



# Procedure for the accreditation of existing study programmes

Until the University of Copenhagen completes the process of institutional accreditation, the faculty's study programmes will continue to be accredited according to the existing schedule. The accreditation schedule complies with current legislation. The Rector's office submits the application for accreditation of the faculty's study programmes. The practical accreditation work takes place at programme, department and faculty levels. Responsibility for involving the programme and department in the accreditation process is determined at local level and published on the department website. Education & Student Services is responsible for Faculty Services' part of the accreditation process.

## Procedure

### Schedule and start-up

The Danish Accreditation Institution prepares schedules for accreditation, specifying which study programmes will be included in the current period and at what point. The schedule is submitted for consultation in UCPH, including in the Faculty of Humanities. Education & Student Services contacts the departments and consults them about the study programmes' place in the schedule.

The current schedule is published on the Danish Accreditation Institution website. The deadlines for uploading are currently 15 December (round 1) and 1 July (round 2). If either of these dates falls on a Saturday or Sunday, the deadline becomes the Friday before.

Education & Student Services contacts the department approximately nine months before the deadline for uploading the documentation report and related material. Education & Student Services ensures that a designated caseworker is available throughout the process. The meeting is attended by Education & Student Services, the head of studies and/or chair of the study board and members of academic staff (as a minimum, the course co-ordinator or equivalent) from the study programme.

Other relevant staff/stakeholders may attend the meeting. The meeting discusses whether documentation needs to be obtained at that point or if other steps need to be taken to fully comply with the requirements for accreditation. All participants are expected to be aware of these requirements, as stipulated in Danish Accreditation Institution's [Guide to Institutional Accreditation](#). The meeting also discusses Education & Student Service's participation in drawing up the documentation report and material. Any questions concerning the Danish Accreditation Institution's guide, the accreditation process or other related subjects may also be discussed at the meeting.

The department designates a contact person to whom Education & Student Services can refer throughout the rest of the process. The contact person is also responsible for forwarding information from Education & Student Services to relevant individuals and bodies in the department. The Education & Student Services caseworker announces the name of the contact person by the time of the meeting at the latest.

Education & Student Services issues a summary of the meeting's outcomes within one week.

As a prelude to a new round of accreditation, the Danish Accreditation Institution convenes an information meeting for the study programmes, departments, Education & Student Services, etc. This meeting usually takes place around five months before the deadline for uploading the documentation report and related material. The Danish Accreditation Institution announces the time and place of the meeting to Education & Student Services, which forwards the details to the departments concerned as soon as possible.

If the department needs to contact the Danish Accreditation Institution during the accreditation process, it can do so either via Education & Student Services or directly. If the contact is direct, the department copies all e-mails to the Education & Student Services caseworker and informs him or her of significant matters discussed by the department and the Danish Accreditation Institution, both on the telephone and in person. This means that the caseworker is prepared if he or she has to be involved in correspondence on these matters.

### **Documentation report**

The department draws up the documentation report and co-ordinates the production or collation of relevant material. Education & Student Services supports this work, as per agreement with the department. 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 the report is uploaded, Education & Student Services reviews it 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.

The department then uploads the documentation report and related material to the Danish Accreditation Institution. The Danish Accreditation Institution sends the link for uploading the report to Education & Student Services, which immediately forwards it to the department.

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 sends a copy of the e-mail to University Education Services to the dean, who announces that the documentation report is ready to send.

After the documentation report has been submitted, the department provides any additional documentation requested by the Danish Accreditation Institution. Education & Student Services may, via an agreement with the department, contribute to this work.

#### **Accreditation panel**

The Danish Accreditation Institution contacts Education & Student Services with proposals for the composition of the accreditation panel for the study programme concerned, as well as the date and time for the accreditation panel's meetings with the programme. Education & Student Services forwards these proposals to the department as soon as possible. Any comments by the department on the Danish Accreditation Institution's proposal are made directly to the Danish Accreditation Institution by e-mail, and copied to the Education & Student Services caseworker.

