



ACE Denmark
Akkrediteringsinstitutionen

GUIDELINES

ON APPLICATION FOR ACCREDITATION AND APPROVAL OF NEW UNIVERSITY STUDY PROGRAMMES



**FOR DEADLINES FOR APPLICATION FOR ACCREDITATION AND APPROVAL OF
NEW UNIVERSITY STUDY PROGRAMMES, SEE WWW.ACEDENMARK.DK**

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Preface

The *Guidelines on accreditation and approval of new university study programmes* implement the Accreditation Order in assessment and documentation points. Consequently, the guidelines form the basis of the university's application for accreditation of new university study programmes.

The guidelines ensure that required and adequate documentation for the quality and relevance of the study programmes is made available for the accreditation panels' assessments and the Accreditation Council's decisions.

Universities may use the quality and relevance criteria set out in these guidelines as a checklist when developing new study programmes. Also, the criteria help ensure that the most important elements of the development of a new study programme have been thoroughly considered and planned, which will create the basis for ensuring that the students on the new study programmes will enjoy a good course of study.

Through their work, the Accreditation Council and ACE Denmark wish to help ensure that the universities will be able to meet the challenges faced by Danish higher education in the years to come. The intention is for the accreditation process to work as a useful quality assurance tool for the universities in their general quality assurance of university study programmes. With this in mind, focus on the relationship between the universities' quality assurance systems and the European standards and guidelines will be sharpened.

These guidelines were revised in January 2012 with a view to clarifying the requirements for documentation of the demand for new study programmes. In addition, recommendations on admission requirements and bodies of external examiners have also been described in more detail. This revision also includes editorial changes due to the changes in the Ministry of Science, Innovation and Higher Education in 2011.

10 February 2012

Best regards,

Søren Barlebo Rasmussen
Chairman
The Accreditation Council

Anette Dørgé Jessen
Executive Director
ACE Denmark

Introduction

Background

With Act no. 294 of 27 March 2007 on the Accreditation Agency for Higher Education (the Accreditation Act) and the establishment of the Accreditation Council and ACE Denmark, Denmark now has a national accreditation system which aims to secure the quality and relevance of higher education in the country. Increased focus on quality assurance and international standards as well as a desire to make Danish education globally competitive have led to the establishment of an independent institution.

The Accreditation Council and ACE Denmark's accreditations of university study programmes are performed in accordance with Ministerial Order no. 1402 of 14 December 2009 on Criteria for the Relevance and Quality of University Study Programmes and on Procedures for Approval of University Study Programmes ("the Accreditation Order"). All new and existing university study programmes in Denmark must be accredited in accordance with the criteria set out in Appendix 1 to the Accreditation Order. These guidelines implement the criteria of the Accreditation Order in assessment and documentation points.

The application guidelines comprise two parts. *Part 1* is the Accreditation Council and ACE Denmark's implementation of the criteria of the Accreditation Order in assessment and documentation points. *Part 2* describes the legality issues and special circumstances concerning the study programme. The documentation to be prepared by the institution must cover both these parts.

Stages of the accreditation process

Based on the university's application, ACE Denmark will perform an academic assessment of each study programme according to the criteria and assessment and documentation points. The assessments and the general recommendation for the Accreditation Council's decision are incorporated in an accreditation report which will form the basis of the Accreditation Council's decision. The Accreditation Council's decision may be positive or a refusal of accreditation. The accreditation process consists of a number of stages:

- The university applies to the Accreditation Council for accreditation and approval of a new study programme.
- The university uploads the documentation for the study programme to www.acedenmark.dk.
- ACE Denmark reads the documentation to ensure that the study programme complies with the university programme regulations and prepares an accreditation report containing an academic assessment and a recommendation for an accreditation decision.
- The provisional accreditation report is submitted for a hearing at the university. The university gets to consider the *content* of the full provisional accreditation report, as the university is given the opportunity to point out *any misunderstandings, inaccuracies or incompleteness* in the consideration of the university's documentation.
- The university submits a hearing response to ACE Denmark.
- ACE Denmark performs an academic assessment of the university's hearing response.
- ACE Denmark submits the final accreditation report to the Accreditation Council.
- The Accreditation Council makes a decision on accreditation of the study programme. A study programme may either receive positive accreditation or a refusal of accreditation.
- The Accreditation Council recommends the title of the study programme, subsidy status, specific admission requirements for bachelor programmes, and the prescribed study period of the study programme and any maximum limits on student intake for the study programme to the Danish Agency for Universities and Internationalisation. If the Accreditation Council does not agree with the university on the five elements recommended to the Danish Agency for Universities and Internationalisation, these are submitted to a hearing at the university, after which time they are recommended to the Danish Agency for Universities and Internationalisation.

- The Danish Agency for Universities and Internationalisation makes a decision on the title, subsidy status, specific admission requirements for bachelor programmes, the prescribed study period of the study programme and any maximum limits on student intake for the study programme.
- The Accreditation Council makes a decision on approval of the study programme.
- ACE Denmark sends a letter of decision to the university.

The five criteria of the Accreditation Order

Appendix 1 to the Accreditation Order contains a total of five criteria, divided into three columns:

Column I:	Demand for the study programme in the labour market Criterion 1: Demand for the study programme
Column II:	Research-based teaching Criterion 2: The study programme must be based on research and connected with an active research environment of high quality
Column III:	Academic profile and level of the study programme as well as internal quality assurance Criterion 3: Academic profile of the study programme and learning outcome targets Criterion 4: Structure and organisation of the study programme Criterion 5: Continuous internal quality assurance of the study programme

Implementation of the criteria in assessment and documentation points

The Accreditation Council and ACE Denmark have implemented the criteria in assessment and documentation points. The detailed descriptions of the criteria contained in the Order are numbered in the guidelines. In the guidelines, assessment points, documentation points and any clarifications of the documentation points are placed together. The assessment point is worded as a question. Then, the documentation points are presented. They are worded as requirements for the institution's account and documentation. An account is a presentation which may include descriptions, explanations or assessments of a particular case. Documentation means a structured collection of qualitative or quantitative data demonstrating a specific case.

