



PROCEDURE FOR PROGRAMME EVALUATIONS

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Programme evaluations at SCIENCE are performed in accordance with UCPH's joint quality assurance policy and guidelines for programme evaluations.

All study programmes based at SCIENCE will be evaluated every six years, according to the rotation plan for programme evaluation. SCIENCE aims to evaluate the study programmes in accordance with the way in which they are grouped in the study boards.

Template

SCIENCE uses a template for programme evaluation, including instructions on data application and calculation methods but modified SCIENCE.

The associate dean for education may choose and add specific points of attention to the template each year, on which the head of studies must comment. Specific points of attention will be part of the template and information to the head of studies about the programme report.

One evaluation report must be prepared for each study programme.

Data

The programme evaluation data consists of key figures calculated at university level in accordance with the statistical material of Universities Denmark. Some of the data is calculated by SCIENCE.

Furthermore, minutes of employer panel meetings, which the head of studies participates in, teaching evaluation results, competence matrix, research matrix and graduate surveys form the basis for preparing the programme evaluation.

In addition to this is the knowledge, which the head of studies acquires through the dean's feedback on the previous year's programme report or programme evaluation, the department's own scientific advisory board, annual reports from the chairmen of the external examiners, informal meetings and feedback from students as well as participation in study board meetings and teaching committee meetings.

Graduate surveys are performed every three years. Graduate surveys alternately form part of programme reports and programme evaluations.

Responsibility

- SCIENCE Study Administration, Study Board Secretariat (SSN) coordinates the process.
- SCIENCE Study Administration, Management Secretariat is responsible for obtaining and preparing data for the template.
- The Study Board is responsible for the quality assurance of study programmes.
- The head of studies is responsible for preparing a programme report.
- The head of studies is responsible for working closely with the head of department and the head of department for education in drawing up the programme report.
- The head of department and head of department for education must sign the programme report before submission.
- The role of the employer panels is, as in their other work, to contribute to ensuring the quality and relevance of the study programme, for example by commenting on the competency profile, academic specialisations, the correlation between the individual subject elements and the overall description of study programme objectives as well as relevance and employment.
- The associate dean for education submits the final programme evaluation including follow-up plan to the dean for approval.

Process and schedule

- Each year in early December, SSN enters the key figures in the programme report template and submits it to the heads of studies.
- The deadline for submission of the programme reports to SSN is 1 March every year.
- SSN assures the quality of the submitted programme report and pass it on to the associate dean for education and to the study boards and employer panels including a brief presentation of the subject matter.
- The head of studies discusses the programme report at a meeting with the associate dean for education during spring.
- The study board processes the programme report at a meeting with the head of studies during spring.

- The employer panel for the study programmes in question discusses the programme report. The chairman and vice-chairman of the study board and the head of studies also participate in these meetings.
- The associate dean for education submits the programme report to the dean for approval. SSN handles the submission. Approval takes place on a UDD-GO meeting in June.

Involvement of external experts

The programme evaluation must also be discussed by external experts and SCIENCE follow UCPH's Guidelines for the Selection and Involvement of External Experts in Programme Evaluations. Involvement of external experts must contribute to quality assurance and development of the programme objectives, content and organization by discussing new ideas and perspectives. This adds value to the programme.

The meeting with the external experts is held during spring/in early summer. The external experts will meet with the head of studies, head of department, head of department for education and the associate dean for education. Furthermore, they will meet with both lecturers and students.

SCIENCE follows the UCPH criteria and ensures that the external experts always relate to the study programme's structure and research base.

An annual assessment is made of how the meeting with the external experts should be held, and a separate process plan is prepared. The associate dean for education and the director of studies, supported by SCIENCE Study Administration, Study Board Secretariat, conduct the assessment and prepare a process plan. The process plan indicates whether the study programmes subject to evaluation are to be discussed at one meeting with the external experts, and how the meeting is to be held, or whether there is a need for several meetings. Given that SCIENCE evaluates study programmes according to study boards, this depends, to a large extent, on the number of study programmes linked to the study board in question.

The external experts are paid in accordance with UCPH's common rules for the remuneration of external experts.

Appointment of external experts

SCIENCE appoints external experts according to UCPH's guidelines and comply with the minimum requirements of the number and team of external experts.

The appointment of external experts takes place in connection with the preparation of the programme evaluation. The head of studies consults the head of department and head of department for education and submit proposals to the associate dean for education, who appoints and contacts the external experts on behalf of the dean.

A chairman is chosen amongst the external experts. The chairman is responsible for drawing up a report as a collaboration with the external experts. The report follows up on the evaluation meeting.

Follow-up plan

The head of studies draws up an evaluation plan as part of the programme evaluation. Based on meetings with the study board, employer panel and external experts the head of studies, head of department and the head of department for education decides specific points to be discussed at a meeting with the dean and submits it to SSN.

SSN assures that the submitted points are in accordance with the process at meetings and forwards the points to the dean.

The dean meets with the head of studies, head of department, head of department for education and the associate dean for education. At the meeting, it is decided if it is necessary to revise the follow-up plan. If this is the case, the head of studies revises the plan and submits it to SSN. The dean approves the revised follow-up plan.

Follow-up

The head of studies is responsible for ensuring follow-up of the plans and initiatives described in the evaluation report and the enclosed appendix, respectively. In the following year, the head of studies must prepare a programme report, in which progress is followed up on and reviewed.

The programme evaluation report will be published at SCIENCE's external website.

The entire evaluation report is enclosed as an appendix to the annual report on quality assurance prepared by SCIENCE for the rector, according to the procedure for the dean's reporting on quality assurance.