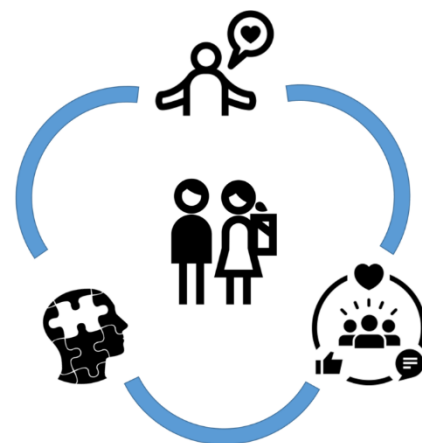


# Purpose of and rules for welcoming new students to the Faculty of Arts, Aarhus University



## Introduction

The Faculty of Arts wants to create a joint framework to support quality, a shared practice and harmonisation in the work involved in welcoming new students and supporting their academic education. The purpose and organisation of this welcome, and the way responsibility is allocated, are described below. The current rules relating to our alcohol policy, crisis management, weekend trips and other issues are outlined at the end of the document.

The target group comprises departments, student advisers and the administrative staff involved. The new students are also informed of our policies and rules. In addition, the study welcome coordinators ensure the availability of a digital tutor handbook describing the tutor roles in more detail, which chief tutors must consult.

## Purpose of welcoming new students to the Faculty of Arts

Studying at the Faculty of Arts involves a process of formative education. The faculty works hard to support this process from start to finish. And this applies to both new BA students and new MA students.

We have three objectives:

**1. We want to give the new students a good welcome with an interesting and inclusive programme of events.**

We want our introduction week to include everyone. Our first meeting should be an enjoyable experience. Everyone must feel welcomed by an enthusiastic team of teachers and/or student advisers.

**We will achieve this by:**



- producing updated and informative websites to welcome new students
- planning an interesting and inclusive programme of events, focusing on academic issues and communities to introduce new students to their fellow students, the academic

environment, their degree programme and its relevance, AU as an organisation, the campus, and the facilities offered to students

- defining rules for alcohol consumption, fees for users and other issues
- refusing to tolerate offensive behaviour
- ensuring that our departments and student advisers respect the needs and requirements of the new students

**2. We will integrate the new students into the academic environment and support their studies by providing them with strong study skills.**

The faculty wants to help the students in their process of becoming academics so they will learn to rely on their expertise and feel successful. The new students will be met with high academic standards from the outset, and we will also help them on an ongoing basis to develop useful study skills and strategies to support their studies

**We will achieve this by:**



- ensuring that our degree programmes support the integration of the new students into their academic environment
- producing academic regulations and teaching plans that also define goals for the development of academic study skills by the new students (reading, writing, listening, speaking, thinking/reflection and collaboration)
- working with collective forms of learning that support the students' coursework and academic communities

**3. We will help the new students to quickly join our community and take part in the life of a student at Faculty of Arts**

We want our study environment to allow plenty of space for diversity so all our students can find a community that suits them. We will quickly introduce the new students to (and get them involved in) all the many opportunities for sharing a multifaceted student life at the Faculty of Arts.

**We will achieve this by:**



- presenting the students with opportunities for influencing their studies on various councils, boards and committees, and via AU's evaluation culture and student politics
- presenting the students with all the academic and social communities and activities at the Faculty of Arts (both electronic and physical)
- helping the new students to organise their lives and initiatives

## Introduction week for BA students

Becoming a student on one of the faculty's bachelor's degree programmes involve a process of formative education which builds a bridge between upper-secondary education and further education. This process is supported by the initiatives mentioned here in the short term as well as the long term.

## Welcoming new BA students: responsibilities, roles, content and organisation

The director of studies has overall responsibility for ensuring that our purpose is achieved in practice on our degree programmes, and delegates responsibility for doing this to the heads of department. The academic process of formative education is described in academic regulations and teaching plans, and the heads of department collaborate closely with the student advisers in connection with the introduction week programme. The heads of department may delegate the planning of this 3 programme and collaboration with student advisers to a member of academic staff, but ultimately it is always the head of department who is responsible for approving the programme of events (preferably with the inclusion of the degree programme board).

### Student advisers

Older students have proved to be very effective student advisers, helping to arrange and contributing to the programme of events to welcome new students in close collaboration with the heads of department. These student advisers are invaluable for the success of the introduction week and are the main point of entry to student life at Aarhus University for the new students.

