



Procedure for programme reports

The faculty's study programs that do not uddannelsesevalueres, draw up an annual program report.

This contains analyzes of quantitative and qualitative management information, as well as the status and future perspectives for the study program. If serious problems are identified, the report includes thoughts about follow-up initiatives, e.g. changes to capacity or closing the program; see Procedure for closing study programs.

The head of department for the program concerned is responsible for drawing up the report. In practice Head of Studies draw up and present the final report on the study board, while the head of department submit it to the dean.

The dean approves the program report and reports annually to the faculty's quality-assurance work to the rector.

The dean is responsible for informing and follow up on the rector's annual feedback on the quality of education, as per Procedure for reporting on the quality of education.

The dean and the head of department follows up on action points and measures agreed during the annual meeting about the reports.

Education & Student (U&S) prepares and maintains a template for program reports.

Procedure

In the program report, the department describes the quality-assurance and development activities at department and program level since the previous report or study program evaluation.

The institution must use the faculty's joint template for program reports and consider all the attached figures and statistics at program level, and accounts for the causes and actions how the study programs do not live up to the standards set by faculty management.

Where applicable, separate accounts are submitted for bachelor and master's programs. The institution can provide feedback on the faculty's procedure descriptions and other quality assurance tools in the report, so that quality-assurance work is continuously adjusted.

In mid-January hand U&S the partially completed templates for the department.

The department's report must be discussed by the study board and sent to the U&S no later than 1 April.

U&S report analyzes and compares it with the previous year.

The summarising U&S proposals for discussion and follow-up points and present them to the vice-dean for education.

The associate dean for education meet in April and June, with the head of department, Head of Studies, chair of the board and possibly vice-chair. The meeting discussed the report and follow-up points, and a common and departmental action lists for the coming years.

At the same meeting shall be communicated to any follow-up points from the rector. On the basis of the meeting prepares U&S minutes and form part of the dean's annual report to the rector.

Standards for quality

The program reports are monitored the following quality standards.

- Intake
- Drop-out rates
- ECTS production
- Completion
- Unemployment
- Teaching hours
- Course evaluation
- Number of international students on master's programs
- Dialog with graduates and employers

See more detailed description of the faculty's overview of standards.