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Procedure for annual programme reports and programme evaluation

The Head of Studies has the overall responsibility for evaluating the study programmes and reports annually to the Dean.

The faculty complies with the University's guidelines for reporting, which require the regular submission of reports on the quality assurance work on the study programmes, at programme level to the Dean, and at faculty level to the Rector: *Guidelines for Faculty Reports to the Rector on Quality Assurance*. The UCPH template is used.

Every year, the faculty complete programme reports for all of its study programmes and reports to the Dean. The programme reports contain deliberations about the closure of programmes, based on an overall assessment of the standards adopted, see *Description of monitoring of the study programmes*. The Head of Studies is responsible for this process. The faculty uses the UCPH template for programme reports and research matrix, which is found in *Guidelines for Programme Reports at the University of Copenhagen*.

Every third year, the overall report also includes information about study start, student counselling and career guidance and pedagogic and academic skills development. At faculty level, the report is submitted to the Rector.

Every six years, the faculty evaluates its study programmes, this will take place on an ongoing basis and in accordance with a rota plan. Programme evaluations are submitted to the Dean. The faculty uses the University of Copenhagen template for programme evaluations, the competence matrix and the research matrix, which are found in *Guidelines for Programme Evaluations at the University of Copenhagen*. Every six years, the faculty reports on the research quality of the study programs, when the faculty has carried out a research evaluation.

External experts

As part of the programme evaluation every six years, the Head of Studies – after consultation with the Head of section or centre and the Chairman of the Study Board – submits a recommendation to the Dean about the type of external experts relevant to the specific issues faced by the study programme. The Dean approves the proposal regarding external experts/composition of the group of experts. The faculty follows UCPH *Guidelines for the Selection and Involvement of External Experts*.

External experts are people with considerable knowledge about the program's academic content and context, and individuals who can add an interdisciplinary perspective on the study program.

The external experts shall not in their daily lives be involved in the development, planning and implementation of the program.

Three external experts are involved in a program evaluation, of which at least two are external: one external expert must be a researcher (academic expert). The second external expert has an academic profile that supports specific topics in a program evaluation, for example an expert on quality assurance; an external co-examiner; an employer representative; a Head of Studies from a related degree program; a recruitment expert; a representative from a special interest organization. The third is a student studying a related degree program at UCPH or another university.

The external experts must quality assure and develop the program's objectives, content and organization, and they must relate to the program's research base and structure. The external experts are involved in the programme evaluation through a meeting with the relevant Study Board, Head of Studies, Director of Studies and quality assurance coordinator. Prior to the meeting, the external experts receive the programme evaluation report and appendices, as well as the most recent graduate survey. The agenda for the meeting is based on this material. After the meeting, the external experts draw up a report and submit it to the Head of Studies. Conclusions and considerations in the report from the external experts are included in the Head of Studies' programme evaluation to the Dean.

Reporting, approval and follow-up

The Head of Studies draws up programme reports and programme evaluations, including action plans and follow-up plans if unacceptable deviations from the faculty's standards are identified. Depending on the issue, the Head of Studies may set up a working group, to pursue specific action plans and follow-up plans, including a timetable for these. The chairmen of Study Boards are responsible for ensuring that programme reports and evaluations are discussed by the Study Boards.

The Dean approves programme reports and evaluations, including any follow-up plans, before reporting to the Rector. *Guidelines for Programme Evaluations at the University of Copenhagen* specify the minimum elements and intervals for reports to the Rector. The faculty uses the UCPH template for these reports, which is found in *Guidelines for Faculty reports to the Rector concerning Quality Assurance*. In years when programme evaluation(s) are conducted, these are attached to the annual report as appendices.

The process for the Rector's assessment and approval of the reports is described in the *University Procedure for Approval of and Follow-up on the Faculties' Quality Assurance reports*. The Dean ensures that the faculty follows up on remarks from the Rector. The Head of Studies evaluates the quality assurance work for the year.

The external part of the programme evaluation report is published on the UCPH website. A report about the programme evaluation is published on the faculty website.

Quantifiable quality standards

Once a year, when the programme reports and evaluations have been completed, and the faculties have reported to the Rector, the faculties re-evaluate their quality standards and adjust them where necessary. The Head of Studies is responsible for initiating this work.