We recommend that one or more principal student advisers are paid for a suitable number of hours to deal with the practical planning and running of introduction week in collaboration with the head of department, including a trip to get to know each other and other social events in the early stages. These principal student advisers may decide to put together a team of volunteer advisers for each degree programme and will then function as coordinators for local events. The principal student advisers collaborate closely with the introduction week coordinators at Arts Studies Administration when it comes to booking rooms, finalising a programme, communication and other tasks.

The student advisers have a big responsibility in terms of promoting tolerance among the students and including them all in the activities of the introduction week. The student advisers must live up to the purpose of their role and comply with the rules and frameworks defined in the guidelines, the rules and the student adviser handbook. They must also remember that they always represent Aarhus University.

The student advisers are equipped for their task partly by previous advisers telling them about their own experiences, and/or by the head of department and the introduction week coordinators at Arts Studies Administration, who arrange information meetings and various courses for student advisers

### Introduction week coordinators

Introduction week coordinators have been appointed by Arts Studies Administration to give administrative and logistical support in preparing, running and evaluating the introduction week. These introduction week coordinators have overall responsibility for managing the process and defining the necessary deadlines. They are the point of focus for all the various tasks across the faculty, providing the student advisers with feedback and assistance to perform all the tasks arising in connection with the introduction week. The introduction week coordinators have overall responsibility for communicating with the new students before they start their studies. They ensure that the introduction week website [www.studerende.au.dk/arts/studiestart](http://www.studerende.au.dk/arts/studiestart) is updated, and that programmes of events are posted on time.

## Building Operations and Maintenance

There is considerable pressure on the faculty's premises during the introduction week. So, the Building Operations and Maintenance staff are important partners. The student advisers and the Building Operations and Maintenance staff work together to prepare and maintain the faculty's premises during the introduction week.

## What happens during introduction week?

The activities and events normally take place during a single week. However, the student advisers on some degree programmes also arrange a trip during the autumn to help people get to know each other better. The programme of activities and events should reflect the overall purpose of the introduction week, as outlined above. As a minimum, the new students should be introduced to the following:

- The department's presentation of their degree programme, the teachers, the teaching formats, academic expectations, evaluation culture and the content of the first semester
- The student counsellors present
  - the structure of the course and the rules for study progress and exams
  - Studypedia
  - good advice and recommendations for working in study groups
  - their services, courses, workshops and support options for students with special needs
- Relevant IT systems o mitstudie.au.dk, the study portal, Brightspace, etc.
- The social and academic life of their subject area and degree programme, including clubs and societies run by students and their traditions
- The structure and ruling bodies of their school, faculty and AU – including opportunities for representation on the university board, the Academic Council, the board of studies, the degree programme board and local degree programme committees run by students
- AU Library and the services they offer
- An introduction to future perspectives and career activities by Arts Karriere
- Opportunities for periods of study outside Aarhus University

## Integration into the academic environment and the development of study skills during the first year

The heads of department and degree programme boards use the academic regulations and teaching plans to define the framework for developing the students' study skills. So, during the first year of study, students will be introduced gradually to their subject area and the academic skills they will need. The first-year teachers/module coordinators have responsibility for presenting the subject and department and developing academic study skills. All three elements must be incorporated into the teaching plans, with the first-year teachers focusing on how to make academic study skills more explicit for the students. In other words, they must include a meta-perspective in their teaching so the students can see and reflect on their own academic development. It is also important that the first-year teachers focus on relevance in their teaching, so the students appreciate the relevance of their degree programme in relation to the world around them from the outset of their studies.

## Evaluation

The introduction week coordinators and principal student advisers are responsible for evaluating the introduction week. Both the students and the student advisers contribute to this evaluation as soon as possible after the end of the first week. The result of the evaluation should be presented in a manner which makes it suitable for discussion with the head of school and director of studies and in the degree programme board and board of studies, as well as being a way of gathering experiences for future reference.

## Introduction week for MA students

The introduction week for MA students is a process which builds a bridge between the bachelor's degree programme on which admission has been based and the master's degree programme which students are now commencing. This process is supported by the initiatives mentioned here in the short term as well as the long term.

