months.