



## Procedure for the study environment

The time spent on campus and encounters between students and lecturers are key to a good study environment. The purpose of this procedure is therefore to ensure that the students feel equipped to student life, to complete the program within the prescribed timescale with high academic outcomes and acquire competences that are in demand on the labor market.

The psychosocial study environment covers a broad area, which focuses on students' relationships and their interactions with lecturers, administrative staff and other students.

UCPH conducts teaching environment evaluations (UMVs) every three years. The dean is responsible for following up on the action plan, the department draws on the basis of the UMV, and addressing problematic issues at faculty level.

The institution's admissions and other staff as well as U&S handles a series of activities which contribute to the psycho-social study environment, and the ongoing dialog between the dean and the Faculty of Humanities has focus on the study environment.

The faculty director is responsible for the physical and digital study environment.

### **The good student**

The faculty would like all students to take responsibility for their own learning and make a constructive contribution to the work on educational quality. The faculty's expectations are described in the document the good student.

New and potential students are introduced to guidance counselors and study-start program, see Procedure for study start.

### **International study environment**

The faculty attracts a large number of international students, as visiting, exchange and full-degree students. They come from all over the world, which places heavy demands on an active and welcoming study environment.

It is therefore a priority for faculty and departmental management, and includes an attractive mentoring scheme and special induction program for international students, as per [Procedure for the study-start program](#).

For the administration, this means that all significant documents must be available in English, and that relevant information for international students must be available in English.

### **Student contact with research environments**

Good contact between students and lecturers is of great importance both to the academic study environment and to the students' sense of belonging on their study programmes.

The department's researchers and lecturers make themselves available to colleagues and students in everyday working life as much as possible.

In addition, the departments have a number of initiatives concerning talent management, to ensure that talented and ambitious students are matched with specific research environments.

### **Procedure**

Every three years prepares UCPH a UMV. This work is embedded in the Academic Board on Education Strategy, which discusses the results and approves the catalogue of action plans.

### **Follow-up**

The results of UVMS are processed UCPH and at the individual faculties. The department draws up a separate action plan to address any problems in the study environment. The work also takes into account the results of other surveys and evaluations of the services provided to students. The results of the summed up in an overall report, which constitutes UCPH's teaching environment evaluation.

The report and findings are published and is also available on KUNet.

In the period between each UMV followed the department's action plan in the program report. The dean submits an annual report to the rector on the action plans.

### **Standards for quality**

#### **Internationalisation**

All important documents, application forms, curricula and programme websites are in English for study programmes with international full-time degree students.

All application forms for use by visiting, exchange and full-degree students are available in English. All official communication with international students is in English.

The study programs with international full-time students must ensure that the offered teaching in English, so all international students to complete their studies within the prescribed time.

### **Student contact with research environments**

The students' contact with research environments is ensured by monitoring of several areas:

- At the boards of studies' planning of the study program's courses, as per Procedure for research-based teaching and course offerings
- At the student/permanent academic staff ratio, as laid down standards for in Procedure for program evaluations