The assessment point is as a numbered headline written in bold. The documentation point(s) is/are given below. Detailed descriptions are provided below the documentation point(s).

Example

2.5 The research environment behind the study programme must be of a high quality, which must be documented through relevant research indicators [description in the Accreditation Order]

Assessment and documentation points

2.5.1 Is the research environment connected with the study programme of a high quality? [assessment point]

- The institution must prepare a statement of the number of research publications for the research environment(s) connected with the study programme. This statement must cover three years. From 2009, the statements must comply with the principles of the bibliometric research indicators of the Danish Agency for Science, Technology and Innovation and cover "Articles in journals, level 1", "Articles in journals, level 2" and other relevant research publications. [documentation point]
- If the study programme is part of a new focus area for the institution, the university must document the strategy and the specific action plans that have been decided, including new appointments, establishment of research groups etc., and how this is expected to promote the study programme in question. [documentation point]

Framework guidelines

The *Framework guidelines on accreditation and approval of new and existing university study programmes* describe the general circumstances relating to applications for accreditation and approval of university study programmes. The framework guidelines supplement the Guidelines on approval and accreditation of new and existing university study programmes. They describe circumstances relating to the application process which are not directly related to the criteria of the Accreditation Order.

Requirements for the application and appendices

The university must prepare applications for the study programmes to be accredited. The following requirements must be met by the application:

- It must, as a minimum, take account of the assessment and documentation points contained in the guidelines. The university may include other information, if deemed relevant.
- It is vital that comments are provided on the documentation and other appendices and that they are used to actively support the argumentation in the application. As a general rule, appendices which have been enclosed, but to which no exact references have been made, will not be considered.
- The application must comprise the (draft) curriculum for the study programme.
- Generally, quantitative documentation must cover the past three years. This applies to parts 1 and 2 of the guidelines.
- The application must have been approved by the university's rector.
- The Accreditation Council will reject applications which do not fulfil the minimum requirements for a curriculum or which are so materially and decisively lacking that it is not possible to assess the study programme in question based on the application. See also *Framework guidelines on accreditation and approval of new and existing university study programmes* at www.acedenmark.dk.
- The Accreditation Council may reject an application for accreditation if the application essentially relates to matters which the Council has considered within the past two years and which have caused it to refuse accreditation of a study programme. See also *Framework guidelines on accreditation and approval of new and existing university study programmes* at www.acedenmark.dk.

It is important that the application refers precisely to the places in the appendices of central importance to the responses to the individual documentation points, e.g. by indication of the name of the document, page number and perhaps paragraph (e.g. "Curriculum, p. 3, paragraph 5" or "Curriculum clause 8").

If the university assesses that a bachelor programme and a master's programme are a natural continuation of each other, the university may prepare a joint application covering both programmes. In order for the university to be entitled to prepare a joint application, the programmes must be anchored in the same academic environment, the master's programme must build on the academic profile of the bachelor programme, and the bachelor programme must give direct admission to the master's programme. ACE Denmark has described in more detail the requirements for documentation of the individual programme if a joint application is prepared. See www.acedenmark.dk.

If the application concerns both a bachelor and a master's programme, it is important that the university clearly identifies matters which relate:

- to both the bachelor and the master's programmes
- only to the bachelor programme
- only to the master's programme.

An application for a new bachelor programme will not be considered if it does not give admission to a master's programme immediately after completion (legal claim). This may be an existing or a new master's programme at the same university, for which an application is submitted in the same round of applications.

The application with appendices and a covering letter signed by the rector must be uploaded to www.acedenmark.dk, where information on legality (part 2 of the guidelines) must also be provided. It is recommended that the university follow the instructions provided on the website. All documents must be uploaded as unlocked PDF files, and scanning of documents should as far as possible be avoided. An application concerning one programme is expected to be no more than 25 pages long, excluding appendices. Applications concerning both a bachelor and a master's programme are expected to be no more than 40 pages long. The appendices must be limited as far as possible and should not be more than 300 pages. Please note that the maximum upload capacity in the application module is 20 MB. In addition, an indicative maximum number of pages is indicated below each criterion. If the university wishes to submit more pages, it must contact ACE Denmark. ACE Denmark will inform the universities when the documentation report and its appendices must be uploaded. ACE Denmark will also announce when other activities in connection with the accreditation will take place, including the period of hearing at the universities etc.

The general rule is that the application must be in Danish, and appendices may be in Danish or English. The application procedure will take place in Danish.

Requirements for the curriculum for the study programme

The requirements for the curriculum for the bachelor or master's programme are provided in the University Programme Order. For professional master's programmes, the requirements for the curriculum for the programme are provided in the Ministerial Order on Professional Master's Degree Programmes. A curriculum must also fulfil the requirements of the Examination Order, the Grading Scale Order and the Order on Admission and Enrolment.

In order for ACE Denmark to be able to process an application for a new study programme, the university must submit a curriculum fulfilling all of the requirements in the university programme regulations. However, ACE Denmark may start processing the application if the curriculum contains, as a minimum, the following information. If not, the application will be refused, cf. the framework guidelines.