### Welcoming new MA students: responsibilities, roles, content and organisation

The director of studies has overall responsibility for ensuring that our purpose is achieved in practice on our degree programmes, and delegates responsibility for doing this to the heads of department. The academic process of formative education is described in academic regulations and teaching plans, and the heads of department define the content of the introduction week programme, perhaps in collaboration with the student advisers. The heads of department may delegate the planning of this programme and collaboration with student advisers to a member of academic staff, but ultimately it is always the head of department who is responsible for approving the programme of events (preferably with the inclusion of the degree programme board).

All new MA students need to know about the following as a minimum:

- Student counselling services
- Group facilitation
- Relevant IT systems: mystudies.au.dk, the study portal, Brightspace, etc.
- The social and academic life of their subject area and degree programme, including clubs and societies run by students and their traditions
- The structure and ruling bodies of their school, faculty and AU, including opportunities for representation on the university board, the Academic Council, their board of studies, their degree programme committee and local degree programme committees run by students
- AU Library and the services they offer
- An introduction to future perspectives and career activities by Arts Karriere

Some master's degree programmes only admit students who have completed the associated bachelor's degree programme (and hardly anyone else). Other master's degree programmes admit many other students – including students who have completed a professional bachelor's degree programme or many international students. So, some master's degree programmes have a greater need for an introduction week programme than others.

The heads of department decide whether a short, intensive introduction week with the content outlined above is necessary. As a minimum, the department must plan an introduction to the Master's degree programme and the department, as well as facilitating the new social community, because even the small Master's degree programmes on which most people already know each other from their Bachelor's degree programme often have some students who are starting again after a break/leave of absence. There will also be some supplementary subject students and visiting students who must be integrated into the academic and social environment. A programme of introduction must be posted on the introduction week website in good time before the start of the semester.

Heads of department for master's degree programmes which admit a lot of students with a professional bachelor's degree must decide (in collaboration with the degree programme board) whether any special initiatives are required to support the students by strengthening their academic study skills (reading, writing, listening, speaking, thinking/reflecting and collaboration).

### Student advisers

The heads of department on some master's degree programmes choose to appoint student advisers to deal with the practical planning and running of the introduction week programme in collaboration with the head of department. If student advisers are appointed for this purpose, they have a big responsibility in terms of promoting tolerance among the students and including them all in the activities of introduction week. The student advisers must live up to the purpose of their role and comply with the rules and frameworks defined in the guidelines and rules. They should also remember that they are representatives of Aarhus University, the Faculty of Arts, the school and the degree programme in question. The student advisers are equipped for their task partly by the head of department and/or previous advisers telling them about their own experiences.

### Introduction week coordinators

Introduction week coordinators have been appointed by Arts Studies Administration to provide administrative and logistical support. The introduction week coordinators have overall responsibility for communicating with the new students before they start their studies. They ensure that the introduction week website [www.studerende.au.dk/arts/studiestart](http://www.studerende.au.dk/arts/studiestart) is updated and that programmes of events are posted on time.

The introduction week coordinators can also contribute with feedback to the staff members planning the MA introduction week and they ensure that information regarding processes and deadlines are available.

### Evaluation

If an introduction week programme is being planned, we recommend that an evaluation is carried out. The result of the evaluation should be presented in a manner which makes it suitable for discussion with the head of school and director of studies and in the degree programme board and board of studies, as well as being a way of gathering experiences for future reference.

# Rules for introduction week at the Faculty

- Alcohol rules
- User fees
- Communication with new students
- Trade unions, unemployment insurance schemes and companies at introduction week
- Insurance
- Diversity and inclusion
- Weekend trips
- Emergencies and crisis communication
- Sanctions

## Alcohol rules

The following rules apply to the introduction week, and any weekend trips connected to it, whether the activities concerned take place on campus or elsewhere – including weekend trips away.

- **No alcohol before 16:00:** In connection with introduction week, student advisers and new students are not allowed to drink alcohol during academic events – and not before 16:00 under any circumstances. The student advisers must ensure that there are at least two student advisers who do not consume alcohol after 16:00 during non-academic events, at least one of whom must have first aid skills.
- **Sober monitors:** During parties and weekend trips, the student advisers must ensure that there are at least two student advisers who do not consume alcohol. At least one of the two must have first aid skills, and one must have a driver's license. The student advisers must ensure that there is access to a car during weekend trips.
- **No pressure to drink alcohol:** The student advisers must not encourage new students to drink alcohol. Either directly, or during activities or games which depend on the consumption of alcohol.

