



Procedure for the merger of existing study programs

Subjects and society may create a need to existing study programs will be merged.

Merger of existing study programs must be approved by the ministry, cf. the [Ministerial Order on the accreditation of institutions of higher education and approval of higher education programs](#).

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

The practical work in connection with the preparation of proposal for program and application for the merger will take 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 merger of existing study programs](#).

Procedure

Merger of existing study programs 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.

Request for consolidation

The initial phase begins with a request uddannelsessammenlaegning.

U&S will invite the relevant parties to an introductory meeting and inform him of procedure and annual cycle, (Akkrediteringsbekendtgørelsen) requirements on application for aggregation. The department prepares the part of the application which includes an account of the background and purpose of the merger as well as a tentative curriculum for the amalgamated basic education.

Then submits a U&S this proposal to the associate dean for education, who will decide whether the institution is able to prepare an actual application in accordance with the Accreditation Order. When approving the program directors will be informed.

The dean approves the application for merging

The department draws up an application for uddannelsesansøgning to the dean following the ministry's [guidelines on mergers](#) and [section 19 in Akkrediteringsbekendtgørelsen](#).

U&S provides assistance in connection with the writing of the application.

The head of department is responsible for ensuring that the relevant parties at this point in time are incorporated, including Study Board, employer panels, the external examiners, etc.

Then submits a U&S application submitted to the dean, who will decide whether the application may be submitted to the rector's approval. When approving the faculty management must be informed.

Rector's approval

After the dean's approval, U&S application and appendix to UCPH's University Education Services, which makes sure that the application is submitted to the rector.

Application to the ministry

After the rector's approval UCPH's University Education Services application to the ministry.

the curriculum is prepared, the phasing out of previous curricula

In connection with the ministry's approval, the study board draws up an actual curriculum under the [procedure for preparing, amending and overhaul of curricula](#).

Academic regulations, which form part of uddannelsessammenlægningen, being phased out.

Concurrently with this work, the department will, in collaboration with the communications officers in U&S prepare a plan for information on the new merged education. Current students are informed about the possibility of transfer.