- The competency profile of the study programme
- The structure of the study programme (covering the subject elements of the study programme, their ECTS points and timing).
- Draft course descriptions for the constituent subject elements of the study programme, containing a description of the subject purpose, content, expected educational or didactic methods and examination forms.
- The constituent subject elements of the study programme.

If the university has any queries regarding these guidelines, it is encouraged to contact ACE Denmark. The university should contact either its contact person or

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Part 1: Criteria in the Accreditation Order

Column I: Demand for the study programme in the labour market

Criterion 1: Demand for the study programme

Description of the criterion in the Accreditation Order

- 1.1 *The institution must account for the vocational applicability of the study programme and must identify employers for coming graduates.*
- 1.2 *The institution must render probable that there is a demand for the study programme and that relevant employers and employer panels have been involved in developing the programme. The institution must also, where relevant, account for the special characteristics of the study programme compared with related programmes.*
- 1.3 *The institution must describe the labour market situation for graduates from related study programmes.*

Assessment and documentation point

Has the institution ensured that there is a demand in society for the study programme by means of a thorough development and quality assurance process?

The institution must account for the development and quality assurance process through which it has been rendered probable that there is a demand in society for this new study programme. This account must always document how the institution has ensured clear management accountability in relation to the assessment of the demand in society.

The account must, as a minimum, contain the following:

- The correlation between the competency profile of the study programme and its vocational applicability (e.g. expressed through the job functions of the graduates and possible employer industries or enterprises).
- How the institution has involved relevant stakeholders, including recruitment panels, in the process. This could, for example, be a description of which potential employers have been involved, at what point in the process, and the reason for selecting them. The institution must also account for the management's role in the process.
- Which information about the study programme and the content and labour market situation of related study programmes the stakeholders have received, what the stakeholders have contributed and how the institution has processed these contributions.
- Whether it has been discussed and assessed whether a competency profile corresponding to the relevant study programme cannot be achieved by developing the courses offered on an existing study programme at the same university (often referred to as "specialisation").
- How the institution has assessed the demand in society, i.e. the balance between the demand for the competencies in the labour market on the one hand and the existence of related study programmes and the new study programme on the other hand.
- Whether the unemployment rate for graduates from related study programmes relative to the unemployment rate for the field of study has been factored into the assessment of the demand in society – and if so, how.
- How the institution renders it probable that there is a demand for the study programme and its graduates in a future labour market in addition to the number of graduates already expected from related study programmes.

The institution may obtain documentation for the unemployment rate from the Danish Agency for Universities and Internationalisation's databases on www.ui.dk. The unemployment rate and the number of graduates from related study programme must be documented for the past three years. Study programmes combining several subject fields must account for the unemployment rate for all subject fields. The combination of several subject fields means both combinations of subjects within different fields of study and combinations

of subjects within the same field of study.

Related study programmes means study programmes at the same institution or other institutions, which have an academic content, a competency profile and/or a vocational applicability similar to the study programme in question.

For bachelor programmes:

The institution may use the unemployment rate for graduates completing an existing master's programme to which the bachelor programme in question qualifies.

Professional master's programmes:

Professional master's programmes are not required to document *"Which information about the study programme and the content and labour market situation of related study programmes the stakeholders have received..."* or *"Whether the unemployment rate for graduates from related study programmes relative to the unemployment rate for the field of study has been factored into the assessment of the demand in society – and if so, how..."*.

Column II: Research-based teaching

Criterion 2: The study programme must be based on research and connected with an active research environment of high quality

Description of the criterion in the Accreditation Order

- 2.1 *The study programme must provide the students with knowledge, skills and competences based on research within the relevant discipline(s) and, where relevant, based on the interaction between research and practice.*
- 2.2 *The study programme must be organised by active researchers.*
- 2.3 *The students must to a large extent be taught by active researchers.*
- 2.4 *The study programme must have a close connection to an active research environment.*
- 2.5 *The research environment behind the study programme must be of a high quality, which must be documented through relevant research indicators.*

The documentation points in 2.1, 2.2, 2.4 and 2.5 may be taken together.

2.1. The study programme must provide the students with knowledge, skills and competences based on research within the relevant discipline(s) and, where relevant, based on the interaction between research and practice.

Assessment and documentation points

2.1.1. Is there an interrelation between the research areas associated with the study programme and the subject elements of the study programme?

- The institution must prepare an overview of the expected interrelation between the subject elements of the study programme and the research area(s) associated with the study programme. The scientific/academic staff members expected to be allocated to the subject elements and research elements must also be shown on the overview. The list is not expected to be exhaustive. The overview must illustrate which scientific/academic staff members/research groups undertake research within fields of relevance to the individual subject elements/modules of the study programme.

2.1.2 Does research interact with practice?

If the institution assesses that research areas behind the study programme are particularly profession-oriented or practice-oriented:

- The institution must account for how these research areas cooperate with the practice field.

2.2. The study programme must be organised by active researchers

Assessment and documentation points

2.2.1 Is the study programme to a large extent organised and developed by scientific/academic staff?

- The institution must state who organises and develops the study programme. Organisers are the people who have the formal and actual responsibility for the ongoing organisation of the entire study programme. In addition to the director of studies and the board of studies, this could be an education committee, a coordinator group, course coordinators, course supervisors etc.
- The institution must document that the scientific/academic staff organising and developing the study programme are active researchers within an area of relevance to the study programme. This must be documented using CVs showing, as a minimum, publications for the past three years, perhaps using a hyperlink.

