# A GOOD START – New principles for CBS intros

Intro courses are an important part of getting a good start academically and socially when students begin at university. Intros must ensure organised socialisation for a good student environment at CBS.

Involving students in planning intros is essential and valuable for ensuring their credibility and student involvement.

Because intros are a part of CBS activities and one of the first encounters students have with CBS, we must be able to vouch for them and they must reflect the values we stand for. In other words, intro activities must be of high quality, people should feel welcome and everyone should treat each other with respect.

In 2015 lessons learned from intro courses show that we are not sufficiently able to guarantee the above. Certain activities took place that we cannot condone. The unavoidable conclusion is that assigning responsibility for monitoring what happens and taking action when unacceptable behaviour occurs were poorly delineated. As a result the need has arisen to change the organisation and framework for intro courses.

This involves not only changing the content of the courses to more heavily emphasise positive content but also making an effort to influence the aspects of youth culture that are not compatible with CBS’ values.

Activities also took place that CBS finds completely unacceptable and that we believe should lead to expulsion of those responsible from CBS for either a brief or extended period. Our previous planning and follow-up have proven not to be consistent enough, which is why it is not legally possible for us as a public institution to impose sanctions due to unacceptable activities. Consequently we will also change management’s follow-up, the formal rules, sanctions and communication concerning intros.

In brief, the new framework involves:

* Greater attention from management and the supervision of form and content
* Clearly defined responsibility for the design, execution and evaluation of intros
* Clear rules for alcohol, drugs and sexist or other offensive behaviour
* Better training of intro tutors and clear communication of the framework and rules
* Better information for new students on the objective of the intro and our expectations concerning how one behaves at a university

The new framework is designed to make it possible in the future to impose sanctions with clear penalties due to infringement of the rules, including expulsion in extreme cases.

**Detailed description of the activities launched:**

1. **Management focus and steering**

The Dean of Education has set up a central steering committee to determine the overall framework for intro courses at CBS, which will ensure that the objectives are met.

The steering committee comprises a programme director, students, a program manager and a counsellor and will be headed by the Vice-Dean of Learning.

The economic framework for intros must be adjusted to meet the requirements for a good start. Designing better intros requires more resources for better training of guides and for more activities.

A detailed programme must be drawn up for all intros for the entire schedule, including for evening activities. The programme must be approved by the study board.

The programme must contain serious academic content in order to provide an introduction to the academic aspects of studying, while the social activities must focus on creating a positive and inclusive student environment.

1. **Clearer responsibility for design, execution and evaluation**

The Dean of Education will establish general guidelines for intros to guarantee the above-mentioned objectives, while simultaneously ensuring that the various intros do not differ significantly. The dean will ensure that tutors and administrators are familiar with the guidelines.

Student involvement and taking responsibility for carrying out intros is an essential aspect of designing intros where everyone feels welcome. The best way to improve intros is through a strong alliance with the students. Improving intros requires that students are involved and that they take responsibility for their form and content. Rules can communicate what kind of approach to take and thus create a framework but only by working jointly with students to create constructive content will we be able to block out pointless and unacceptable content, which is always at risk of taking over when especially young students begin to study. As a result, the main task is to make it possible to have a preponderance of constructive content in intro courses.

Because the individual study boards are in charge of the content of the various degree programmes and have responsibility for organising the intros, they are also responsible for ensuring that new students get off to a good start. Planning intros must be based on the fact that the intro is the first step of an educational, inclusive and challenging time at CBS.

The programme director will appoint the administrators and tutors. An effort will be made to ensure that the tutors reflect the diversity of CBS in terms of, for example, gender, background and personality.

***Evaluation and follow-up***

The minimum requirement for evaluations is that a questionnaire be sent out by the Evaluation Unit.

Study boards must address the evaluation at the first meeting after the results are available. The study board must evaluate, for example, the need for changes and whether any guidelines have been violated. If this is considered to be the case, then action must be taken on the issue and the programme director must report the matter to the Dean of Education.

If it is determined that a violation of the rules has been committed that may lead to disciplinary action, the case must be reported to the President.

1. **Alcohol, drugs and offensive behaviour**

Consumption of alcohol is not permitted until after five p.m.

At least two completely sober intro tutors must be present at all times

Hard liquor is not permitted at intros

Offensive activities are not permitted at intros. Of particular note:

* Activities that require drinking alcohol are not permitted
* Activities that involve nudity are not permitted
* Activities that include explicit or implicit sexual aspects are not permitted
* Refusals by participants to participate in a scheduled activity must be respected at all times
1. **Better training for tutors, a clear framework and better communication**

All tutors must be familiarised with the framework and objectives for intros as well as sign the CBS guidelines.

Administration groups must indicate who is responsible for each day of the intro and how they can be contacted. This information must be given to the intro steering committee.

Participation in the training programme is mandatory for intro tutors.

The intro programme for training tutors will emphasise, for instance, the rules for the intro and what making everyone feel welcome requires.

All tutors should aware that CBS has announced a tightening of its policies concerning disciplinary action when rules are violated and that the described sanctions will thus be applied, if necessary. We of course hope and expect this not to be the case.

The length of the intro prior to the beginning of the first semester will be reduced, which is why follow-up events will take place later in the semester.

1. **Better information for new students on the purpose of the intro and our expectations about how to behave at a university**

Welcome material from the president for all new students will make them aware of the intro guidelines and that they also play a part in making everyone feel welcome at CBS.

Participants will receive information on the framework for the intro, including examples of unacceptable behaviour.

Participants will receive information about who to contact if problems arise during or after the intro course.

We will ensure that intros provide an introduction to good behaviour at a university – both during the intro and during the degree programme in general.