



## Procedure for dialog with graduates, employer panels and the external examiners

The faculty regularly and systematically involves external stakeholders by being in dialog with employers and graduates from the study programs as well as external examiners. Here are described the systematic part of the dialog.

The dean is responsible for providing the frameworks for dialog with graduates, employer panels, the external examiners and other stakeholders.

Education & Student (U&S) is responsible for coordinating the dialog with UCPH's University Education Services and to make sure that all relevant information is made available to the institution.

The head of department is responsible for ensuring that the dialog with graduates, employer panels and the external examiners are incorporated into the ongoing monitoring and development of the department's study programs.

Feedback from dialog with external stakeholders must be reflected in program reports.

The dean follows up with the department if the requirements in this procedure are not complied with.

### **Procedure**

#### **Dialogue with graduates**

UCPH's University Education Services conducts graduate surveys every three years, as per Procedure for graduate surveys at the University of Copenhagen.

The systematic dialog with graduates is to ensure continuous development, and that the students acquire knowledge, skills and competences that are in demand on the labor market within their field of study.

Dimittendrapporterne department will involve the program evaluations as well as in the ongoing quality assurance of the department's study and career guidance and other relevant activities. The specific allocation of responsibilities is determined at departmental level and published on the department website.

The dean is responsible for ensuring that the survey results are disseminated to relevant stakeholders and that the results are included in the quality assurance and enhancement of relevant activities in Faculty Services.

U&S is responsible for devising faculty-specific questions and co-ordinating these with UCPH's University Education Services.

When University Education Services prepares dimittendrapporterne, ensures U&S that the results will be used in the quality assurance and on the study pages, while the dean ensures that the findings are included in the faculty's work on relevant areas.

In addition to the graduate surveys, the department can involve graduates in other ways, in order to enhance the relevance and quality of its study programmes, Such other ways, e.g. through the establishment of dimittendnetvaerk, participation of graduates in career, academic or social events, guest lectures or visit in connection with teaching and/ or the involvement of graduates via the internal monitoring and evaluation of study programs.

#### **Dialogue with employer panels**

Each department has one or more employer panels. Each department decides whether it will have a single panel for each study programme or one for all of the department's programmes.

The employer panel advises the study programmes on quality, relevance and the competences that are in demand on the labour market.

The employer panel is composed such that it represents relevant employers and graduates of the study programs reflect the experience with and insight into the education area and the employment areas targeted by the programs. To ensure continuity in the panel's work, a membership period of three years is recommended.

Once a year at least one meeting with the department's employer panel.

The study board is responsible for ensuring that the employer panel in the development of new and existing study programs, as per Procedure for approving new study programs and Procedure for program evaluations.

The study board is responsible for consulting the employer panel on curricula, as per Procedure for drawing up, changing and overhaul of curricula.

In connection with the study program report the department must report on the dialog with the employer panel. This is done either by linking to Published minutes of panel meetings or in the form of a report on the employer panel's activities in the previous year.

The head of department ensures that the report and minutes of panel meetings are communicated to the relevant individuals and bodies in the department, including student counselling and career guidance.

The specific allocation of responsibilities related to employer panels, including the composition of the panel, its affiliation and the chairing of meetings, are determined at departmental level and published on the department website.

### **Dialogue with the external examiners**

The external examiners play a major role in the ongoing quality assurance of the study programmes. The dialog with the external examiners during each exam period is to ensure that there is a correlation between the academic objectives and the testing. The chairmanship must contribute through consultation and annual activity report to the quality assurance of the study programs.

The chairs of the external examiners participate in systematic dialogue about the faculty's study programmes. U&S collects and distributes the external examiners ' reports to Head of Studies and Study Board.

In addition, the associate dean for education will hold an annual meeting with the external examiners for the humanities study programs, as UCPH provides secretariat services. The vice-dean communicates feedback from the meeting for department heads of studies, who follows up on their respective areas of responsibility.

Study Board and Head of Studies is responsible for ensuring that the input from the external examiners, including the annual report, are included in the ongoing safeguarding and development of the study programs' relevance and quality.

The study board is responsible for ensuring that the external examiners are consulted on curricula, as per Procedure for drawing up, changing and overhaul of curricula.