



November 2017

## Procedure for the closure and merge of study programmes

The faculty complies with the *Guidelines for the Closure and Merger of Study Programmes at the University of Copenhagen*.

In connection with the closure or merge of study programmes the following are considered

- The profitability (intake, dropout rates, study completion).
- The program's research base.
- What will be the consequences for the continuation of the academic environment, if the program is closing down?
- Does the program has a good study environment?
- Do the last five year graduates find relevant employment?
- The program's relevance to the Danish labor market.
- The University's program portfolio seen in relation to national perspective. It is possible to study in other places in Denmark than on UCPH?

### *Responsibility for the closure and merge of study programmes*

The dean has overall responsibility and makes the final decision on the closure or merge of study programs.

In connection with the closure or merge of study programs the following are involved

- Academic staff representatives from the degree program
- Student representatives from the degree program
- The program's employer panel
- The program's Head of Studies
- The Study Board for the programme

The Dean approves the proposal for the closure or merge of study programs, including the plan for winding-up the study programs and submits them to the Rector for approval.

### *Plan for merging or winding-up a study programme*

The plan must contain information about the last intake to the program, a statement of the number of enrolled students, divided into semesters, an explanation of how current students will finish the program, as well as information about the date of the definitive closure of the study program. At the closure of the Master's programme with bachelor students who have legal right of admission, the plan must also stipulate to which other

Master's programme these students will have legal right for admission to, and when these changes will come into force.

*Communication about the closure or merge of a study program*

After Rector's approval of the closure of a study program the Dean communicates the decision to the stakeholders concerned.

In connection with the closure of a study program this is communicated to

- All academic staff affiliated with the study program
- All students who are enrolled on the study program
- The program's employer panel
- The program's Head of Studies
- The Study Board for the programme

The Dean sends a letter about the closure or merge to Head of Studies, Study Board, employer panel, academic staff and all students who are enrolled. Subsequently dialog meetings are held with the academic staff and students.