



Procedure for accreditation of new study programmes

Until UCPH completes the process of institutional accreditation, all new study programmes will be accredited under the old system. This description is a supplement to [Procedure for the development and pre-qualification of new study programmes](#). It describes only the procedures and workflows that follow the pre-qualification of the study programme by the Advisory Committee for the Provision of Higher Education (RUVU).

The practical work of preparing the application and appendices is done at course and department level, but supported and quality-assured by Education & Student Services. Responsibility for the involvement of the department and study programme in the process is determined locally and published on the department website.

Procedure

Study programmes must be pre-qualified in order to apply for accreditation. This is done according to [Procedure for the development and pre-qualification of new study programmes](#).

After the Advisory Committee for the Provision of Higher Education has pre-qualified the programme, the departments draw up a draft curriculum according to [Procedure for drawing up, amending and reviewing curricula](#). Education & Student Services assists with this work and is available to answer any questions.

Alongside work on the curriculum, the department draws up a documentation report in accordance with the rules of the Danish Accreditation Institution. Education & Student Services assures the quality of the report.

Documentation report

The department draws up the documentation report and co-ordinates the production or collation of relevant material. In agreement with the department, Education & Student Services supports the work on the documentation report and related material. The support can consist (for example) of data acquisition, the production of or feedback on text material, or other forms of critical discussion during the process.

Before it is uploaded, Education & Student Services reviews the report and ensures that it complies with the Danish Accreditation Institution's formal frameworks and requirements and that the content is consistent with the faculty's quality-assurance system, strategies and visions. A comprehensive documentation report, in which all questions are answered, is submitted to Education & Student Services at the latest 14 days before the deadline for uploading the report and related material. Education & Student Services returns an annotated version of the documentation report to the department no later than one week before the deadline for uploading, so that the department has the opportunity to adjust the report in the light of any comments made.

Before the documentation report is uploaded to the Danish Accreditation Institution, the head of studies, under the authority of the dean, endorses the accuracy of the content. The department then uploads the documentation report and related material to the Danish Accreditation Institution. The department copies the e-mail that it sends to University Education Services to the associate dean for education, who announces that the documentation report is ready to send.

The department provides any additional documentation for the Danish Accreditation Institution, if needed. Education & Student Services may, via an agreement with the department, contribute to this work.

Accreditation panel

The Danish Accreditation Institution contacts the University with proposals for the composition of the accreditation panel for the study programme concerned. As soon as possible thereafter, Education & Student Services forwards these proposals to the department. Any comments from the department are sent directly to the Danish Accreditation Institution by e-mail, and copied to the caseworker in Education & Student Services.

Accreditation report and ruling

A preliminary accreditation report, including the Danish Accreditation Institution's recommendation to the Accreditation Council regarding accreditation of the study programme concerned, is sent to the faculty for consultation. Education & Student Services forwards the accreditation report to the department as soon as possible. The department and Education & Student Services agree the co-ordination and deadline for submission of any consultation response.

Once the Accreditation Council has made its final ruling, Education & Student Services relays this to the department as soon as possible.

Implementation

If the response to the application for accreditation is positive, the department draws up a final version of the curriculum as per [*Procedure for drawing up, amending and reviewing curricula*](#). At the same time, the department works with the University and faculty communications departments on a marketing plan for the programme.