2.3. The students must to a large extent be taught by active researchers

Assessment and documentation points

2.3.1 Will the students to a large extent taught by scientific/academic staff?

- The institution must account for how it intends to ensure that the students will to a large extent be taught by scientific/academic staff. Scientific/academic staff and part-time scientific/academic staff are defined in the statistical material of Universities Denmark (*Danske Universiteters Statistiske Beredskab*). The account may be based on the expected intake of students relative to the number of scientific/academic staff on the study programme.
- If the study programme is part of a new focus area for the institution, the university must document the strategy and the specific action plans that have been decided, including new appointments, establishment of research groups etc., and how this is expected to promote the study programme in question.

2.4. The study programme must have a close connection to an active research environment

Assessment and documentation points

2.4.1. Will the study programme have a close connection to an active research environment?

If (significant parts of) the study programme (are) is not to be taken at the same campus as the research environment(s):

- The institution must account for how it will be ensured that the students' teaching and guidance have a close connection to an active research environment. If (significant parts of) the study programme (are) is offered as distance education, the institution must account for how the contact between the students and the research environments will be supported electronically or otherwise, including how the students and the research environments are expected to use the contact options.

2.5. The research environment behind the study programme must be of a high quality, which must be documented through relevant research indicators

Assessment and documentation points

2.5.1 Is the research environment connected with the study programme of a high quality?

- The institution must prepare a statement of the number of research publications for the research environment(s) connected with the study programme. The statement must cover the past three years. From 2009, the statements must comply with the principles of the bibliometric research indicators of the Danish Agency for Science, Technology and Innovation and cover "Articles in journals, level 1", "Articles in journals, level 2" and other relevant research publications.
- If the study programme is part of a new focus area for the institution, the university must document the strategy and the specific action plans that have been decided, including new appointments, establishment of research groups etc., and how this is expected to promote the study programme in question.

The response to this criterion may not exceed seven pages, excluding appendices.

Column III: Academic profile and level of the study programme as well as internal quality assurance

Criterion 3: Academic profile of the study programme and learning outcome targets

Description of the criterion in the Accreditation Order

- 3.1 *There must be an interrelation between the learning outcome targets of the study programme, the name of the programme and the title that graduates of the programme are entitled to use.*
- 3.2 *The learning outcome targets of the study programme must live up to the relevant type description (bachelor (bachelor), master's (candidatus) (kandidat) or master's (master)) in the Qualifications Framework for Danish Higher Education (Kvalifikationsrammen for videregående uddannelser).*

3.1 There must be an interrelation between the learning outcome targets of the study programme, the name of the programme and the title that graduates of the programme are entitled to use

Assessment and documentation points

3.1.1. Does the competency profile correspond with the title and name of the study programme?

- The institution must indicate the ministerial order, including its number, publication date and the relevant section(s), on the basis of which the study programme is to be approved. Based on the draft curriculum, the institution must show the interrelation between the competency profile of the study programme and its title, name, objectives and content, cf. the indicated ministerial order. The institution must account for the weighting of subject fields of the study programme for study programmes with an interdisciplinary profile.

3.2 The learning outcome targets of the study programme must live up to the relevant type description (bachelor (*bachelor*), master's (candidatus) (*kandidat*) or master's (*master*)) in the Qualifications Framework for Danish Higher Education, cf. Appendix 2.

Assessment and documentation points

3.2.1. Does the competency profile of the study programme live up to the relevant type description in the Qualifications Framework?

- Based on the draft curriculum, the institution must account for the interrelation between the competency profile of the study programme and the requirements for either the bachelor, master's or professional master's level in the provisions of the Qualifications Framework, cf. Appendix 2 to the Accreditation Order.

The response to this criterion may not exceed two pages, excluding appendices.

Criterion 4: Structure and organisation of the study programme

Description of the criterion in the Accreditation Order

- 4.1 *The study programme must be organised such that it supports the learning outcome targets of the programme, the specific admission requirements and the programme's examination forms.*
- 4.2 *Instruction must be provided in a pedagogical and qualified manner by the lecturers.*
- 4.3 *The physical setting for the study programme must match the programme and the number of students.*
- 4.4 *The study programme must be organised such that the students are given the possibility of becoming part of an international study environment.*

4.1 The study programme must be organised such that it supports the learning outcome targets of the programme, the specific admission requirements and the programme's examination forms

Assessment and documentation points

4.1.1 Is there an interrelation between the admission requirements and the academic level of the study programme?

- For bachelor programmes:
The institution must indicate the programme-specific and area-specific admission requirements. The institution must account for how the academic level of the study programme ensures the interrelation with the programme-specific and area-specific admission requirements.
- For master's programmes:
The institution must indicate the qualifying study programme(s), including specific admission requirements. The institution must account for how the academic level of the study programme ensures that the academic level of the master's programme builds on the academic level and content of the typical qualifying study programme(s).
- For professional master's programmes:
The institution must indicate the qualifying study programme(s), including specific admission requirements as well as relevant work experience. The institution must account for how the academic level of the study programme builds on the academic level and content of the typical qualifying study programme(s) and the student's work experience.

4.1.2 Does the organisation of the study programme support its competency profile?

- Based on the draft curriculum, the institution must document the structure of the study programme, including modules/subject elements, their timing and ECTS points. Graphical presentations may be used.
- The institution must account for how the structure of the study programme supports the competency profile of the study programme, including
 - the academic progression from the first to the last semester, where the account may comprise examples from the course descriptions;
 - the interrelation between the learning outcome targets of the subject elements and the competency profile of the study programme, where the account may be based on examples.

4.1.3 Do the examination forms of the study programme test central elements of its competency profile?

- For each study programme, the institution must document the variation of examination forms and account for how the chosen examination forms test the competencies which are key to the competency profile of the study programme.

