



Procedure for approval of new study programs

Courses and developments in society may create the need for new study programs. To ensure that new study programs are relevant, that there is demand for graduates in the subject as well as the relevant stakeholders have been involved in the development of the study program, the faculty has established a procedure for the approval of new study programs.

The rector, the dean's office, head of department and Study Board can all make proposals for new study programs.

New degree programs must be prequalified by the ministry. An application for prequalification must be approved by the rector, cf. UCPH's procedure for the rector's approval of the establishment of new study programs.

Until UCPH accredited institutions (mid-2017), the new study programs accredited, see the faculty's Procedure for accreditation of new study programs.

The dean approves proposals for new study programs on the basis of UCPH's checklist for the development of new study programs and following discussion in the faculty management. There must be documented in a labor market demands for the new study program, and it must be financially sustainable.

The practical work in connection with the preparation of proposal for program and application for pre-qualification and/or study program accreditation takes place at course and department level, but supported and quality-assured by Education & Student (U&S).

Responsibility for the department and course's involvement in the process is determined at the department.

The precise division of responsibility between UCPH's University Education Services, U&S and the department appears from the faculty's annual cycle for the approval of new study programs.

Procedure

Development and pre-qualification of new study programs in the faculty takes place in five separate phases, all of which concludes with an evaluation and decision. If the proposal is approved in a phase, continue working until the next phase.

Idea proposal

The initial phase begins with a presentation of ideas from the rector, the dean's office or department.

U&S will invite the relevant parties to an introductory meeting and informs about the faculty's annual cycle for the approval of new study programs, UCPH's checklist for the development of new study programs and this procedure description. To be agreed optionally further review of the proposal.

Then submits a U&S the idea was presented to the associate dean for education, who will decide whether the institution can formulate an actual program proposals after UCPH's checklist. When approving the program directors will be informed.

Proposals after UCPH's checklist

After approval of the content of the proposals is stipulated Head of Studies prepares a proposal for program after UCPH's checklist for the development of study programs. U&S reads through the proposal and make sure that it contains all necessary information for the further process.

The proposal is then discussed by the faculty management, which makes a recommendation to the dean.

KUUR, UCPH's executive board and the rector's management team

After the dean's approval, U&S application and appendix to UCPH's University Education Services, which makes sure that the application is dealt with in accordance with UCPH's procedure for the rector's approval of the establishment of new study programs.

Application for prequalification and study program accreditation

The rector approves the proposal, the department completes the application and appendices for prequalification (see the Ministerial Order on the accreditation of higher educational institutions and approval of higher education programs

U&S ensures that all comments are addressed. U&S and UCPH's University Education Services uploads in collaboration application for pre-qualification.

Until UCPH is of institutional accreditation, all new study programs will also be accredited.

If there is a response to the application for pre-qualification, an application for accreditation of the program after the procedure for accreditation of new study programs.

the curriculum is prepared

If the study program is approved and accredited, the department draws up an actual curriculum under the procedure for preparing, amending and overhaul of curricula.

Concurrently with this work, the department will, in collaboration with the communications officers in U&S prepare a marketing plan for the program.