



Procedure for follow-up on the Rector's feedback on quality of education dialogue

Section responsible for procedure

Student Affairs (AUS)

Objective

The procedure is designed to ensure that relevant actors are informed of and involved in the Faculty's follow-up on feedback from the Rector on quality of education.

Summary of the procedure

After receiving the Rector's feedback on the dialogue on quality of education, the Dean initiates follow-up work in relevant fora. Where relevant, a follow-up plan is drawn up. The follow-up plan must be approved by the Dean's Office.

The Dean reports on the Rector's follow-up points in the next report on quality of education – or sooner if the Rector has set different deadline.

Information to stakeholders

The Programme Management Team and the Faculty Management Team are informed once the Dean has decided how to follow-up on the Rector's follow-up points.

Updating of sund.ku.dk and/or KUnet

HEALTH's page on quality of education on KUnet contains:

- HEALTH programme evaluations from previous years.

AUS ensures that relevant descriptions of functions and procedures and the list of HEALTH standards for quality of education are updated in consequence of initiatives outlined in the follow-up plan.

How often (schedule)?

Once a year.

How?

Once a year, in the autumn semester, the Rector submits his/her follow-up points to the Dean and asks the Dean to report on the status of next year's dialogue on quality of education with the Rector (DUR). After receiving the Rector's follow-up points, the Dean initiates follow-up work. The Faculty Management Team (FLT), the Programme Management Team and the School of Oral Health Care (SKT) are informed of the Rector's follow-up points and action deadlines. Where relevant, a follow-up plan is drawn up, which must be approved by the Dean's Office.

Heads of studies report on the status of programme-specific follow-up points in the next programme report/evaluation or by the stipulated deadline.

Where relevant, heads of department report on department-specific follow-up points in the next DUR.

AUS is responsible for updating relevant websites.

Who?

Dean:

- Initiates follow-up on the Rector's follow-up points.
- Informed the Faculty Management Team (FLT), the Programme Management Team and the School of Oral Health Care (SKT).
- Approves the Faculty's follow-up plan, where relevant.
- Is responsible for reporting on the Rector's follow-up points in the next year's report on quality of education.

Associate Dean for Education

- Is responsible for preparation of proposals for the follow-up plan, where relevant.

Heads of studies/Programme

- Are responsible for reporting on the Rector's follow-up points in the next year's programme report/evaluation, when relevant.
- Are responsible for reporting on initiatives described in previous years' programme reports/evaluations.

Heads of department

- Are responsible for reporting on the Rector's follow-up plans for the next year's DUR, when relevant.

Student Affairs (AUS)

- Draws up proposals for the Faculty's follow-up plan, where relevant.
- Observes whether study boards/programmes report on the Rector's follow-up points.
- Observes whether study boards/programmes report on initiatives described in previous years' programme reports/evaluations.
- Updates relevant websites and descriptions of procedures and/or functions.

| Annual cycle | | |
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| Date | Activity | Section/person responsible for activity |
| November | Dialogue meeting with the Rector | Rector |
| No later than 1 December | Dean receives the Rector's feedback on the dialogue on quality of education | Rector |
| End of December/beginning of January | Dean initiates follow-up process conducted by the Associate Dean for Education and Director of Studies Information of the Rector's follow-up points to the Faculty Management Team (FLT), the Programme Management Team and the School of Oral Health Care (SKT) | Dean |
| January | Programme evaluations are published on HEALTH's page on quality assurance on KUnet | Student Affairs (AUS) |
| Beginning of February | Preparation of proposals for follow-up on the Rector's follow-up points Information to stakeholders with a deadline for feedback (1 March or 1 May) | AUS |
| Beginning of March | Where relevant, deadline for feedback on the Rector's follow-up points from relevant stakeholders and submission to US/the Rector | AUS |
| 1 May | Heads of studies/programme submit the year's programme reports and draft programme evaluations, including reporting on the Rector's follow-up points | Heads of studies/programme |
| May | Heads of department submit report on the Rector's follow-up points, where relevant | Heads of department |
| 1 October | Dean submits the DUR, including report on the Rector's follow-up points | Dean and AUS |