4.1.4 Are the academic minimum requirements for study programmes aimed at teaching in upper secondary schools?

- The institution must account for how study programmes aimed at teaching in upper secondary schools live up to the academic minimum requirements, cf. the Ministry of Science, Innovation and Higher Education's guidelines on university study programmes aimed at teaching in upper secondary schools (academic minimum requirements).

4.2 Instruction must be provided in a pedagogical and qualified manner by the lecturers

Assessment and documentation points

4.2.1 Is it ensured that instruction is provided in a qualified and pedagogical manner?

- The institution must account for how it intends to ensure that instruction is provided in a qualified and pedagogical manner, including that it will perform surveys asking the students to assess the pedagogical quality of instruction and that this will be followed-up.

4.3 The physical setting for the study programme must match the programme and the number of students

Assessment and documentation points

4.3.1 Does the institution ensure the physical setting for the study programme?

- The institution must account for how it will ensure that sufficient classrooms, IT facilities, libraries etc. are available relative to the expected number of students on the study programme. The account must include the results of the UMV (study environment evaluation), where this is relevant for the study programme in question. For study programmes where special technical equipment (such as laboratories) is required, the institution must document that the equipment is up-to-date, available, usable and adequate relative to the expected number of students who will use the equipment.

4.4 The study programme must be organised such that the students are given the possibility of becoming part of an international study environment

Assessment and documentation points

4.4.1 Is it ensured that the students are given the possibility of studying abroad?

- The institution must account for how the structure of the study programme supports the students' possibilities of studying abroad.

The response to this criterion may not exceed five pages, excluding appendices.

5 Continuous internal quality assurance of the study programme

Description of the criterion in the Accreditation Order

- 5.1 *The study programme must satisfactorily form part of the institution's quality assurance system, cf. the European standards and guidelines for universities' internal quality assurance of study programmes.*

5.1 The study programme must satisfactorily form part of the institution's quality assurance system, cf. the European standards and guidelines for universities' internal quality assurance of study programmes.

Assessment and documentation points

5.1.1 Does the institution's quality assurance system live up to the European standards for universities' internal quality assurance?

The European standards and guidelines for universities' internal quality assurance (Part 1 of Standards and Guidelines for Quality Assurance in the European Higher Education Area (www.enqa.eu under Publications, cf. Appendix 1 to these guidelines)) set out the following requirements for the quality assurance system (the university programme regulations by which the requirement is being met and the references to the documentation concerning the other accreditation criteria where the fulfilment of the requirement is described are shown in parentheses):

1. Policy and procedures for quality assurance.
 2. Approval, monitoring and periodic review of programmes and awards (cf. the University Act).
 3. Assessment of students (cf. the Examination Order, the Grading Scale Order and the Order on External Examiners).
 4. Quality assurance of teaching staff (cf. the Order on Admission and Enrolment, the Accreditation Order and criterion 4).
 5. Learning resources and student support (cf. the Order on Admission and Enrolment, the Accreditation Order, criterion 4, the University Act etc.).
 6. Information systems.
 7. Public information (cf. the Act on Transparency and Openness in Education).
- The institution must, cf. item 1 above, document the policies on which the institution's quality assurance system is based, its purpose, organisational framework, distribution of responsibilities and key elements. Also, the institution must document that the quality assurance system includes procedures ensuring that the institution meets the requirements in items 2, 3, 4, 5 and 7 above.
- The institution must, cf. item 6 above, document the part of the quality assurance system that ensures information relevant to the effective management of study programmes is collected, analysed and used.

5.1.2 Will the programme management be able to continuously and systematically solve any problems identified on the programme?

- The institution must account for how the quality assurance of the study programme will be integrated in the quality system of the institution.

The response to this criterion may not exceed three pages, excluding appendices.

Part 2: Information on the study programme

Part 2 concerns information on the study programme and the university programme regulations. Reference is made to the following regulations, as amended, cf. www.retsinfo.dk:

- Consolidation Act no. 294 of 27 March 2007 on the Accreditation Agency for Higher Education (the Accreditation Act)
- Consolidation Act no. 695 of 22 June 2011 on Universities (the University Act)
- Ministerial Order no. 1402 of 14 December 2009 on Criteria for the Relevance and Quality of University Study Programmes and on Procedures for Approval of University Study Programmes (the Accreditation Order)
- Ministerial Order no. 814 of 29 June 2010 on the Bachelor and Master's Programmes at Universities (the University Programme Order)
- Ministerial Order no. 233 of 24 March 2011 on Admission and Enrolment on Bachelor and Master's Programmes at Universities (the Order on Admission and Enrolment)
- Ministerial Order no. 1188 of 7 December 2009 on Part-Time Programmes at Universities (the Part-Time Order)
- Ministerial Order no. 1187 of 7 December 2009 on Professional Master's Degree Programmes at Universities (the Professional Master's Programme Order)
- Ministerial Order no. 857 of 1 June 2010 on University Examinations and Grading (the Examination Order)
- Guide no. 5 of 18 January 2006 providing guidelines on university study programmes aimed at teaching in upper-secondary schools (academic minimum requirements)
- Ministerial Order no. 1389 of 15 December 2011 on the International Education Activities of Universities (the International Education Order)
- Ministerial Order no. 815 of 29 June 2010 on Off-site Instruction and Erasmus Mundus Master's Degree Programmes at the Universities

The information provided on the study programme forms the basis of the Accreditation Council's recommendation to the Danish Agency for Universities and Internationalisation, cf. the Accreditation Order. This recommendation is provided after the Accreditation Council has issued a positive accreditation decision for the study programme. Based on the Accreditation Council's recommendation, the Danish Agency for Universities and Internationalisation will make a decision on *the funding rating of the study programme, the title of the study programme, specific admission requirements for bachelor programmes, the prescribed study period and any maximum limits on student intake for the study programme*. In the following, this will be referred to as UI information.

