

Guidelines for developing and running inter-faculty programmes

Adopted by the education committee 9 May 2012 Presented to the University Board 27 September 2012.

1. The development of new inter-faculty study programmes

All study programmes must be based on research. Initiation of new programmes may be done by internal academic groups and external communities/partners. In consultation with participating faculties, it must be determined which faculty is to have the administrative responsibility.

The subsequent approval process is in two stages. In the first stage a draft programme description must be prepared, in addition to an estimate of resource requirements and a proposal for dimensioning. This must be attached to the responsible faculty's Education report on notification of a desire to establish new programmes. Following approval by the University Board, stage two starts with the establishment of a representative programme board and deadline for final programme description announcement the next year of study, cf. description of the process and requirements for programme descriptions in chapter 16 of the Handbook for quality assurance of university education.

2. Resource assessments

Along with the proposal for the programme description for an inter-faculty programme, an estimate must be prepared of the resource requirements for teaching, supervision and assessment (examination work). The estimate must be prepared in the form of calculated hours based on the programme description and a stipulated number of students. In addition there are hours for academic coordination and any increased administration requirements.

If there is a requirement for extra resources for running the programme and/or individual courses, this should be raised in the budget process by the faculty with administrative responsibility.

Academic responsibility for individual courses must be evident from the course description. The faculty responsible for the course is responsible for the course's budget and will be credited the resulting budget. If several departments provide teaching in a course, the rule of thumb is that settlement between that parties takes place through distribution of credit production. The parties may also agree on financial compensation.

3. Governance structure

In stage 2 the faculty with administrative responsibility appoints a programme board where representatives from the collaborating communities and students participate. A person with academic responsibility for the programme should be chair of the programme board. The faculty/department must make available the necessary administrative capacity.

The departments/faculties participating in the interdisciplinary programs must be represented on the programme board. Members are obliged to regularly report on the meetings of the board to the administration of their own department/faculty. Programme board members have a particular responsibility to ensure that the departments' contribution in the programme is an integral part of the ordinary activities of the department.

The programme board has an advisory capacity to the department and faculty in terms of plans for courses and programmes. The programme board is further responsible for running the programme, which involves:

- Quality assurance in accordance with the guidelines in the Handbook for quality assurance of university education.
- Planning and coordinating teaching
- Ensuring follow-up of the students
- Creating a plan for the evaluation of courses and programme in accordance with section 13 of Handbook for quality assurance of university education.
- Proposing a programme auditor
- Updating programme descriptions
- Ensuring the preparation of offers of and agreements for partial studies abroad that are accommodated in the programme
- Provide information to students and collaborating academic communities

In cases where courses are part of more than one programme, an effort should be made to establish a fixed schedule for classes and examinations, particularly for the obligatory courses. On courses where there are vacant places, other students than those who are accepted to the programme may follow classes.

4. Obligations

Through participation in the programme, cooperating faculties are obligated to provide teaching according to the established schedule in those courses that are included in the programme description for the entire programme period. The partnership can be terminated with effect from the next admission year following the decision to discontinue by the University Board the previous year. Departments wishing to withdraw from the cooperation must provide notification well in advance before the responsible faculty reports a request for discontinuation in conjunction with the education report 1 April, i.e. by 1 October the previous year.

In the Handbook for Quality Assurance of University Education chapter 16, it is stated that the programme board/faculty must ensure that students who are already accepted to the programme may complete it.

The number of study places and announcement through the Colleges Admission Services is decided by the University Board. Partners are obliged to provide lessons to the stipulated number of students in those courses and specializations included in the programmes.