Procedure for the Dean's reports to the rector on the quality of education

Section responsible for procedure

Quality Assurance of Study Programmes and Continuing Education Services (UVL), Student Affairs (AUS).

Objective

The procedure ensures that the dean involves relevant stakeholders in the preparation of the dean's report to the rector on the quality of education (DAU).

Summary of the procedure

The dean's report (DAU) is drawn up on the basis of:

- programme reports and programme evaluations.
- data and reports on specific parameters, which are reported on every third or every sixth year, respectively.
- the faculty's quantifiable standards.

The dean's report (DAU) is discussed by the Faculty Senior Management Team (FLT/FLT-U) prior to the dean's final approval and submission to the rector.

Information to stakeholders

The programme management, the Faculty Senior Management Team and other relevant stakeholders are informed when the dean has submitted the reported to the rector.

How often (schedule)?

Drawn up once a year.

How?

On the basis of the current programme reports and programme evaluations submitted by HEALTH's study boards/programmes, as well as additional data and reports, Student Affairs (AUS) prepares a draft of the dean's report (DAU).

The dean's report (DAU) includes:

- The status of the faculty's programmes, based on an analysis of qualitative and quantitative material held up against the faculty's quantifiable standards
- Any follow-up plan(s), if critical conditions requiring immediate action are found for one or more programmes
- Visions and future perspectives for the faculty's programmes
- Any follow-up points arising from the rector's response to previous years' dean's reports (DAU)
- A description of any necessary adjustments to HEALTH's quantifiable standards

- The dean's report (DAU) is discussed with the faculty management team before the dean finally approves the dean's report (DAU).

If the dean launches any new initiatives, these initiatives are reported on in the next dean's report (DAU).

In addition to this process runs the process of the dean's yearly approval of the faculty's quantifiable standards.

Who?

Dean

- Ensures that the Faculty Senior Management Team (FLT/FLT-U) is informed of and discusses the dean's report (DAU)
- Approves the report
- Ensures that relevant stakeholders are informed
- Is responsible for ensuring that the rector's follow-up points are reported on.
- Approves HEALTH's quality standards

Heads of studies/heads of education

- Submit programme reports/evaluations and any updates of these in dialogue with Student Affairs (AUS)
- Responsible, when relevant, for ensuring that the rector's follow-up points on the programme reports/evaluations are reported on
- Responsible for reporting on initiatives described in previous years' programme reports/evaluations

Heads of department

- Responsible for contributing to the yearly report on the research base/affiliation to practice and development activities of the faculty's study programmes
- Responsible for contributing to the faculty's report to Rector on the pedagogical skills enhancement every third year
- Responsible, when relevant, for ensuring that the rector's follow-up points are reported on

Student Affairs

- Registers whether the study boards/programmes report on initiatives mentioned in previous programme reports/evaluations
- Registers whether the study boards/programmes discuss the launching of new initiatives
- Registers whether the study boards/programmes report on the rector's follow-up points
- Registers whether the departments report on the rector's follow-up points
- Requests, if necessary, supplementary material from the study boards/programmes
- Together with the Heads of department prepares the data about the the research base/affiliation to practice and development activities of the faculty's study programmes

- Requests material from relevant Team leaders from Student Affairs and Heads of departments for reporting on the three- and six year parameters
- Prepares suggestions for the dean's report (DAU)

Data material

Programme reports and programme evaluations from the faculty's study programmes together with material prepared by Student Affairs and/or other relevant peopleincluding Heads of departments.

Annual Cycle		
Date	**Activity**	**Responsibility**
1 May	Deadline for submission of final versions of programme reports and drafts of programme evaluations, including reporting on the rector's follow-up points	Heads of studies and head of education
May	Review of the programme reports. AUS registers whether: • The study boards/programmes report on initiatives mentioned in previous programme reports/evaluations • Study boards/programmes discuss starting new initiatives • Study boards/programmes report on the rector's follow-up points	AUS
May and June	AUS contacts the study boards/programmes with any follow-up questions	AUS
	The heads of study/heads of education submit updated versions of the programme reports/evaluations	Heads of studies and heads of education
1 July	Deadline for submission of the final programme evaluations, including reporting on the rector's follow-up points	Heads of studies and heads of education
July and August	AUS prepares suggestions for the dean's report. The report includes: • Status of the faculty's study programmes • Visions and future perspectives • Follow-up points from previous years	AUS
September	Evaluation of the need to adjust HEALTH's quantifia-ble standards for the next report period	Dean
Early September	Briefing on and discussion of the dean's report by the faculty management team	Dean
Mid-September	Final drawing up of the dean's report on the quality of education	AUS

Annual Cycle		
Late September	Approval of the dean's report (DAU), including reporting on the rector's follow-up points Aproval of the faculty's suggested quantifiable standards.	Dean
1 October	Submission of the dean's report (DAU), including reporting on the rector's follow-up points Submission of the faculty's suggested quantifiable standards to rector's approval	AUS
October	Briefing of relevant stakeholders	Dean