

Study Start at the Faculty of Business and Social Sciences, SDU

Titel:	Concept for Study Start at the Faculty of Business and Social Sciences, SDU
Reference:	[Reference]
Notat sendt til:	[Notat sendt til]
Notat sendt til orientering til:	[Notat sendt til orientering til]
Status:	Internal use

1.0 General Framework

Completion of the study start has its foundation in the applicable Sub-policy for Commence. The completion of the study start on the individual study programme must also comply with SDU's principles for Commence as well as the Code of Conduct for consumption of alcohol and drugs in the study start and SDU's common code of conduct.

The faculty's concept for study start applies to all of the faculty's ordinary bachelor's and master's programs (full-time) in all of the faculty's campus cities. On the regular full-time programmes, the study start is the entire process from the prospective student accepting the study place to the end of the first semester.

2.0 Purpose

The study start is the new students' first encounter with their study programme and constitutes a particularly important period of a student's study time. The study start is of great importance for both implementation and well-being. The purpose of the study start is to introduce the student to the programme, to create opportunities for both academic and social integration in a safe environment, which overall can improve the basis for a successful completion of the study programme. The purpose of the study start is to create social, academic and practical security.

3.0 Principles for a good study start

The following principles provide direction and boundaries for priorities and decisions in the work with the study start at the Faculty of Business and Social Sciences.

3.1 Timely and relevant information

All new students must receive timely and recipient-oriented information about conditions related to the study start. Communication must focus on providing the right information at the right time. Information must be structured so that the student can easily obtain knowledge of where and how supplementary information can be found. Information and activities must focus on the new students' needs and be relevant in relation to their transition process.

3.2 Social and professional integration in a professional community

The study start activities must support the students' gradual academic and social integration during the course of study. The activities must contribute to a good study environment and build on SDU's common code of conduct. The study start at BSS is planned on the assumption that the social community is established through academic activities and that social activities also should have an academic purpose. The study start activities must therefore focus on strengthening the students' experience of belonging to an academic community and strengthening their attachment to fellow students and the study programme. Activities of a purely social nature should primarily take place on the students' own initiative.

3.3 Study start with learning objectives

The study start activities are learning activities that aim to support the students in the transition to university. In the planning, specific learning goals are defined for the individual activity. Each activity is developed to support the set goals in the best possible way. All activities at the study start must therefore contribute to equipping the students to be university students and to engage in the academic community with their fellow students.

3.4 A study start for everyone

The study start must be for everyone and take into account the diversity of the group of new students. Many new students experience being in a vulnerable situation and we must therefore endeavor to create security both academically, socially and practically. The content of the program must be transparent and clearly described. All activities must be planned with a focus on avoiding situations that can be experienced as exclusionary or border crossing. *What is necessary consideration for some is good for all.*

3.5 Expectations alignment

The purpose of the study start is to prepare the new students for the new framework and guide them to the right adaptation in the transition to university. The activities must be organized so that it strengthens the students' faith in their abilities and opportunities for academic success, while they become aware of the university's expectations of them as students.

4.0 The 3 phases of study start at BSS

The study start at BSS extends as a concept over the entire 1st semester. The study start period consists of three phases with different focus and content.

4.1 How to Uni and MA Introduction Course (Klar til Kandidat)

Online study start course, which aims to ensure a good transition to SDU and the faculty. The online course is basically a generic course, which must ensure a good and flexible introduction to the administrative, practical and academic conditions.

4.2 Intro Days

A planned program with both academic and social elements, which takes place on Campus, online or in a combination. For BA, a minimum of 2-3 introductory days are held. For KA, a minimum of 1-2 introductory days are held.

The degree-specific study start program builds on How to Uni / MA Introduction Course and specifies the expectations for the students on the specific study programme.

4.3 Semester activities

How to Uni / MA Introduction Course and the introduction days aim to introduce to the university and the specific programme. Since the study start extends over the entire first semester, the study programs should think of this period as part of the students' transition process, where they must develop to become students and master relevant study techniques and skills.

5.0 Guidelines for completion of study start at BSS

The following framework applies to all introduction programs and helps to ensure the quality of content and execution.

5.1 The use of tutors

The tutors, who are students from older classes, are the most important actors in the process of the study start. They contribute to the development, planning and execution of the study start and, in their direct meeting with the new students, have a great influence on the experience of the study start as safe, relevant and inclusive.

Students who take on the role of study start tutor must participate in relevant training courses that ensure the necessary level of knowledge and competence in terms of minimizing the risk of inappropriate incidents and ensures an inclusive study start for everyone and raises the level of quality.

Coordinating tutors responsible for modules in the intro program are remunerated according to the applicable collective agreement. Volunteer tutors can participate as practical helpers without responsibility for content and execution during the intro days and without remuneration.

5.2 Alcohol policy

For all study start activities, it applies that they are considered an offer to all new students, and that neither academic nor social parts are centered around exclusionary elements. Alcohol is not part of the official intro program. On the intro days, alcohol can only be consumed after 4 p.m.

For study start activities that are run under the auspices of student associations, or the like applies that all new students must feel welcome to all activities, regardless of whether you drink alcohol or not. Alcohol must never become the focus of study start activities but must always be considered a voluntary option. The tutors must not encourage new students to drink - either directly or when carrying out activities that require the consumption of alcohol.

All consumption of drugs other than alcohol is strictly prohibited and may result in a police report.

5.3 Communication with new students

In order to ensure a good and clear communication process for new students, direct communication takes place via welcome emails/info emails to the student email, where further information is referred to on the study programme pages at MySDU.

The study start pages on MySDU are the official place where new students can find information about their study start. On the study start pages, new students must be able to find the program for intro days with an indication of time and place (room), information about the study start test (BA) and the online study start course in itslearning. It must also be possible to find contact information in case of questions.

5.4 Evaluation and quality assurance

All new students must be invited to participate in the evaluation of the elements of the study start.

The results must be included in subsequent development and quality assurance of study start activities.

6.0 Responsibilities

The overall development and assurance of the quality of the study start takes place in a collaboration between faculty management, study management, the faculty's study start coordinator and those responsible for the study start on each campus.

The faculty management has the overall responsibility for ensuring that the partial policy and principles for the study start are complied with at the faculty.

Head of study and programme manager are responsible for ensuring that the partial policy and principles for the study start are complied with in the specific study programme.

The faculty's study start coordinator is responsible for the overall coordination and development of the study start as well as compliance with the principles in practice.

Studiestartsansvarlige på hver campus har ansvar for, at den konkrete udmøntning i samarbejdet med uddannelsens tutorer lever op fakultetets koncept for studiestart.

Those **responsible for the study start on each campus** are responsible for ensuring that all intro programs comply with the faculty's concept for study start.