The Accreditation Council is responsible for making the decision on accreditation and final approval of the study programme. Also, the Accreditation Council must ensure that the study programme fulfils the university programme regulations.

Objective of the study programme

The institution must indicate

- the objective of the study programme, including the competency profile and job opportunities for the graduates (business competencies)
- the target group for the study programme
- where the study programme is offered
- whether the study programme is to replace one or more existing study programmes fully or partly.

Clarification

The Accreditation Council forwards the above information to the Danish Agency for Universities and Internationalisation for use in its decision-making process regarding the title, admission requirements, prescribed study period, taximeter rating of the study programme as well as any maximum limits on student intake for the study

programme. This information may, thus, differ from the information provided by the university for use by the editors of the study programme guide.

Ministerial orders

The institution must indicate

- the ministerial order and section (stating the title/designation of the study programme) on the basis of which the institution is applying for approval of the study programme.

Clarification

Danish study programmes must be approved in accordance with a ministerial order on education. Bachelor and master's programmes are always approved in accordance with the University Programme Order. Professional master's programmes are approved in accordance with the Professional Master's Programme Order.

Field of study

The institution must

- indicate the scientific field of study under which the study programme is placed
- state the reason why the study programme is placed under this field of study. This must be based on the main subject area of the study programme.

Clarification

A study programme may be placed under humanities, theology, social science, natural science, health science or technical science. The main subject area of the study programme (its constituent subject elements) determines the field of study and the title/designation of the study programme. If the study programme is interdisciplinary, the subject areas that carry the greatest weight on the study programme in terms of ECTS points determine the field of study.

Title/designation

The institution must

- indicate the title/designation of the study programme in Danish and English (examples are provided below)
- state the reason for the choice of title. This must be based on the main subject area of the study programme. If the study programme is interdisciplinary, the institution must account for the subject areas that carry the greatest weight.

Clarification

The title/designation of bachelor and master's programmes is regulated by the University Programme Order. The title of professional master's programmes is regulated by the Professional Master's Programme Order.

The university is responsible for ensuring that the relevant title is authorised by law. When applying for titles which are not included in the applicable regulations (e.g. Appendix 1 of the University Programme Order), the following applies:

- the university must obtain the prior consent of UI for a new title that will require an amendment of the University Programme Order
- the prior consent of UI must be obtained before the deadline for application and be enclosed with the application.

Based on the consent of UI for a proposal for a new title, ACE Denmark will assess whether the new title covers the academic content of the study programme, cf. criterion 3.

The main subject area of the study programme (its constituent subject elements) determines the title/designation of the study programme. If the study programme is interdisciplinary, the subject areas that carry the greatest weight on the study programme determine the field of study. The admission requirements for the study programme may also determine the choice of title/designation and field of study, as the admission requirements must contribute to ensuring the required academic progression.

A study programme will only entitle the graduate to one title/designation. The title/designation for a study programme is always written in Danish first and then in English. Below are some examples of the practice for the titles of university study programmes:

Bachelor programmes

Danish title/designation	Bachelor (BSc) i biologi
English title/designation	Bachelor of Science (BSc) in Biology

Master's programmes

Danish title/designation	Cand.scient. i biologi
English title/designation	Master of Science (MSc) in Biology

and/or

Danish title/designation	Cand.scient. i biologi og [elective]
English title/designation	Master of Science (MSc) in Biology and [elective in English]

Professional master's programmes

Danish title/designation	Master i journalistik
English title/designation	Master of Journalism

Prescribed study period

The institution must indicate the prescribed study period of the study programme. To the extent that the study period deviates from the normal study period (see below), the institution must state the reason for the prescribed study period proposed.

Clarification

The prescribed study period of a study programme is regulated by the University Act, the University Programme Order and the Professional Master's Programme Order.

Normally, the prescribed study periods are as follows:

Bachelor programmes:	180 ECTS points
Master's programmes:	120 ECTS points
Professional master's programmes:	60 ECTS points

Subsidy status

The institution must propose

- a taximeter rating for the study programme.

If the study programme combines subjects from several subject fields, the institution must

- state the reason for the proposed taximeter rating for the study programme.

Clarification

The taximeter rating is determined based on an overall assessment of the academic content of the study programme and the centrally determined subsidy status level compared to the taximeter rating of related study programmes.

Study programmes that strictly belong under the social science or humanities fields are generally subject to subsidy status 1. These study programmes must propose a taximeter rating, but do not have to substantiate it. Study programmes that strictly belong under the health science, natural science or technical science fields are subject to taximeter rating 3. These study programmes are also not required to substantiate the taximeter rating. Study programmes which combine one or more subject fields must propose a funding rating for the programme and substantiate the taximeter rating based on the requirements for documentation and descriptions provided below:

For study programmes that combine subjects from several subject fields and which apply for taximeter rating 2 or 3, the following must be documented and described:

- The field of study of the subject elements of the study programme: humanities, theology, social science, natural science, health science or technical science. The assessment of which field of study the subject element belongs to must be based on the main subject area of the subject element.
- The taximeter rating of any related study programmes, cf. criterion 1.

Admission requirements

The institution must indicate the admission requirements for the study programme.

