



## Procedure for study-start programmes

With a good study-start program, the faculty wants to support students' subject-specific study environment and give them a good sense of belonging to the faculty and the department.

Through the study-start program, the faculty wants to inform the students about the options in the study program.

The study-start program introduces students to what the faculty expects from [the good student](#).

U&S coordinates frameworks and the practical work in the preparation of the study-start program and coordinates studiestartsrelated tasks with the relevant units in the Faculty Services.

U&S and the study board are jointly responsible for the training of the tutors. The most important work lies locally.

The study board is responsible for the study-start program for new bachelor and master's students and coordinates activities between all relevant actors: i.e. departmental management, lecturers, administration, tutors, student counselling and the faculty. The board of studies nominates one or more study start coordinators.

The head of department is responsible for ensuring that all new students met with respect, regardless of gender, age, religion, disability, sexual orientation, ethnic background, social status and educational background. New students must not feel as if they are being forced out of their comfort zone at any point during the study-start programme.

The tutors must ensure that the study-start program and all of its events, including the overnight trip, comply with the [current alcohol policy](#).

Education & Student Services is responsible for the study-start programme for international students and information events for credit students.

## **Procedure**

### **Students on bachelor programmes**

In principle, the study-start programme for new bachelor students takes place in week 35, but overnight trips can take place at other times. The institution can offer the same event to multiple study programs, as long as it contains subject-specific information for all participating programs.

The department responsible for the recruitment and remuneration of tutors. Generally, a minimum of two tutors per study program/group of study programs.

The tutors plan in cooperation with the coordinator and hold at least three intro days and arrange an overnight trip or similar social event. Study start coordinator ensures that all information provided to new students is correct and updated.

The program for the study-start program is quality assured by the study board, possibly in collaboration with a coordinator.

Introductory week must as a minimum contain:

- Presentation of the individuals and the various bodies the students will encounter during their first year of study
- Review of the IT systems used by students, in particular KUNet, Self-service and Absalon
- Introduction to the content and structure of the study programme, as well as the first year's courses and exams
- Introduction to reading/study groups
- Review of the study boards' weekly plans.

### **Students on master's programmes**

All departments hold introductory courses for new master degree students at least one day's duration, and on each record. These include academic, practical and social elements, help to provide an overview of available opportunities and encourage students to think about their expectations of the study programme. The institution can offer the same event to multiple study programs, as long as it contains subject-specific information for all participating programs.

During their study-start programme, new master's students, in collaboration with a student counsellor or lecturer, are afforded the opportunity to draw up a study plan for the whole of their programme.

### **International students**

During each semester, Education & Student Services is responsible for ensuring that a study-start programme is held for new exchange students, visiting students and full-degree students.

The events usually take place just before the start of the semester, as some international students do not arrive in the country before this time. Education & Student Services is responsible for ensuring co-ordination with the departments receiving the international students.

### **Credit students**

The faculty invites all credit students to an introductory event held immediately before the semester starts. The event lasts a minimum of 1½ hours. Many departments also host special welcome events for credit students.

### **Follow-up**

U&S conducts evaluations of study from among all new BA and MA students. All work related to the study-start programme is evaluated.

The evaluation usually takes the form of a questionnaire, which is e-mailed to students in October or November. The department will have the opportunity to have the department- or program-specific questions about the joint evaluation. The results of the evaluations are sent to Study Board department and department administrator.

The study board is responsible for following up on the evaluations of the activities that are embedded in the department, and it shall ensure that the results are conveyed to those for organising the next study-start program.

U&S is responsible for follow-up on commencement of studies for international students and credit students.

### **Standards for quality**

In order to ensure that all new students in the faculty enjoy a positive study-start program, faculty management has adopted the following quality standards.

#### **Study-start programme for bachelor students**

It is a requirement that all study programmes offer at least three induction days and an overnight trip or similar social event.

#### **Study-start programme for master's students**

It is a requirement that all study programmes offer an introductory programme lasting at least one full day.

### **International students**

The study-start programme for full-degree students lasts a minimum of two days. For exchange and visiting students, the programme lasts at least one day.