



# Procedure for dialogue on quality of education with the Rector (DUR)

## Section responsible for procedure

Student Affairs (AUS)

## Objective

The procedure ensures that the Dean involves relevant actors in the preparation of the dialogue on the quality of education with the Rector (DUR).

## Summary of the procedure

Work on the DUR is based on:

- Programme reports and programme evaluations.
- Data material and reports on specific parameters, which are produced every three and six years, respectively.
- HEALTH's standards for quality of education.
- Strategic measures at the Faculty.

The Dean approves the DUR and informs the Faculty Management Team (FLT) before forwarding it to the Rector.

Based on the DUR, the Dean holds a dialogue meeting with the Rector in the autumn semester on the quality of education at HEALTH.

## Information to stakeholders

The Programme Management Team and the Faculty Management Team etc. are informed once the Dean has forwarded the report to the Rector.

## How often (schedule)?

Once a year.

## How?

AUS drafts the DUR on the basis of the programme reports and programme evaluations the section has received from the study boards/programmes at HEALTH as well as other data material and reports.

The DUR is a brief report with appendices for all programmes at the Faculty, emphasising strengths, challenges and initiatives in selected programmes or areas. It contains:

1. Follow-up points from the previous year.
2. Examples of successful initiatives on the Faculty's programmes or of well-functioning programmes.
3. Examples of challenges on the Faculty's programmes.
4. Planned focus areas for the Faculty's programmes.

As part of the DUR, HEALTH proposes two agenda items for the DUR meeting with the Rector.

The Dean approves the DUR and informs the Faculty Management Team (FLT) before forwarding it to the Rector. At the same time, the Dean approves standards for quality of education.

## **Who?**

### **Dean**

- Ensures that the Faculty Management Team (FLT) is informed of the DUR.
- Approves the report.
- Ensures that relevant stakeholders are informed.
- Is responsible for reporting on the Rector's follow-up points.
- Approves HEALTH's standards for quality of education.

### **Heads of studies<sup>1</sup>**

- Submit programme reports/evaluations and any updates hereof following dialogue with AUS.
- Where relevant, are responsible for reporting on the Rector's follow-up points in programme reports/evaluations.
- Are responsible for reporting on initiatives described in previous years' programme reports/evaluations.

### **Heads of department**

- Must contribute to the annual reports on the proportion of teaching by researchers on the Faculty's study programmes.
- Must contribute to reports on the three-year parameter for pedagogic skills development.
- Where relevant, are responsible for reporting on the Rector's follow-up points.
- Advise the Dean on the content of the DUR.

### **Student Affairs (AUS)**

- Observes whether study boards/programmes report on initiatives mentioned in previous years' programme reports/evaluations.
- Observes whether study boards/programmes mention the launch of new initiatives.
- Observes whether study boards/programmes report on the Rector's follow-up points.
- Observes whether departments report on the Rector's follow-up points.
- Where necessary, obtains further material from study boards/programmes.
- Together with heads of studies and heads of department, prepares data material on the proportion of teaching by researchers on the Faculty's programmes.
- Obtains material from relevant heads of section and heads of department concerning reporting on three- and six-year parameters.
- Draws up proposals for DUR and standards.

### **Data material**

Programme reports and programme evaluations for the study programmes at HEALTH as well as

<sup>1</sup> At the School of Oral Health Care (SKT), the head of studies is equivalent to the head of programme.

material produced by AUS and/or obtained by AUS from relevant actors, including heads of department.

<b>Annual cycle</b>		
<b>Date</b>	<b>Activity</b>	<b>Section/person responsible for activity</b>
<b>1 May</b>	Deadline for submitting final versions of programme reports and draft programme evaluations, including reporting on the Rector's follow-up points	Heads of studies
<b>May</b>	<p>Review of programme reports and programme evaluations. AUS observes whether:</p> <ul style="list-style-type: none"> <li>• Study board/programmes report on initiatives mentioned in previous years' programme reports/evaluations.</li> <li>• Study board/programmes mention the launch of new initiatives.</li> <li>• Study board/programmes report on the Rector's follow-up points</li> </ul>	AUS
<b>May and June</b>	<p>AUS sends follow-up questions, if any, to the study board/programmes</p> <p>Head of Studies provides updated versions of programme reports/evaluations</p>	<p>AUS</p> <p>Heads of studies</p>
<b>1 July</b>	Deadline for submitting the final programme evaluations	Heads of studies
<b>July and August</b>	<p>AUS draws up a proposal for the Dean's report. The report covers:</p> <ol style="list-style-type: none"> <li>1. Follow-up points from the previous year</li> <li>2. Examples of successful initiatives on the Faculty's programmes or of well-functioning programmes</li> <li>3. Examples of challenges on the Faculty's programmes</li> <li>4. Planned focus areas for the Faculty's programmes</li> </ol> <p>As part of the DUR, HEALTH proposes two agenda items for the DUR meeting with the Rector</p>	AUS
<b>September</b>	Assessment of the need to revise HEALTH standards for quality of education	Dean
<b>Beginning of September</b>	Information and discussion of the Dean's reporting in the Faculty Management Team	Dean

<b>Annual cycle</b>		
<b>Mid-September</b>	Completion of the Dean's reporting on quality of education	AUS
<b>End of September</b>	Approval of the DUR, including reporting on the Rector's follow-up points Approval of proposals for HEALTH standards	Dean
<b>1 October</b>	Submission of the DUR, including reporting on the Rector's follow-up points Submission of proposals for HEALTH standards for quality of education for the next reporting period to the Rector	AUS
<b>October</b>	Information to relevant stakeholders	Dean