



Procedure for closing study programmes

Closure of a study programme may be requested if [the study programme report](#), the [study programme evaluation](#) or the ongoing monitoring shows that it has not met the required quality standards for an extended period of time.

The study board, the head of studies, the head of department and the dean can request the closure of a programme.

This can be done for the following reasons:

- declining numbers of student applications to the programme
- the resizing of the study programme makes it impossible to offer a sufficiently robust programme
- high levels of unemployment and/or lack of relevant employment for graduates
- lack of contact with graduates and/or employers
- long completion periods
- unclear job prospects
- lack of research
- the programme is not financially viable.

The dean is responsible for the faculty's study programmes, including their closure.

The head of department is responsible for informing the programme's lecturers, students and other staff about decisions made concerning the study programme.

Procedure

Recommendation of closure by the dean

If the dean proposes that a study programme be closed, Education and Student Services collates relevant data about the programme and evaluates the consequences of a closure, taking into account current student numbers, the number of prospective students with a legal right to admission, academically related study programmes, and the study progression of the current students.

After this, the dean and the departmental management discuss the prospects of turning the critical issues in a positive direction. If the departmental management finds that it is possible to launch

specific measures for this, it establishes an action plan and a schedule based on consultation with the study board.

The action plan and schedule must be approved by the dean. Before drawing up the action plan and schedule, the dean and departmental management must agree on the target parameters and the date by which progress must be made for the study programme to continue.

If the agreed measurements show that the study programme has improved on the agreed parameters, the programme and initiatives will continue. If the measurements show no improvement, the dean decides whether the initiatives should be changed or the programme should be closed.

If the programme report shows that it has not been possible to reverse the negative development during the agreed period, the dean will decide whether the programme should close, and if so when the last intake of students should take place.

Recommendation of closure by the department

If the study board or the departmental management proposes closing a study programme, Education and Student Services collates relevant data about the programme and evaluates the consequences of a closure, taking into account current student numbers, the number of prospective students with a legal right to admission, academically related study programmes, and the study progression of the current students.

Education and Student Services passes on the request for closure to the dean, who decides on the possible closure.

Programme closure

The dean informs the faculty management of the closure. Education and Student Services then sends a request to close the programme to UCPH's University Education Services on behalf of the dean.

University Education Services submits the request to the Academic Board on Education Strategy, UCPH's management and the rector's management team, who discuss the request with a view to a recommendation to the rector; see UCPH's ["Procedure for the University's approval of closing existing study programmes"](#).

Education and Student Services ensures that the request to University Education Services includes the reasons for the request, when the last intake of students to the programme will take place, how many students are currently enrolled on the programme, how they are informed, any legal right they may have to enrol on a different master's degree programme, and when the programme will be closed.

After the rector's approval, the head of department informs the lecturers on the programme and the rest of the academic environment. University Education Services, in collaboration with Education

and Student Services, informs the Ministry of Higher Education and Science that the University wishes to close the study programme concerned.

The relevant webpages for applicants and students on bachelor or master's programmes should provide information on the date of the last intake on the programme. As a minimum, this information should be published on the study programme pages on KUnet, studier.ku.dk and ug.dk. These pages should also give the date on which the programme will be closed. This should be the date of the last intake plus the prescribed period of study or later.

After this, all students enrolled on the study programme should be informed personally of the closing date via their University email accounts and the study programme pages on KUnet. The students are invited to an information meeting and informed of the possibilities for completing their study programmes. Bachelor students should be informed about the possibilities for completing the master's programme.

The department draws up a plan for the final classes and exams, and students are informed of how they can complete the programme before it closes. The students are informed of the consequences of not passing all the exams before the programme is closed, and given advice on the possibilities for changing programmes and admissions and transferring credits to related degree programmes if the master's programme they have a legal claim to take is closed before they can complete their bachelor programme.