For *bachelor programmes*, the institution must indicate

- which field of study in Appendix 1 to the Order on Admission and Enrolment the institution expects the study programme to be placed under and any programme-specific admission requirements. The field of study of the study programme must be based on the main subject area of the study programme and perhaps in relation to any related study programmes
- a minimum of two master's programmes for which the study programme gives direct admission at the institution or another institution (see below)
- which master's programme at the university to which the graduates have a legal claim to be admitted.

For *master's programmes*, the institution must indicate the admission requirements of the study programme, including

- a minimum of one directly qualifying bachelor programme
- which bachelors have a legal claim (see below)
- for study programmes that entitle graduates to use the titles cand.pæd., cand.jur., cand.scient.san or cand.polyt.: which professional bachelor programmes are qualifying
- a requirement for English at B level, if all or significant parts of the study programme is/are taught in English
- the reason for the chosen admission requirements.

For *professional master's programmes*, the institution must indicate the admission requirements of the study programme, including

- a minimum of one directly qualifying bachelor programme
- requirements for the applicants' work experience (a minimum of two years) to be regarded as being relevant. The university must, thus, indicate the areas in which the applicants must have work experience, specifying particular assignments or areas in which applicants must have been involved
- a requirement for English at B level, if all or significant parts of the study programme is/are taught in English
- the reason for the chosen admission requirements.

Clarification

The admission requirements for bachelor and master's programmes are regulated by the Order on Admission and Enrolment and the University Programme Order. The admission requirements for professional master's programmes are regulated by the Professional Master's Programme Order

If a study programme or significant parts of a study programme is/are taught in English, the applicant must document English skills corresponding, as a minimum, to a B level prior to the time fixed for the start of the study programme, at the latest, cf. the Order on Admission and Enrolment (for bachelor and master's programmes) and the Part-Time Order (for professional master's programmes).

When organising *bachelor programmes*, the institution must ensure that the structure of the study programme allows the students to choose between several, i.e. at least two, academically relevant master's programmes. The institution should indicate a master's programme at the institution and at another institution. If this is not possible, the institution must state the reason therefor. In addition, the institution must ensure that the same university provides a master's programme which constitutes a natural extension of the subject field(s) and ensure that graduates have a legal claim to be admitted to this master's programme immediately after the completion of the bachelor programme (legal claim). If there is no existing master's programme, the university must also submit an application for a master's programme that constitutes a natural extension of the subject field(s) of the bachelor programme.

For *master's programmes*, at least one qualifying bachelor programme must be indicated. A master's programme that constitute a natural extension of the subject field/subject fields of a given bachelor programme at the same university must admit bachelor graduates applying to the master's programme immediately after the completion of the bachelor programme, cf. the Order on Admission and Enrolment. These *bachelors with a legal claim* must also be indicated.

For *professional master's programmes*, applicants must have completed at least one relevant academic bachelor programme, professional bachelor programme, medium-cycle programme or diploma programme completed as a regulated course, cf. the Professional Master's Programme Order.

The university must indicate which programmes are considered to be relevant. A minimum of one directly qualifying programme must be indicated. The university's application must also show that the structure of the programme is based on this admission requirement and that progression is ensured relative to the admission requirements.

Also, for professional master's programmes, the applicant must have at least two years' work experience after having completed the qualifying study programme, cf. the Professional Master's Programme Order. The university must indicate what is required of the applicant's work experience for it to be considered relevant. The university must, thus, indicate the areas in which the applicants must have work experience, specifying particular assignments or areas in which applicants must have been involved.

Maximum limits on student intake

The institution must indicate

- when the study programme is to be provided for the first time
- whether there is any maximum limit on student intake for the study programme.

If the university has fixed a maximum limit on student intake, it must indicate this limit and describe the selection criteria for master's and professional master's programmes. It is not necessary to state the selection criteria for bachelor programmes.

Clarification

If the university has fixed a maximum limit, selection criteria must be set up for master's and professional master's programmes. These criteria are used if the number of applicants fulfilling the admission requirements ex-

ceeds the number of places. The selection criteria must be transparent for the applicants to ensure that it is clear why one student has been admitted while another has not. The criteria must be academically relevant, cf. the Order on Admission and Enrolment and the Part-Time Order, just as they must be transparent and measurable, cf. the rules of administrative law. In addition, when fixing the maximum limit on student intake for a master's programme, the institution must ensure that it covers all bachelors with a legal claim, if this is relevant. Approval is conditional on the selection criteria meeting the requirements.

Maximum limit fixed by UI

UI is entitled to fix a maximum limit for a study programme.

Minimum limit on student intake

The institution must indicate

- whether any requirement for minimum intake for the study programme has been set up. This must include the number of students to be admitted in order for the study programme to be provided the first time it is offered.

Clarification

For bachelor and master's programmes, it is only possible to let the provision of the study programme be conditional on a minimum intake the first time it is offered. This does not apply to professional master's programmes which may require that provision of the study programme is conditional on a minimum intake every time.

Body of external examiners

The institution must indicate

- which existing body of external examiners that is to be used for the study programme. For interdisciplinary study programmes, UI has announced that it is possible to supplement the body of external examiners with individual external examiners (not full bodies of external examiners) to ensure that the body of external examiners, among other things, covers all subjects/subject elements of the study programme, cf. section 56, subsection (3), third sentence, of the Examination Order, cf. section 47, subsection (3). The body of external examiners to be used must appear on UI's list of bodies of external examiners (www.ui.dk).

Language

The institution must indicate

- in which language the study programme is provided.

If the study programme is provided in languages other than Danish, the institution must also

- state the reason for the choice of language.

Text for the online education guide "uddannelsesguiden.dk"

For bachelor and master's programmes, the institution must

- provide the text for use on uddannelsesguiden.dk
- state whether the study programme is also provided at other institutions.

