



## Procedure for information systems

The dean is responsible for ensuring that shall be fixed and revised on a continuous quantifiable standards for quality, cf. UCPH's quality-assurance policy for study programs.

The dean is responsible for common procedures for management information and publication of information. each head of department is responsible for ensuring that the faculty procedures are followed, including quantitative and qualitative study data is included in the department's monitoring and development of study programs.

The dean is responsible for ensuring that critical issues in program reports and program evaluations will be treated at the annual meeting, cf. Procedure for program reports.

The dean is also responsible for ensuring follow-up on action plans and initiatives to deal with any indicators, cf. Procedure for closing study programs.

UCPH's University Education Services is responsible for the preparation of management information of relevance for the faculty's quality assurance of study programs. Education & Student is responsible for the transmission of this information to the departments.

The head of department establishes an internal responsibility in connection with the involvement, utilisation and dissemination of management information, and the department will announce this on its website.

### Procedure

#### Collating and calculating key data

Some information is qualitative, e.g. course evaluations, teaching environment evaluations, dialogue with internal and external stakeholders and student counselling and career guidance. Other information is quantitative, and is published on the faculty's management information platform.

Information from student counselling and career guidance, employer panels, the external examiners and lecturers is collated by the department.

U&S is responsible for reviewing the current management information and make it available for the study programs in connection with the program reports and program evaluations.

U&S maintains an annual cycle that describes the most important management information in the education area, their causes a cadence of collection and what procedures.