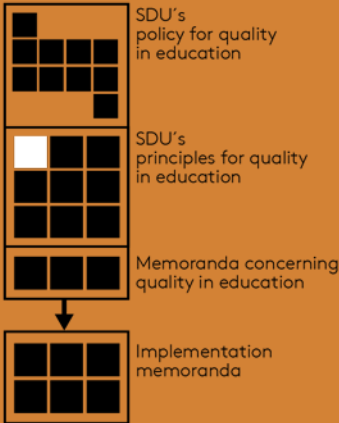




# SDU's principles for Study commencement



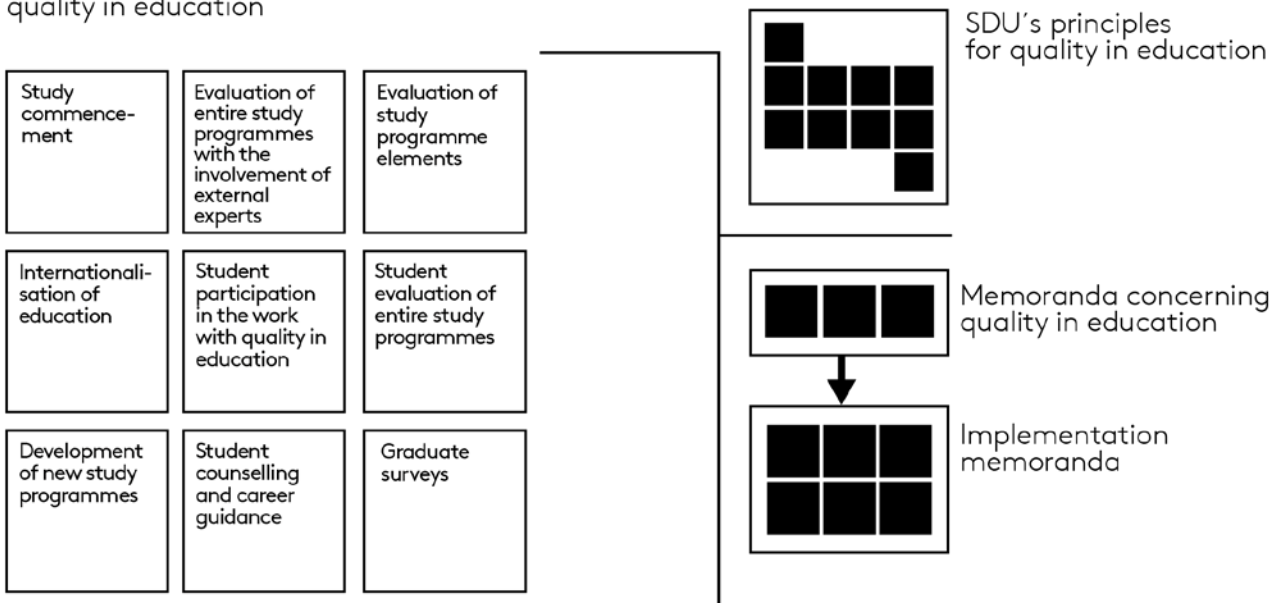
# Colophon

**Document status:** Applicable  
**Approved on:** 24/05/2019  
**Approved by:** Council for Education  
**Applicable to:** SDU  
**Website:** [sdu.dk/en/om\\_sdu/uddannelseskvalitet](http://sdu.dk/en/om_sdu/uddannelseskvalitet)  
**File no.:** 18/5558

## SDU's principles for Study commencement

### Preview over documents for SDU's Quality in Education

SDU's principles for quality in education



# SDU's principles for Study commencement

## Content

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Purpose .....	3
Principles.....	4
Procedure.....	11
Responsible parties.....	12

# Purpose

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SDU wishes to integrate all new students in the best possible way in the academic and social life of their new study. All students will be assisted in becoming firmly rooted in the programme and to unambiguously create an identity as a university student, regardless of background and any challenges that may occur.

The purpose of the Study commencement activities at SDU is:

- to create the best conditions for the students' well-being and learning.
- to retain students by making the transition to university studies as unproblematic as possible and by creating opportunities so that the newly started students experience a sense of belonging to the university and can identify as a university student.
- to support the study progression by establishing good work practices for the student.
- to support the academic and social communities.

## Definition of terms:

- "Study commencement activities" covers all activities that contribute to the above-mentioned purpose during the first semester.
- "Study commencement" covers the date for when the students are admitted (1 September or 1 February).

