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Procedure for study start programmes

The faculty follows UCPH's *Guidelines for Introductory Activities*. The study start programme's activities are the most important initiatives for ensuring that new students are academically and socially integrated into the faculty. The activities are therefore also a major part of the work to provide a good study environment. The faculty's study start activities comply with the University of Copenhagen *Guidelines for Introductory Activities*, strategies and action plans for the study environment and for student counselling and career guidance. The Head of Studies is responsible for ensuring that the faculty runs a study start programme and the Academic Counsellor is responsible for the organisation and programme and works on it along with the student counsellors and chairmen of Study Boards. Regular updates are sent to the Study Boards about the planning of the study start programmes. The student counsellors adhere to the guidelines in the manuals drawn up for the study start programmes.

Training participants in the study start programme

The student counsellors and the Academic Counsellor attend specially convened meetings about the study start programme at UCPH. These meetings introduce the tutor coordinator and tutor group to the tasks and purpose of the study start programme, including policies and principles at the University of Copenhagen, the most recent evaluation of the study start programme, the importance of the study start programme for wellbeing, and counselling services for students. The student counsellors and the tutor coordinator take a first-aid course, unless they have already done so in the two years prior to the launch of the study start programme.

Organising the study start programme

The study start programme includes participation of the student counsellors, the chairmen of the Study Boards and lecturers. On bachelor programmes, student tutors (recruited by the student counsellors) are also involved. The student tutors are assigned to a group of new students on the first year of the bachelor programme. Student counselling and career guidance are responsible for the activities. The planning of the study start programme follows an annual cycle.

Study start activities

All the study start programmes include an introduction day(s) at the faculty. Both the bachelor and master's programmes in African Studies include an overnight residential trip during September. The study start programme and a study start guide are published on the website in advance. During the study start programme, new students are introduced to their study programmes, the curriculum, academic ways of working, career prospects, good study habits, reading groups, student counselling and career guidance, KUnet, Absalon, libraries, and the alumni association. The programme also includes University enrolment events and Semester Start lectures. The student counsellors are responsible for activities relating to the overnight trip. Clear emergency procedures are in place in the event of accident or injury during these trips.

Quality assurance and evaluation of the study start programme

The Academic Counsellor is responsible for the study start evaluations conducted by the student counsellors. Student counsellors also conduct an evaluation among the student tutors. The Academic Counsellor submits these evaluations to the Study Boards for discussion. The chairmen of the Study Boards and Academic Counsellor are responsible for following up on the evaluations.

On the Bachelor's degree program are offered two introductory days and a weekend trip. on master's degree programmes are offered an introduction to Danish and international full-degree students for at least one day's duration and possibly a weekend trip. International exchange and visiting students are offered an introduction of at least half a day's duration. If deviations occur, a report is submitted to the dean.