



# Procedure for graduate surveys

## Section responsible for procedure

Student Affairs (AUS)

## Objective

The procedure shall provide an overview of the process of the Faculty's ongoing dialogue with graduates in the form of systematic graduate surveys at study programme level as well as the division of responsibilities between the stakeholders involved in this process. The procedure covers all the Faculty's study programmes: bachelor's, professional bachelor's, master's and professional master's degree programmes as well as further adult education programmes.

Graduate surveys are conducted centrally at the University of Copenhagen. [A description of the procedure for graduate surveys at the University of Copenhagen is available here.](#)

## Summary of the procedure

The procedure describes how AUS sends data from the most recent graduate survey to the Head of Studies and the study board. If data is to be used in a study programme evaluation, AUS will assist in discussing the interpretation of the survey results with the Head of Studies and the study board and prepare a summary memo. The study board is responsible for following up on the results. In addition, the employer panel will be informed of the results of the graduate survey.

## Information to stakeholders

AUS will inform the Head of Studies and the study board about the survey results. At the School of Oral Health Care (SKT), the information is provided to the teaching committee and the school council concurrently.

The Head of Studies informs the employer panel and any other stakeholders. At SKT, information is provided to the employer panel. The students are informed via the consideration of the results by the study board.

## Updating of KUnet

Graduate surveys are published on the University of Copenhagen's intranet (KUnet). A rota system for the reporting of surveys can be found on KUnet.

## How often (schedule)?

Graduate surveys are conducted for all study programme types every other year. The Ministry of Higher Education and Science conducts graduate surveys for professional bachelor's and master's degree programmes. UCPH conducts graduate surveys for bachelor's, academy profession and professional master's degree programmes and diploma programmes. The results of the graduate survey are reported every three years and presented either as part of a programme evaluation or in the form of a programme report based on a rota system.

## How?

### **The overall framework for graduate surveys:**

The overall framework for graduate surveys is described in the Procedure for Graduate Surveys at the University of Copenhagen.

### **Reporting of graduate surveys:**

In connection with the reporting, the Head of Studies and the study board receive quantitative and qualitative data from AUS. In the years in which the material is included in a programme evaluation, AUS prepares a presentation and a summary memo. The material is discussed by the study board, after which AUS prepares a summary of the study board's discussions and decision on follow-up. The quantitative data material is published on KUnet. In the years in which the material is included in a programme report, the Head of Studies and the study board receive the results of the most recent graduate survey and incorporate these results in the report.

When the graduate survey results are reported in a programme evaluation, AUS presents the data to the study board and prepares a summary of the study board's discussions and decision on follow-up. AUS is also responsible for informing the Associate Dean for Education. The employer panels of the study programmes are also informed. This information is provided by the Head of Studies, but AUS attends the meetings in order to answer questions about survey design etc. if the Head of Studies so wishes.

Where relevant, decisions on follow-up on the graduate survey are included in the programme evaluation or report.

## Who?

### **Head of Studies:**

- Enters into a dialogue with AUS on interpretation of the survey results, including the need for data filtering.
- Advises the study board on survey follow-up.

### **Chair of the Study Board:**

- Evaluates the results of the graduate survey in consultation with the study board and the Head of Studies.
- Decides on follow-up on the graduate survey results in consultation with the study board and the Head of Studies.

### **Dean:**

- Has the overall responsibility for follow-up on graduate surveys.

### **AUS:**

- Enters into dialogue with US on the performance of joint graduate surveys, including verification of respondents, where relevant.
- Distributes the results of graduate surveys to the Head of Studies.
- Performs limited data filtering at the request of the Head of Studies.

- Discusses the interpretation of the survey results with the Head of Studies.
- Prepares a presentation to the study board and a summary memo of the survey results and the study board's decision on follow-up.
- Presents the survey results to the study board (at SKT, the teaching committee and school council).

## Annual Cycle

Date	Activity	Section/person responsible for the activity
<b>December</b>	Receives lists of respondents from US for valuation, where relevant.	AUS
<b>January</b>	The Head of Studies receives graduate data. The heads of studies conducting the programme evaluation also receive a notice convening a meeting on review of data and the process for reporting.	AUS
<b>February-March</b>	Meetings between AUS and the heads of studies conducting programme evaluations regarding specific wishes for the individual study programmes.  Discussion of interpretation of data with the Head of Studies and preparation of presentation to the study board based on an established concept.	AUS
<b>March-May</b>	Results of graduate surveys are presented to the study board, which decides on follow-up on the survey results. Discussions and decisions are summarised in a memo attached to the graduate survey.	AUS and Head of Studies
	Employer panel is informed of the survey results at the next meeting.	Head of Studies
<b>September</b>	Decisions on follow-up on graduate surveys are reported in the programme report or evaluation.	Head of Studies
<b>September</b>	Graduate reports are published on KUnet.	UCPH