



September 2017

Procedure for student counselling and career guidance

The faculty's procedure and action plans for student counselling and career guidance reflect the University's quality assurance policy and strategy, and *Guidelines for Quality Assurance of Student Counselling and Career Guidance*. The faculty's procedure for student counselling and career guidance is designed to ensure that students receive informed guidance from qualified counsellors, and to provide the Study Boards and the programme management with systematically collated and relevant information and knowledge of students, study programmes and careers. The procedure also describes how the faculty incorporates experience and knowledge from the Employer Panels into its student counselling and career guidance.

Training student counselling and career guidance staff

Within one year of appointment, students who act as counsellors must take a basic training course in student counselling. Similarly, Academic Counsellors must complete a training programme in academic counselling within two years of appointment. Academic Counsellors are responsible for ongoing enhancement of the student counsellors' competences, and for introducing them to the counselling methods and rules pertaining to the work at the time of recruitment. An International Coordinator is responsible, as per the Danish Universities Code of Conduct, for counselling/guidance for international students and students who want to study abroad as part of their programme.

The counsellor/student ratio

The counsellor/student ratio for the Faculty of Theology is 800 students per full-time equivalent (FTE) counsellor.

Organisation of student counselling and career guidance

Counselling is provided in the academic environments in close interaction with the Study Boards, chairmen of Study Boards, Head of Studies and Study Administration. Other staff members of the Study Administration provide also counselling about admission to English-language master's programmes, as well as continuing and further education. Counselling is provided in person, by phone, by e-mail and via the faculty's study site on KUnet.

Range of counselling services

Student counselling and career guidance covers subjects including enrolment, courses of study, exams, leave of absence, termination of enrolment, thesis contracts, pre-approvals, exemptions, credit transfers, completion, dropping out, delays, fieldwork, academic internships, study abroad and careers. The student counselling service follows an annual cycle for the planning of activities and allocation of resources. The planning involves internal evaluations of past work, statistics for enquiries, experience and knowledge from the Study Boards, the Employer Panel and other relevant forums, and strategies for the counselling area.

The student counselling and career guidance service is responsible for the study start programme, as described in *Procedure for study start programmes*, for the faculty's bachelor programme and international master's programmes, and for the master's programme in Theology, including tutoring

schemes for new bachelor students. Open House, Student for a Day and career events are held every year, and the student counsellors take part in Elective Studies Day. Via the student counselling and career guidance service, the faculty also offers study cafés in Greek, Hebrew and Latin, information meetings about first-year exams, studying abroad, fieldwork and academic internships, and an e-mail service that circulates e-mails on student jobs, scholarships, ads for internship, academic events, etc. The services that the faculty provides are based on continuous evaluation of services, enquiry patterns, etc.

Knowledge sharing by the student counselling and career guidance service

The guidance is conducted in close collaboration with the Study Administration to ensure that students receive accurate and up-to-date information that complies with legislation and ministerial orders, as well as administrative practices in the faculty. The Academic Counsellor attends Study Board meetings as an observer. They are consulted and involved in ongoing discussions about studies so that their knowledge of students, study programmes and careers is relayed directly to the Study Boards, chairmen of the Study Boards and the Head of Studies. The Head of Studies and chairmen of the Study Boards attend meetings of the Employer Panels and are responsible for relaying salient points from the meetings to the Academic Counsellor. The Academic Counsellor is responsible for ensuring that results from graduate surveys are incorporated into the career guidance. Graduates from the faculty are invited to career events as speakers.

Quality assurance and evaluation of student counselling and career guidance

The quality assurance and evaluation of student counselling and career guidance includes requirements for the following:

- Student counsellors and Academic Counsellors to undergo training
- Detailed job descriptions and annual cycle for the counselling
- Evaluation of the study start programme and Open House
- Monitoring service goals/declarations
- Complying with the Danish Universities' Code of Conduct
- Drawing up action plans
- Ongoing adaptation of the range of services based on evaluations
- Recording enquiries
- Monitoring the student/counsellor ratio

Counselling statistics and annual report

The Academic Counsellor collates and draws up annual statistics, along with an overall annual report for all study programmes, which is submitted to the Director of Studies, Study Boards and the Dean. The annual report evaluates the overall student counselling and career guidance service, and the previous year's efforts and initiatives, including the pedagogic level of the counsellors, action plans, internal evaluations, registered referrals, service goals/declarations, guidance for international students in accordance with the Danish Universities' Code of Conduct, and the students/counsellor ratio.

The Academic Counsellor is responsible for ensuring that the annual report is discussed at a meeting of the Study Boards. The Academic Counsellors, along with the chairmen of Study Boards, Head of Studies and Director of Studies, are responsible for following up on the annual report. If the counsellor/student ratio is more than 800 students a report is submitted to the Dean.