Although Study commencement and Study commencement activities in this document are used for the description of the basic, compulsory guidelines that apply to all types of students and admissions, a distinction will be made in the implementation of the principles between the following:

- Study commencement activities = activities that relate to students who have been admitted to Bachelor, PBA and part-time study programmes respectively
- Graduate introduction = activities that relate to students who have been admitted to Master's degree programmes

A distinction is made between four groups of students in this document:

- Bachelor and professional bachelor's degree students (full-time)
- Graduate students (full-time)
- Part-time students
- International students

# Principles

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In order to ensure that Study commencement activities at SDU contribute to the purpose they must be organised so that they comply with the following principles:

## 1. All students shall be offered a relevant Study commencement

*SDU would like all new students at SDU to be offered a good and relevant introduction to the programme. This is essential in order for the students to be able to thrive during the course of study and in preventing them from dropping out or falling behind. This applies regardless of the level at which the students are admitted and the period for the students admission.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<b>Bachelor and professional bachelor's degree programmes</b>	<p>Study commencement activities shall be organised for all Bachelor and professional Bachelor's degree programmes</p> <p>Study commencement activities requiring the participation of students are placed from the beginning of Study commencement until the end of the first semester of the programme.</p> <p><b>Responsible parties: The Faculties</b></p>
<b>Master's degree programmes</b>	<p>Master's degree programmes include an introductory course targeted at students who have not been admitted to a Bachelor or professional Bachelor's degree programme at SDU.</p> <p>Graduate introductory courses requiring the participation of students are placed from the beginning of Study commencement until the end of the first semester of the programme.</p> <p><b>Responsible parties: The Faculties</b></p>
<b>Part-time study programmes</b>	<p>Study commencement activities for part-time students shall be organised to take into consideration the fact that part-time students have other obligations than the course of study. Study commencement activities for Part-time study programmes will therefore be centred on Study commencement.</p> <p><b>Responsible parties: The Faculties</b></p>
<b>International students</b>	<p>Study commencement activities offered to international students are divided into two different courses:</p>

	<p>1. All international students (both full degree and exchange students) will receive an offer to take part in a shorter introductory course prior to Study commencement. The course includes an introduction to interdisciplinary issues relevant to international students.</p> <p><b>Responsible parties: Central Administration</b></p> <p>2. Study commencement activities shall be organised for full degree students according to the same guidelines as the Study commencement activities for Bachelor and graduate students. <i>The faculties may choose whether Study commencement activities should be organised for exchange students.</i></p> <p><b>Responsible parties: The Faculties</b></p>
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## 2. All students shall be provided with timely and relevant information in connection with Study commencement

*SDU would like to address the new students' multiple needs for practical information both before and after the period following Study commencement. Inadequate information or introduction to practical matters, including wrongly timed information, must not constitute an obstacle to Study commencement or the on-going course of study.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<p><b>Bachelor and professional bachelor's degree programmes</b> <b>Master's degree programmes</b> <b>Part-time study programmes</b></p>	<ul style="list-style-type: none"> <li>• All students must be informed about the joint Study commencement page.</li> <li>• Reference must be made to the respective Study commencement pages of the programmes on the joint Study commencement page.</li> <li>• Relevant information regarding interdisciplinary issues, which should be possible to read on the respective Study commencement pages, must be prepared.</li> </ul> <p><b>Responsible parties: Central Administration</b></p> <p>Each course of study has one page where there must be access to information about:</p> <ul style="list-style-type: none"> <li>• The interdisciplinary issues</li> <li>• Faculty and programme-specific issues</li> <li>• Reference must be made to the interdisciplinary and faculty and programme-specific information when it is relevant for the students.</li> </ul> <p><b>Responsible parties: The Faculties</b></p>
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<p><b>International students</b></p>	<ul style="list-style-type: none"> <li>• All international students must be informed about the joint English Study commencement page upon admission.</li> <li>• Reference must be made to the programmes offered in English on the joint Study commencement page.</li> <li>• Relevant information regarding interdisciplinary issues, which should be possible to read on the respective Study commencement pages of the English-speaking programmes, must be prepared.</li> </ul> <p><b>Responsible parties: Central Administration</b></p> <ul style="list-style-type: none"> <li>• The English-speaking programmes have one page where there is access to information about: <ul style="list-style-type: none"> <li>○ The interdisciplinary issues</li> <li>○ Faculty and programme-specific issues</li> <li>○ Reference must be made to the interdisciplinary and faculty and programme-specific information when it is relevant for the students.</li> </ul> </li> </ul> <p><b>Responsible parties: The Faculties</b></p>
<p><b>As a starting point, information about the following must be accessible for the students in connection with Study commencement</b></p>	<ul style="list-style-type: none"> <li>• Access (login) to the university's communication platforms</li> <li>• Info about transport options and accommodation</li> <li>• The university's and, where appropriate, faculty's IT facilities</li> <li>• Single Sign On</li> <li>• SDU's LMS</li> <li>• Student e-mail</li> <li>• SDU self-service</li> <li>• SDU's websites (sdu.dk/en and mitsdu.dk/en (MySDU))</li> <li>• Student identity card/key card</li> <li>• Printers and copiers</li> <li>• Examination regulations (including regulations regarding examination cheating)</li> <li>• State Educational Grant (SU) rules</li> <li>• The students' safety, insurance conditions (where appropriate) and SDU's emergency preparedness</li> <li>• SDU's code of conduct</li> <li>• The students' rights in relation to participating in cooperation bodies</li> <li>• Presentation of guidance provision (including career guidance, student counselling service, SPS and SDU Elite) with contact information</li> </ul> <p><b>Responsible parties: Central Administration</b></p> <ul style="list-style-type: none"> <li>○ Programme for the intro course</li> <li>○ Advice on possible Study commencement test with two examination attempts governed by latest Ministerial Order</li> <li>○ Programme regulations, including the first-year examination</li> <li>○ Contact information for persons responsible for Study commencement</li> <li>○ Important dates of the programme, including academic and social events during the first semester</li> <li>○ Presentation of the programme</li> </ul>

