



Procedure for programme evaluations

The faculty conducts program evaluations at least every six years of study programs.

The programme evaluation consists of the following elements:

- An evaluation report, including a follow-up plan for a six-year period
- A discussion of targets and initiatives in the follow-up plan at the annual meeting about study program reports
- Dialog with external experts
- Summary of the dialog with external experts, including their feedback on the follow-up plan
- Concluding meeting with the associate dean for education.

The head of department is responsible for carrying out the evaluation, responding to any matters that do not live up to the stipulated standards, and subsequently in ensuring that the department's initiatives in the follow-up plan is implemented.

The department must use UCPH's template for evaluation report.

The dean is responsible for commenting on the report and approve the follow-up plan.

The evaluation report is reported to the rector; see UCPH's Guidelines for faculty reports to University management.

From the dean's approval of the follow-up plan, the department submits a report annually on the initiatives in connection with the program report, see the Procedure for program reports.

Education & Student (U&S) prepares and maintains a rota system for program evaluations.

Procedure

December contacts U&S department and Head of Studies and informs about which study programs are to be evaluated in the coming years, cf. the current rotation plan. U&S stands are available for both during the evaluation process.

Evaluation report and a team of external experts

In mid-January sends U&S department and Head of Studies template for evaluation report with key figures must be treated in the report.

February - March shall communicate Head of Studies U&S, the types of external experts (for example core academic, interdisciplinary and pedagogical and didactic experts or specialists with an employer perspective) they want to involve in evaluation, cf. the terms of reference for the use of external experts. The institution may also submit requests for specific experts, for example from the faculty's general list of external experts.

March/April the dean appoints a team of external experts for program evaluations.

In the composition of the team taking into account the departments' wishes, the terms of reference and UCPH's Guidelines for program evaluations as well as the evaluation reports.

No later than 1 April must submit their program evaluation reports to the U&P.

Meeting with the associate dean and dialog with external experts

April - may undergo U&S the material forwarded.

In April/May, the associate dean for education, the director of studies, head of department and the department's report Head of Studies, see the Procedure for program reports. The ongoing study program evaluations and the dean's thoughts about the targets and initiatives in the follow-up plan is discussed at the same occasion.

In the same period coordinates and holds U&S in cooperation with the program's representatives activities (dialog) with the external experts.

As far as possible, these activities across the programs to be evaluated that year.

In the planning U&S an ongoing dialog with the department, so that the external experts' competencies optimally utilised and the evaluated study program will receive feedback on the areas where there is a need. Evaluation report is included in the work.

Follow-up plan discussed and approved

June, July department draws up a follow-up plan for the development and follow-up measures in the coming 6 years.

Follow-up plan prepared on the basis of

- The evaluation report
- The dean's and the program organisers' thoughts about the targets and initiatives
- The dialog with the external experts.

In the follow-up plan the program organisers set out quantitative targets and the future prospects for the coming 6 years.

Follow-up plan must be sent in a first version for U&S no later than 1 August.

As far as possible before the meeting with the vice dean discussed follow-up plan by the study board, and the plan will be submitted for comment to the employer panel is linked to the degree program.

U&S sends the follow-up plan for comments with the external experts.

At the beginning of September, a meeting between representatives from the evaluated study and the vice-dean for education. At the meeting, the Vice Dean, Director of studies, head of department, Head of Studies, U&S as well as the lecturers and students who have participated in the evaluation process.

At the meeting reviewed follow-up plan, and comments from the vice-dean, the external experts, the employer panel and the study board are discussed.

Changes to the follow-up plan are summarized in the contract document. Head of Studies informs the board of studies about any changes of the follow-up plan.

In mid-September, the dean approves the final follow-up plan for the program for the coming six years or the program is recommended for closure; see the Procedure for closing study programs.

External experts

The faculty maintains a general list of external experts who can be used in connection with the degree program evaluations.

In February-march invites&S changes to the gross at the department heads, so that the list is updated in relation to topical challenges, strategies and needs.

The external experts who take part in the evaluations may not participate in the faculty's employer panels. In addition, the dean may add experts to the gross list on an ongoing basis.

Standards for quality

In the degree program evaluation are monitored the same measurable standards which the program reports.

In addition monitored following quality standards described in the faculty's overview of standards:

- Part-time/full-time academic staff ratio
- Student/academic staff ratio

The department must use the faculty template for the calculation of the two ratios.