



## **Procedure for involving the Chairmanship of the External Examiners**

The Faculty of Theology is in continuous and systematic contact with the two Bodies of External Examiners, via the annual reports by the Chairmanships of the External Examiners, as well as annual meetings between the faculty and the Chairmanships of the External Examiners, convened by the Head of Studies.

By mutual agreement, the reports and annual meetings with the Chairmanships of the External Examiners contribute to the ongoing development of the theology programmes (bachelor and master's degrees in theology and master's degree in Religious Roots of Europe) and the master's programme in African Studies. The interaction with internal examiners and the (Body of) External Examiners also provides a natural form of ongoing feedback. All external examiners also submit semester reports to the respective Chairman of the External Examiners, on the assessment of theses and the general conduct of the exams. The external examiners hold an annual meeting at which the individual reports are discussed. The report by the Chairmanship of the External Examiners is discussed in detail at the annual meeting with the faculty. The Head of Studies is responsible for any follow-up.

Dialogue with the Chairs of the External Examiners must focus on:

- Curricula
- Criteria for course objectives and assessment criteria
- Student communication skills
- Forms of exam
- Exam and grading statistics

The Head of Studies is responsible for ensuring that the annual reports by the Chairmanships of the External Examiners are incorporated into programme evaluations and programme reports.

30 March 2016