- Presentation of guidance provision (including expert guidance and student counselling) with contact information
- The most important physical locations and relevant services on Campus (e.g. library, degree programme secretarial office, Student Services, SDU Fitness and other sports and activity provisions, canteen facilities, student bar and similar social meeting places and teaching facilities)
- Any study or mentor groups

**Responsible parties: The Faculties**

### 3. All students must be aware of the expectations regarding participation and work effort

*SDU would like to create a firm basis for a good working culture and commitment to the education.*

*SDU acknowledges the importance of communicating clearly to all new students what it will say to be a student.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<p><b>Bachelor and professional bachelor's degree programmes</b> <b>Master's degree programmes</b></p>	<p>All students must be introduced to, and have knowledge of, the expectations and requirements for their efforts. This knowledge shall include knowledge of academic efforts, exams, the development of teaching and programmes through participation in evaluations.</p> <p>Students who are not actively studying in the first month after Study commencement must be contacted.</p> <p><b>Responsible parties: The Faculties</b></p>
<p><b>Part-time study programmes</b></p>	<p>All students must be introduced to, and have knowledge of, the expectations and requirements for their efforts. This knowledge shall include knowledge of academic efforts, exams, the development of teaching and programmes through participation in evaluations.</p> <p><b>Responsible parties: The Faculties</b></p>
<p><b>International students</b></p>	<p>This shall be implemented in the same way as specified for Bachelor and professional Bachelor's degree students, as well as graduate students respectively.</p> <p><b>Responsible parties: The Faculties</b></p> <p><i>The faculties are not required to implement this principle for exchange students</i></p>



#### 4. Study commencement activities must include an academic study preparation

*SDU would like the students to quickly acquire solid competences through a purposeful and relevant effort early on in their studies. This relates to academic practice, study habits, responsibility for one's own learning and a feeling for one's own position in relation to the requirements for the programme.*

*SDU acknowledges that the successful completion of an academic programme requires the student to acquire good, general competences for studying and knowledge of good academic practice.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<b>Bachelor and professional bachelor's degree programmes</b>	<p>Study commencement activities must include an academic element, that as a minimum, contains the following elements:</p> <ul style="list-style-type: none"> <li>• Teaching in academic study preparation. This entails an introduction to good academic practice and the requirements for academic integrity and probity, and training of general competences for studying.</li> <li>• The teaching shall be conducted at a time when the student needs competences and must be integrated into the programme's subject courses.</li> <li>• The competences acquired during the teaching in academic study preparation shall be assessed and feedback shall be given.</li> <li>• An introduction to the programme's career perspectives, including the relationship between the programme's competences and the labour market relevant to the programme.</li> </ul> <p><b>Responsible parties: The Faculties</b></p>
<b>Master's degree programmes Part-time study programmes</b>	<p>Students who have not previously studied at a university shall be provided with tuition in academic study preparation and training of general competences for studying.</p> <p><b>Responsible parties: The Faculties</b></p>
<b>International students</b>	<p>This shall be implemented in the same way as specified for Bachelor and professional Bachelor's degree students respectively.</p> <p><b>Responsible parties: The Faculties</b></p> <p><i>The faculties are not required to implement this principle for exchange students</i></p>

## 5. Study commencement activities must provide the students with the opportunity of being part of a social community

*SDU would like all students to be included in a social life during their education.*

