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Description of monitoring of the study programmes

The faculties routinely monitor the degree programmes at the areas indicated in the common guidelines for program reports and program evaluations as well as the dean's reporting of quality assurance to the rector. For monitoring the study programmes as well as preparation of program reports and program evaluations various types of management information is provided. The management information is described in details in a number of procedures and descriptions. The templates below shows how the faculty monitors the study programmes and uses the management information:

Overview of the Faculty monitoring of study programmes, responsibilities as well as applied procedures and descriptions

Annual cycle for program reports, program evaluations and the dean's reporting (DAU)

The head of studies is responsible for the preparation of action plans and follow-up plans if unacceptable deviations from the faculty quality standards are identified. The faculty's quality standards are reviewed and adjusted annually. A rota system for program evaluations is published on faculty website.

Faculty monitoring of study programmes, responsibilities, procedures and descriptions

Quality assurance	Responsibility for monitoring	The following procedures and descriptions are used
Quality assurance of curricula and courses (ESG 1.2)	Head of Studies	<ul style="list-style-type: none"> • <i>Procedure for course evaluations and the publication of course evaluation reports</i> • <i>Procedure for the quality assurance and amendment of curricula and course descriptions</i>
Quality assurance of courses (ESG 1.2)	Chairmen of Study Boards and Head of Studies	<ul style="list-style-type: none"> • <i>Procedure for course evaluations and the publication of course evaluation reports</i>
Quality assurance of study programmes (ESG 1.2)	Head of Studies and Director of Studies	<ul style="list-style-type: none"> • <i>Procedure for annual programme reports and programme evaluation</i> • <i>Procedure for graduate surveys at the University of Copenhagen</i>
Quality assurance of new study programmes and closing programmes (ESG 1.2)	Head of Studies	<ul style="list-style-type: none"> • <i>Procedure for developing new study programmes</i> • <i>Procedure for closing study programmes</i>
Quality assurance of the involvement of external partners (ESG 1.2)	Head of Studies	<ul style="list-style-type: none"> • <i>Procedure for dialogue with graduates</i> • <i>Procedure for dialogue with the Employer Panels</i> • <i>Procedure for involving the Chairmanships of the External Examiners</i>
Quality assurance of international co-operation agreements (ESG 1.2)	International Coordinator	<ul style="list-style-type: none"> • <i>Procedure for monitoring new exchange agreements and the balance in exchange programmes</i>
Quality assurance of assessment of students (ESG 1.3)	Head of studies	<ul style="list-style-type: none"> • <i>Procedure for exam complaints and appeals</i>
Quality assurance of lecturers' competences (ESG 1.4)	Head of studies and Heads of section and centre	<ul style="list-style-type: none"> • <i>Description of academic appointments, pedagogic guidelines, new and current lecturers' pedagogic skills enhancement, lecturers' academic qualifications and research-based study programmes</i>
Quality assurance of the learning and study environment and support for students (ESG 1.5)	Head of Studies and Academic Counsellor	<ul style="list-style-type: none"> • <i>Procedure for student counselling and career guidance</i> • <i>Procedure for study start programmes</i> • <i>Description of the support for the learning and study environment</i> • <i>Description of students' involvement in the work with the study environment and learning resources</i> • <i>Description of students' contact with the research environments</i> • <i>Description of ensuring internationalisation of study programmes</i>
Quality assurance of management information (ESG 1.6)	Director of Studies	<ul style="list-style-type: none"> • <i>Description of monitoring of the study programmes</i>

Annual cycle for programme reports and programme evaluations and DAU

Month	Preparation	Activity
February-March	On 1 February, the quality assurance coordinator sends out an e-mail about drawing up quality assurance material, with a deadline of 1 March for submission of material to the quality assurance coordinator	Quality assurance material prepared for the past academic year(s) is identified and drawn up
March	The quality assurance coordinator collates quality assurance material at programme level	The quality assurance officer convenes a meeting with the Head of Studies and Director of Studies, at which the quality assurance material is presented
April	The Head of Studies prepares programme reports and evaluation including action plans and follow-up on last year's action plans	The Head of Studies forwards to the Study Boards
May	The Study Boards meet and discuss the material	The Head of Studies reports to the Dean at programme level
June	The Dean approves the reports	The Dean asks the Head of Studies for faculty-level report
September	The Head of Studies prepares a faculty-level report - DAU	The Dean reports to the Rector at faculty level on 1 October
October	The University Education Services reviews the report and writes cover letter	The University Education Services sends the report to the executive management, which makes a recommendation to the Management Team
October	Revision of quality standards	The Dean sends the quality standards to Rector for approval 1 October
December	Approval by the Rector (with or without comments)	The Head of studies follows up on any remarks
January	The Head of studies draws up programme evaluation report	The Director of studies publishes on the faculty website