The accreditation panel meets with the management of the study programme concerned (at the initial and closing meeting), the programme's academic staff and the students. More specifically, these groups comprise the following:

#### The management

- Head of studies and/or head of department and/or chair of the board of studies
- Programme co-ordinator or equivalent for the programme in question (does not attend the final meeting with management)
- At least one representative of faculty management
- The programme administration's caseworker (attends as observer)

#### Academic staff

- Full-time academic staff, including PhD students
- Part-time academic staff

The Danish Accreditation Institution does not stipulate criteria for the number of academic staff.

#### Students

The Danish Accreditation Institution stipulates the following requirements for the selection of students for panel meetings,

- ensuring an equal spread of students from different semesters and specialisations/elective studies. If the visit covers both a bachelor and a master's programme, students from both are included
- The students are selected at random
- At least eight students must be involved (unless the total number of students on the programme is close to or below eight)
- Not more than two of these students maybe members of the study board, student assistants or student counsellors.

In practice, it may prove impossible for a number of the faculty's study programmes to meet some of these requirements. In such cases, the department notifies the Danish Accreditation Institution directly by e-mail (copied to the Education & Student Services caseworker).

When the agenda for the panel meetings is ready, the Danish Accreditation Institution sends it to Education & Student Services, which forwards it to the department as soon as possible.

The department informs the Danish Accreditation Institution about whom from the department and the faculty will attend the meeting. The list of attendees is supplemented by an explanation of how the students were selected, which semesters/study programmes they represent and whether they are employed at the University or sit on the study board for the programme. Education & Student Services informs the department about who from the faculty will attend. This is done within one week of receiving the agenda from the Danish Accreditation Institution. The deadline for submission of the list of participants is set by the Danish Accreditation Institution, or agreed between the Danish Accreditation Institution and the department.

In preparation for the panel meetings, Education & Student Services offers to hold a preliminary meeting of the academic staff, students and members of departmental management who will participate in the panel meetings. The department and Education & Student Services determine the exact content of this preparatory meeting. As a minimum, it will typically include Education & Student Services sharing experiences from previous panel meetings and answering questions.

The panel meetings are held in the premises of, or close to, the study programme. The department is responsible for hosting the panel meetings, including booking rooms and catering.

Attendees are expected to be familiar with the content of both the documentation report and the [\*Guide to Institutional Accreditation\*](#).

#### **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.

When the Accreditation Council has issued its final ruling, Quality of Education forwards it to the department as soon as possible.

Education & Student Services informs University Education Services of relevant issues associated with accreditation and approval of existing study programmes.

### **Follow-up**

After the accreditation process is completed, Education & Student Services initiates an evaluation of the process in order to optimise the faculty's procedures for the accreditation of existing study programmes. The form of the evaluation is agreed between Education & Student Services and the department.

### **Re-accreditation**

If a study programme is accredited conditionally, the process is repeated once the conditional accreditation expires. As part of the re-accreditation process, an explanation is given of how the conditions that were evaluated as unsatisfactory during the initial process have since been addressed.

For this purpose, the department draws up a documentation report that refers only to the unsatisfactory points. The deadlines for uploading this report are the same as for the ordinary accreditation schedule. About five months before the deadline, Education & Student Services receives a letter from the Danish Accreditation Institution indicating the points to include in the report. If the University's work to address and counteract one or more of the points mentioned involves solutions that significantly change the basis for the evaluation of other aspects of the study programme, the University also documents these aspects. When drawing up a documentation report for re-accreditation, Education & Student Services plays a more active and supportive role in addressing the aspects underlying the conditional accreditation.

The re-accreditation process cannot lead to a further conditional accreditation – it results in either a positive accreditation or refusal of accreditation. Apart from these differences, the re-accreditation process is the same as for ordinary scheduled accreditation, the process for which is described in greater detail above.

### **Refusal of accreditation**

If a study programme is refused accreditation, it is closed as per [Procedure for closing study programmes](#)