



September 2017

Procedure for monitoring new exchange agreements and the balance in exchange programmes

The faculty follows the University of Copenhagen's *Procedure and Checklist for Entering into and Ending Erasmus agreements*.

The faculty's International Coordinator is responsible for entering into and extending exchange agreements as per the guidelines and checklist, and for ensuring that the balance between incoming and outgoing students on all exchange agreements is monitored annually. Balance is defined as the value of credits earned by the faculty's students studying abroad at least equalling the value of those earned by international students studying at the faculty. A separate annual report on balance is submitted to the Rector. Exchange agreements are entered into, renewed and ended in collaboration with the chairmen of the Study Boards and Head of Studies, who refer to the Dean.