## Measurable standards for 2018-2019 for the Faculty of Social Sciences

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<tr>
<th>UCPH’s obligatory quality parameters</th>
<th>Data definition</th>
<th>The Faculty’s measurable standards</th>
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<td><strong>Standards for quantitative material</strong></td>
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<tr>
<td>Dropout rate(s), Bachelor’s programmes</td>
<td>Calculated as at 1 October for at least the first year of the degree programme (key data F.3.1).</td>
<td>The first-year dropout rate for a Bachelor’s programme must not exceed 15%, and the aggregate dropout rate for a Bachelor’s programme must not exceed 25%.</td>
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<tr>
<td>Dropout rate(s), Master’s programmes</td>
<td>Calculated as at 1 October as the aggregate dropout rate for the whole degree programme (key data G.1.4).</td>
<td>The aggregate dropout rate for a Master’s programme must not exceed 10%.</td>
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<td>Study progression (ECTS credits per student per year), Bachelor’s programmes</td>
<td>Calculated as at 1 October.</td>
<td>The number of ECTS credits per full-time student must be at least 50 ECTS a year.</td>
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<td>Unemployment, Master’s programme graduates</td>
<td>See above.</td>
<td>The rate of unemployment among Master’s programme graduates from anthropology and sociology must not be more than 2 percentage points above the latest national average for social science graduates calculated for the period between the 4th to 7th quarter after graduation. The rate of unemployment among graduates from the Faculty’s other Master’s programmes must not exceed the latest national average for social science graduates calculated for the period between the 4th to 7th quarter after graduation.</td>
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<tr>
<td>Number of teaching hours per week on Bachelor’s programmes</td>
<td>Calculated as the weekly number of teaching hours per semester. One</td>
<td>On Bachelor’s programmes, a minimum of 12 teaching hours per week must be provided during the 14-week semesters on all semesters on Bachelor’s</td>
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</table>
Bachelor’s programmes | semester (= two teaching blocks) consists of 14 weeks. There are two semesters per academic year. | programmes in 2014. On the semester with the bachelor project, the minimum number of teaching hours is weighted with the number of ECTS credits of teaching. For example, for a 15 ECTS bachelor project, the minimum number of teaching hours is $\frac{15}{30} \times 12 = 6$ hours. |
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Number of teaching hours per week on Master’s programmes | See above. | On Master’s programmes, a minimum of eight teaching hours per week must be provided during the 14-week semesters on the first two semesters. |
Full-time/part-time academic staff (FTEs), Bachelor’s programmes | Full-time and part-time academic staff categories are defined according to the ministry’s method for calculating working hours. Includes the activities involved in offering the degree programme, i.e. teaching activities, preparation, supervision, exams and programme administration. | The full-time/part-time academic staff ratio for Bachelor’s programmes must be more than 2.0. |
Full-time/part-time academic staff (FTEs), Master’s programmes | See above. | The full-time/part-time academic staff ratio for Master’s programmes must be more than 2.0. |
Full-time/part-time academic staff (FTEs), professional master’s programmes | See above. | The full-time/part-time academic staff ratio for professional master’s programmes must be more than 2.0. |
Student FTE/full-time academic staff ratio, Bachelor’s programmes | For the FTE-based ratio, student FTEs based on the student FTE report are used, and academic staff are calculated in the same way as the | The student FTE/full-time academic staff ratio for Bachelor’s programmes must be below 75:1. |
<table>
<thead>
<tr>
<th>Student FTE/full-time academic staff ratio, Master’s programmes</th>
<th>See above.</th>
<th>The student FTE/full-time academic staff ratio must not exceed 40, except in anthropology and sociology, where the ratio must not exceed 50.</th>
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<tr>
<td>Student FTE/full-time academic staff ratio, professional master’s programmes</td>
<td>The FTE ratio is based on number of FTEs passed, while full-time academic staff is calculated as for the full-time/part-time academic staff ratio.</td>
<td>The student FTE/full-time academic staff ratio must not exceed 30.</td>
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**Standards for qualitative material**

| Study start | Calculated at degree programme or faculty level. | The induction programme for new Bachelor’s and Master’s degree students must include:  
  * Presentation of the degree programme (contents and structure), curriculum  
  * The library – getting started  
  * IT for students – IT facilities, email, e-learning platform and networks  
  * Student life at CSS  
  * KU.net – shared access to information, rules and guidelines  
  * The student and career guidance services offered by Student Services  
  * Offer of joining academic and social communities specific to the degree programme and at CSS in general.  
  * Information about functional impairments and Special Education Support (SPS).  

