



Procedure for HEALTH's follow-up on the rector's response regarding the quality of education (RTU)

Section responsible for procedure

Student Affairs (AUS)

Objective

The procedure ensures that relevant stakeholders are informed of and involved in HEALTH's follow-up on the rector's response on the quality of education.

Summary of the procedure

On receipt of the rector's response on the quality of education, the dean initiates the follow-up work. Proposals are drafted for the follow-up plan and the plan is discussed as a minimum in the Faculty Senior Management Team (FLT/FLT-U) and the programme management team prior to the dean approving the follow-up plan.

The dean reports on the rector's follow-up points in the next report on the quality of education.

Informing stakeholders

The programme management team and the faculty management team are informed when the dean has decided on how to follow up on the rector's follow-up points.

Updating of www.healthsciences.ku.dk and/or KUnet

Student Affairs (AUS) ensures that summaries of the programme evaluations are published on HEALTH's quality assurance site on KUnet.

AUS ensures that relevant descriptions of functions and procedures and the overview of HEALTH's standards for the quality of education are updated on the background of initiatives in HEALTH's follow-up plan.

How often (schedule)?

Annual follow-up.

How?

Once a year in December the rector informs the dean of the follow-up points and requests that the dean reports on the status of the follow-up in the next year's dean's report (DAU).

The dean informs relevant stakeholders and initiates the drawing up of the follow-up plan. The follow-up plan is discussed by the Faculty Senior Management Team (FLT/FLT-U) and programme management team before the dean approves the plan.

The heads of studies report on the status of programme-specific follow-up points in the next programme report/programme evaluation. The heads of department report any department-specific points in the next dean's report (DAU).

Student Affairs (AUS) ensures that relevant homepages are updated.

Who?

Dean:

- Initiates the follow-up on the rector's follow-up points
- Ensures that the Faculty Senior Management Team (FLT/FLT-U), programme management team and the School of Oral Health Care (SKT) are informed
- Approves the faculty's follow-up plan
- Is responsible for ensuring that the rector's follow-up points are reported on in the next year's report on the quality of education.

Vice-Dean for Education

- Ensures that suggestions are prepared for the follow-up plan.

Heads of studies/heads of education

- Responsible, when relevant, for reporting on the rector's follow-up points in the next year's programme report/evaluation
- Responsible for reporting on initiatives mentioned in previous years' programme reports/evaluations.

Heads of department

- Responsible, when relevant, for reporting on the rector's follow-up points in the next year's dean's report (DAU)

Student Affairs (AUS)

- Prepares suggestions for HEALTH's follow-up plan
- Registers whether the study boards/programmes report on the rector's follow-up points
- Registers whether the study boards/programmes report on initiatives mentioned in previous programme reports/evaluations
- Updates relevant homepages and descriptions of procedures and/or functions.

Annual Cycle		
Date	Activity	Responsibility
Late December	The dean receives the rector's response on the quality of education (RTU)	Rector
Late December	The dean initiates the follow-up procedure through the Vice-Dean for Education and the head of education	Dean
Early January	A summary of the programme evaluations is published on HEALTH's quality assurance website	AUS ¹
Early January	Briefing on the rector's follow-up points in the Faculty Senior Management Team (FLT/FLT-U), programme management team and the School of Oral Health Care (SKT)	Dean
Mid-January	Preparation of suggestions for the follow-up on the rector's response	Vice-Dean for Education and AUS
Early February	Discussion of suggestions for the follow-up on the rector's response in the Faculty Senior Management Team (FLT/FLT-U), programme management team and the School of Oral Health Care (SKT)	Dean
Late February	Approval of HEALTH's plan for following up on the rector's response	Dean
Late February	the Faculty Senior Management Team (FLT/FLT-U), programme management team and the School of Oral Health Care (SKT) are informed of the final version of the follow-up plan	Dean
Early March	Briefing of other relevant stakeholders	Dean
Early March	Relevant of heads of study are informed of what further initiatives must, in accordance with HEALTH's follow-up plans, be reported on in the programme report/evaluation for the year.	AUS
1 May	The heads of study/heads of education submit the programme reports for the year and drafts of the programme evaluations, including reporting on the rector's follow-up points	Heads of studies and heads of education

¹ AUS

Annual Cycle

1 May	Heads of department submit any reports on the rector's follow-up points	Heads of department
1 October	The dean submits the dean's report on the quality of education (DAU), including reporting on the rector's follow-up points	Dean and AUS