Clarification

All bachelor and master's programmes in Denmark are registered on www.ug.dk, which is a general portal to the Danish education system. The editors of www.ug.dk will retrieve the necessary information on the study programme from the approval letter sent to the university from ACE Denmark; however, the editors particularly require a description of the content of the study programme with focus on content and not on competencies. The description should not be too detailed, because the intention behind uddannelsesguiden.dk is to provide applicants with information to allow them to get a grasp of the education market, rather than to provide them with specific information on the individual course elements.

Professional master's programmes are registered on www.ug.dk, and the institution is responsible for submitting all relevant information on an ongoing basis, cf. the Part-Time Order.

Special circumstances

The information below is only relevant if the study programme leads to occupation regulated by law, if the study programme is aimed at teaching in upper-secondary schools, or if it is a parallel or a joint programme. First, the information which must, as a minimum, be provided, accounted for or documented by the institution is described. Then, the subject will be clarified further.

Study programmes leading to occupation regulated by law and for which authorisation is required

The institution must

- indicate the type of occupation regulated by law to which the study programme may lead
- account for how the study programme fulfils the requirements for this type of study programme.

Clarification

Accreditation and approval of new study programmes leading to occupation regulated by law and for which authorisation is required are conditional on the study programme fulfilling all relevant statutory requirements. When processing an application for a new study programme, the Accreditation Council discusses the content of the study programme with the authority issuing the authorisation for the occupation in question, cf. the Accreditation Order, cf. also the procedure for study programmes regulated by law and giving access to authorisation (*Procedure for lovregulerede autorisationsgivende uddannelser*), available in Danish on ACE Denmark's website (www.accedenmark.dk).

Study programmes aimed at teaching in upper-secondary schools

The institution must

- indicate which upper-secondary subject the study programme gives graduates the academic competencies to teach
- indicate how the study programme (bachelor and master's) complies with the University Programme Order
- account for how the study programme fulfils the academic minimum requirements stipulated in the guidelines for university study programmes aimed at teaching in upper-secondary schools, cf. the information requirement for criterion 4 (clause 4.1.4), to which reference is made.

Clarification

The requirements for bachelor and master's programmes aimed at teaching in upper-secondary schools are set out in the University Programme Order. The academic minimum requirements for study programmes aimed at teaching in upper-secondary schools are set out in the guide providing guidelines for university study programmes aimed at teaching in upper-secondary schools. The university's rector warrants that the study programme observes the University Programme Order and otherwise meets the academic minimum requirements set out in the above-mentioned guide.

The university's development and provision of study programmes abroad

The institution must

- document that the study programme complies with the Ministerial Order on the International Education Activities of Universities.

Clarification

The universities' provision of study programmes abroad is regulated by Ministerial Order no. 1389 of 15 December 2011 on the International Education Activities of Universities.

The Order applies to Danish universities' provision of all or parts of study programmes abroad with or without a partnership university.

The university has the following options for providing study programmes abroad:

- All or parts of study programmes as the sole provider, cf., however, section 7
- All or parts of study programmes abroad with one or more partnership universities
- As master's programmes as part of Erasmus Mundus study programmes taken at a Danish university and one or more universities abroad (Erasmus Mundus Master's programmes)
- As professional master's programmes as part of Erasmus Mundus study programmes taken at a Danish university and one or more universities abroad

If the institution applies for accreditation of an Erasmus Mundus Master's programme, the institution must also document that the study programmes complies with the Ministerial Order on Off-site Instruction and Erasmus Mundus Master's Degree Programmes at the Universities.

The requirements for the universities' provision of study programmes abroad will be set out in clarifications for these guidelines and be available on ACE Denmark's website (www.acedenmark.dk).

Appendix 1: Summary list of European standards for quality assurance, part 1

This Appendix contains the summary list of standards for the internal quality assurance at higher education institutions in ENQA's publication (page 7). The full wording of the publication with European Standards and Guidelines is available at www.enqa.eu under Publications.

Summary list of European standards for quality assurance

This summary list of European standards for quality assurance in higher education is drawn from Chapter 2 of the report and is placed here for ease of reference. It omits the accompanying guidelines. The standards are in three parts covering internal quality assurance of higher education institutions, external quality assurance of higher education, and quality assurance of external quality assurance agencies.

Part 1: European standards and guidelines for internal quality assurance within higher education institutions

1.1 *Policy and procedures for quality assurance:*

Institutions should have a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. They should also commit themselves explicitly to the development of a culture which recognises the importance of quality, and quality assurance, in their work. To achieve this, institutions should develop and implement a strategy for the continuous enhancement of quality. The strategy, policy and procedures should have a formal status and be publicly available. They should also include a role for students and other stakeholders.

1.2 *Approval, monitoring and periodic review of programmes and awards:*

Institutions should have formal mechanisms for the approval, periodic review and monitoring of their programmes and awards.

1.3 *Assessment of students:*

Students should be assessed using published criteria, regulations and procedures which are applied consistently.

1.4 *Quality assurance of teaching staff:*

Institutions should have ways of satisfying themselves that staff involved with the teaching of students are qualified and competent to do so. They should be available to those undertaking external reviews, and commented upon in reports.

1.5 *Learning resources and student support:*

Institutions should ensure that the resources available for the support of student learning are adequate and appropriate for each programme offered.

1.6 *Information systems:*

Institutions should ensure that they collect, analyse and use relevant information for the effective management of their programmes of study and other activities.

1.7 *Public information:*

Institutions should regularly publish up to date, impartial and objective information, both quantitative and qualitative, about the programmes and awards they are offering.