An evaluation of the study start is carried out in the form of a survey sent out to all students. The results are communicated to the head of studies.

The induction programme for new professional master’s programme students must include:

  * Presentation of the degree programme (contents and structure), curriculum  
  * The library – getting started |
| Permanent and new full-time and part-time academic staff, educational skills development | • IT for students – IT facilities, email, e-learning platform and networks  
• Student life at CSS  
• KUnet – shared access to information, rules and guidelines  
• The student and career guidance services offered by Student Services  
• Offer of joining academic and social communities specific to the degree programme and at CSS in general.  

| See above. | • All supervisors (full-time as well as part-time academic staff) responsible for supervising Master’s theses or bachelor projects have been offered individual supervision and/or a course in project supervision as required.  
• All assistant professors are offered enrolment on a Teaching and Learning in Higher Education Programme. All assistant professors complete the Teaching and Learning in Higher Education Programme within three years of their initial employment at the latest.  
• All permanent academic staff members are offered educational skills development and peer feedback.  
• All permanent academic staff members are offered courses in e-learning.  
• For example, the Faculty’s heads of studies are offered pedagogical skills development programmes in programme management, programme design and programme development.  
• All permanent international teaching staff members are offered pedagogical supervision in English.  
• All student instructors, teaching assistants and external teachers have been offered an introductory course in applied educational theory and practice.  
• All new PhD students undertaking teaching or supervisory roles must take an introductory course in applied educational theory and practice.  
• All new non-Danish-speaking permanent teaching staff members must participate in an English-taught introductory course in programme structure and applied educational theory and practice. This applies from 2018.  
The number of participants in all the above offerings is monitored annually. Moreover, the activities are evaluated with a view to ensuring continuous development and quality assurance. |
| Student and career guidance | See above. | 1) **Level of competence and education**
Within the first three years of their employment, all academic counsellors at the Faculty of Social Sciences must have passed the diploma programme in counselling or have started AEU’s counsellor programme or have acquired similar counselling competences. All student advisers must take the next foundation course and enrol on at least one continuing education programme a year.

2) **Action plans for guidance**
An action plan is prepared every other year.

3) **Evaluation of guidance services**
All collective guidance events are subject to systematic evaluation, and enquiry records collated by the student guidance service are analysed in order to identify patterns and trends.

4) **Registration of enquiries**
All enquiries to the student guidance service must be registered by the student advisers for one year at a time. The student advisers register the form of enquiry (written, by telephone or in person) as well as the main issues raised.

5) **Service Level Agreement**
Students can expect high-quality guidance on:
1. Planning their studies and creating an overview of options
2. Rules, possible exemptions, Special Education Support and functional impairments
3. Examination appeals etc.
4. Doubts about choice of degree programme, and switching to a different degree programme
5. Peer feedback and support with respect to possible career choices

6) **New degree programmes**
Decided at Faculty level

New degree programmes are subject to the following minimum requirements:
- It must be rendered probable that relevant employment opportunities exist for the graduates.
- An academic environment must exist that is capable of providing research-based teaching, so that the necessary teaching staff is available.
- It must be rendered probable that the degree programme will attract applicants, including international applicants.
- Starting up the degree programme must make financial sense.
- It must be possible to allocate the necessary resources to the degree programme in the form of facilities and administrative staff.
- The programme must be a good match for the Faculty of Social Sciences’ programme portfolio.

**Supplementary measurable standards**

<table>
<thead>
<tr>
<th>Number of international full-degree students on Master’s programmes</th>
<th>Calculated according to the same principles as UCPH’s calculation.</th>
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<td>On the Master’s programmes in Economics, Political Science, Global Development and Security Risk Management, the share of international students admitted must exceed the average for the past three years until the programme-specific targets have been met. On the Master’s programmes in Political Science and Economics, the share of international students admitted must increase to at least 15% of the intake. On the Master’s programme in Global Development and the Master’s programme in Security Risk Management, the share of international students admitted must increase to at least 25% of the intake.</td>
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