## User fees:

Fees must not be charged for taking part in events within teaching hours (08:00-16:00). This is because the introduction week must be free. Fees may be charged for voluntary activities taking place outside normal teaching hours.

## Communication with new students

All official communication from AU to students relating to the introduction week normally takes place via official digital mailbox, AU mail or the introduction week websites at [studerende.au.dk/arts/studiestart](http://studerende.au.dk/arts/studiestart).

For dialogue between tutors and new students, the class group in Microsoft Teams is also used, which the new students have access to. The department or the introduction week coordinators provide an AU functional mailbox for the student advisers, which is used for email correspondence with new students and for planning the welcome activities.

## Trade unions, unemployment insurance schemes and companies at introduction week

Trade unions, unemployment insurance schemes and other companies are not allowed to take part in any introduction week activities (including weekend trips) which receive funding from AU. This includes advertising on T-shirts worn by student advisers, advertising in introductory material, and sponsoring refreshments or similar agreements.

### Insurance

Aarhus University has its own insurance policy. This means that any damage to university material or other people's property caused by employees will be covered by the university. Student advisers who are employed by the university are covered by the university's insurance policy. However, the university only covers damage if the activity in question has been approved in advance

The university's insurance policy only covers incidents occurring in connection with working as a student adviser, and only if they are unintentional. The university's insurance does not cover damage caused by gross negligence. This means (for instance) that student advisers are liable for incidents occurring due to the consumption of alcohol – even if these incidents are not intentional.

The university's insurance does not cover property belonging to student advisers or new students.

The university does not have any insurance that covers the students. If anything happens to the students in connection with introduction week or weekend trips, or if the students cause any damage themselves, the costs must be covered by the student's own insurance policy.

## Diversity and inclusion

New students must never be exposed to excessively challenging or offensive activities, and the introduction week must allow diversity in all forms. The student advisers must bear this in mind both when communicating and when planning and carrying out activities and events. The introduction at Arts therefore does not include the use of so-called 'moles' (tutors or others who pretend to be new students during the welcome activities).

### Weekend trips

Some degree programmes organise a weekend trip for the new students. The student advisers are responsible for these events if they are part of introduction week. If this is the case, such weekend trips must include academic elements helping to introduce new students to their degree programme or specific working methods.

The programme for the weekend trip must be approved by the head of department.

The student advisers must ensure that the new students can evaluate the weekend trip using a survey provided by the introduction week coordinators. The evaluation of the weekend trip is handled by the degree programme board.

Other activities than weekend trip:

Instead of organizing a weekend trip, it is possible to arrange another type of social or academic activity (or several smaller ones) during the first semester. This provides greater flexibility and allows the activities to be adapted to the size of the programme and to the students' interests and availability. Several smaller activities can also strengthen the sense of community over time, as more students are able to participate, including those who, for practical or personal reasons, cannot take part in a multi-day weekend trip. In this way, social interaction and engagement can still be achieved without being tied to a single trip. The funds allocated for the weekend trip may therefore be used for these alternative activities instead. If the student advisers wish to plan another social or academic activity in place of the weekend trip, an agreement must be made with the department head, and it is a prerequisite that no non-refundable cabin deposits have been paid.

## Emergencies and crisis communication

During the introduction week, the introduction week coordinators must always be available on their cell phones in case the student advisers have any questions or run into unexpected problems. In the event of accidents and emergencies, call 112. Then call Aarhus University's own emergency number (87 15 16 17) to inform the university who may be able to help in case of serious emergencies and accidents.

The introduction week coordinators organise first-aid courses for the tutors, and the aim is for as many tutors as possible to complete such a course. In addition, the introduction week coordinators provide the student advisers with information on handling difficult situations and inappropriate behaviour, AU's emergency procedures, and conflict management. All tutors at Arts must complete the digital tutor course Tutor@AU, which also includes information on conflict management.

## Sanctions

Situations sometimes arise in which new students or student advisers cannot handle an introduction week or party in an acceptable manner. There have been examples of violence and threats, and drugs have sometimes been taken. The principal student advisers must always inform the head of department about these situations. Initially the head of department decides whether sanctions should be imposed on the students concerned, following specific assessment of the case in question.

For all other conditions and sanctions, please see [Aarhus University's rules of 1 October 2018 regarding disciplinary measures](#) for students at Aarhus University.

## AU policies

Information on AU policies and guidelines for the introduction week can be found here: [Student Orientation: Find Information about your start at Aarhus University](#)