*SDU acknowledges that the well-being of students while studying is to a high degree dependent on successful social integration, and that social skills and the ability to collaborate are important, also after completing the programme.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<p><b>Bachelor and professional bachelor's degree programmes</b>  <b>Master's degree programmes</b>  <b>Part-time study programmes</b>  <b>International students</b></p>	<p>Study commencement activities/graduate introductory courses shall be organised so that:</p> <ul style="list-style-type: none"> <li>• it is possible for the individual student to be socially integrated with the other students on the programme.</li> <li>• the new students are aware of the social activities that take place within the framework of the programme and the activities that fall within the student's own initiative.</li> <li>• Study commencement activities that take place within the framework of the programme are not exclusionary in terms of, e.g. financial matters, ethnicity, religious beliefs or gender.</li> <li>• Study commencement activities that take place within the framework of the programme are not exclusionary due to alcohol. Alcohol must never be the focal point, but always considered a voluntary option.</li> </ul> <p>They are conducted in accordance with SDU's <a href="#">Code of conduct for the students' consumption of alcohol and intoxicating agents during Study commencement</a>.</p> <p><b>Responsible parties: The Faculties</b></p> <p><i>The faculties are not required to implement this principle for exchange students</i></p>
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## 6. The academic and social elements of Study commencement activities shall be integrated with one another

*SDU would like to integrate the academic study preparations with the social elements in the organisation of Study commencement activities.*

*SDU acknowledges that it would be inappropriate if the efforts for social inclusion were separated from the academic study preparation or perceived as being improper.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<b>Bachelor and professional bachelor's degree-programmes</b> <b>Master's degree programmes</b> <b>Part-time study programmes</b> <b>International students</b>	<p>Study commencement activities shall be organised so that the social elements of Study commencement activities are integrated with the academic elements of Study commencement activities. In cases of participation by older students, the necessary competences are provided for assuming the role of tutor during the intro course.</p> <p><b>Responsible parties: The Faculties</b></p> <p><i>The faculties are not required to implement this principle for exchange students</i></p>
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## 7. Each student's experience of Study commencement activities shall contribute to learning and development

*SDU would like each student's experience of Study commencement activities to be included in the organisation of these activities.*

*SDU acknowledges that the students' experience of Study commencement activities is important for the benefits they gain from these activities.*

**The principle is implemented based on the following. Local adjustments may be made, but the essence shall be preserved:**

<b>Bachelor and professional bachelor's degree programmes</b> <b>Master's degree programmes</b>	<p>All students will be invited to participate in a Study commencement survey, in which Study commencement activities will be evaluated. This will be carried out at the end of the first semester in order to assess whether the Study commencement activities comply with the principles. The survey will evaluate whether:</p> <ol style="list-style-type: none"> <li>1. The students have experienced Study commencement as being good and relevant.</li> <li>2. The students have been provided with enough information in connection with Study commencement, including whether communication about the programme has been sufficient and whether the students have acquired the relevant knowledge about their educational opportunities at the university.</li> <li>3. The students are aware of the expectations regarding participation and work effort.</li> <li>4. The students were satisfied with the academic elements of the Study commencement activities.</li> <li>5. The students were satisfied with the social elements of the Study commencement activities.</li> <li>6. The students were satisfied with the coherence between the academic and social elements of Study commencement.</li> </ol> <p><b>Responsible parties: Central Administration</b></p> <p>The results of the Study commencement survey shall be included in the planning of the subsequent organisation of Study commencement activities.</p> <p><b>Responsible parties: Central Administration and the faculties</b></p>
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<b>Part-time study programmes</b>	<p>The students must be provided with the opportunity to evaluate Study commencement and Study commencement activities for part-time study programmes. The method for how this is carried out is optional, but the results of the evaluation must be included in the planning of the subsequent Study commencement course.</p> <p>If the evaluation produces results that Central Administration must act on, the faculties are responsible for passing this information on to Central Administration.</p> <p><b>Responsible parties: The Faculties</b></p>
<b>International students</b>	<p>This shall be implemented in the same way as specified for Bachelor and professional Bachelor's degree students, as well as graduate students respectively.</p> <p><b>Responsible parties: The Faculties and Central Administration</b></p> <p><i>The faculties are not required to implement this principle for exchange students.</i></p>

# Procedure

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The above-mentioned principles apply to all students at SDU, except for Danish guest students enrolled in single subjects. The principles are implemented differently however, depending on whether they apply to:

- Bachelor and professional Bachelor's degree students (full-time)
- Graduate students (full-time)
- Part-time students
- International students

# Responsible parties

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- Faculty management is responsible for ensuring that Study commencement activities, which comply with the above-mentioned principles are organised for the individual programme. All Study commencement activities shall be organised with the involvement and participation of study management and academically employed university teachers on the programme.
- Central Administration's management is responsible for supporting the efforts of study and faculty management in the best way possible in order to fulfil the above-mentioned responsibilities.