



September 2017

Procedures for developing new study programmes

The Faculty of Theology complies with the UCPH rules on *University Procedure for Approving New Study Programmes*.

The faculty's internal development process, which precedes submission to the University, follows UCPH's common *Checklist for the development of new programmes at the University of Copenhagen*, when drawing up proposals for new study programmes. A competence matrix and a research matrix for programmes are also drawn up. Proposals are discussed by the Study Boards, the Academic Council, the Employer Panel and the Study Administration, all of which are involved in the faculty's development of new study programmes. Steps are also taken to ensure that new programmes are in line with the faculties' own strategies.

The Dean approves proposals for new study programmes before submitting them to the University Education Services for approval by the University Board. The deadline for submission to the University is stipulated in the annual cycle for the development of new study programmes.

Selection criteria and quantifiable quality standards

- *Need:* Documented (future) need for the study programme, as indicated by relevant employers/industries.
- *Research basis:* The faculty must be able to document that a subject area is covered in terms of research, including that the expected ratio of permanent/part-time academic staff does not differ significantly from the faculty's other study programmes. Sufficient teaching capacity must also be available to cover the expected annual student intake, in order to ensure that it does not deviate from the ratio of academic staff/students for the faculty's other study programmes.
- *Budget consequences:* Documentation for the financial viability of the programme.
- *Expected recruitment:* It must be rendered probable that there will be applicants for the program, and that there will be international applicants to degree programs offered in English.