

Procedure for Annual Programme Reports

Section responsible for procedure

Student Affairs (AUS)

Objective

The procedure is designed to ensure continuous and systematic adaptation and development of the Faculty's study programmes (bachelor's, master's, professional bachelor's and professional master's degree programmes and further adult education).

The programme report evaluates the results of the quality assurance work for the academic year conducted by course coordinators, teaching committees, study boards and, where relevant, education councils.

Summary of the procedure

Once a year, the heads of studies and study board for study programmes at HEALTH submit a report that describes the development of each study programme focussing on key figures and follow-up points.

NB! At the School of Oral Health Care (SKT), the head of studies is equivalent to the head of programme, the study board is the school council and the chair of the study board is the chair of the school council. This applies to all descriptions below.

The programme report must be approved by the Dean.

Information to stakeholders

The programme report is discussed at the next meeting of the employer panel.

Updating of sund.ku.dk and/or KUnet

The following will be published on the Faculty's page on quality of education on KUnet:

- The Faculty's standards for quality of education.
- The Faculty's rota system for programme evaluations and reports.

How often (schedule)?

The programme report is drawn up once a year, cf. the deadlines in the annual cycle (see the end of this document) – with the exception of every sixth year, where the study programmes conduct programme evaluations.

How?

At the beginning of the year, a prefilled template is submitted by AUS to the Head of Studies.

Subsequently, the Head of Studies consults the study board/teaching committee and draws up a draft programme report.

For master's degree programmes that constitute a natural progression from a bachelor's degree programme, the study board will as a rule draw up a single report covering both study programmes, though the key data for the programmes will be analysed separately.

The programme report must contain:

- 1) Analysis of quantitative management information (see appendix 1), which shall reflect on the status of the programme vis-à-vis the Faculty's standards for quality of education.
- 2) Analysis of qualitative material:
 - a. Reports by the chairs of the external examiners.
 - b. Results of the year's course evaluations.
 - c. Pass rates.
 - d. Dialogue with employer panels.
- 3) Status of the programme, including the status of the action plan drawn up in connection with the most recent programme evaluation.
- 4) Miscellaneous: In case of critical issues that are serious enough to warrant immediate action, an action plan must be drawn up together with the study board and attached to the programme report. Subsequently, the Head of Studies will discuss the draft action plan with the relevant heads of department, heads of section at Student Affairs (AUS) and the Director of Studies in order to coordinate follow-up proposals and draw up an estimate.

Every six years (three years after the last programme evaluation), the programme report must contain:

- 1) Graduate survey.
- 2) Research matrix/knowledge base matrix for the programme.
- 3) Educational environment assessment/study survey.

Approval of the programme report and, where relevant, the action plan

The study board discusses the report and approves the action plan. Subsequently, the report is forwarded to AUS, who will compile the programme reports of the year and draw up a draft text for Dialogue on Quality of Education with the Rector (DUR). The reports are submitted to the Dean for final approval.

Implementation of the action plan, where relevant

The study board will implement any changes to e.g. curricula or course descriptions.

Who does what?**Head of Studies**

- Is responsible for initiating and conducting the analysis of management information and for drawing up the programme report.
- Advises the study board on follow-up on analysis of management information.
- Is responsible for working out the research matrix/knowledge base matrix every three years.¹

¹ Master's degree programmes produce an annual research matrix in accordance with their choice of method for monitoring the level of research in the programmes.

Chair of the Study Board

- In consultation with the study board, evaluates the analysis of management information and programme report.
- In consultation with the study board, makes decisions regarding follow-up on the programme report and, where relevant, the action plan.

Dean

- Approves the programme report.

Appendix 1: Data included in the programme report

The programme report is based on analysis of the following qualitative and quantitative material:

*Not calculated for professional master's degree, diploma or academy profession degree programmes (VVU).

Data are based on figures for the most recent completed academic year.

Every year:

- **Intake**

Intake as of 1 October. All forms of enrolment are included in the intake.

- **Number of students**

Number of students enrolled in the programme as of 1 October.

- **Drop-out rate***

Drop-out rate as of 1 October the year after study start. The figure is calculated as the percentage of students who have discontinued their studies a year after study start and is only calculated for bachelor's degree programmes.

Drop-out rate for the entire programme is calculated as the percentage of students who have discontinued their studies after the prescribed period of study + one year (after study start).

- **Number of degrees conferred**

Number of students who have completed a professional bachelor's, academy profession, professional master's, bachelor's or master's degree programme in the period 1 October to 30 September.

- **Study progression***

Total number of ECTS credits earned in the academic year divided by the number of full-time students. Full-time students are students who have been enrolled in the period. The figure is calculated as the number of months of enrolment in the period, and while it includes credit transfers, it does not include leave of absence.

- **Completion***

Completion within the prescribed period of study: Number of students who have completed the programme within the prescribed period of study (after study start) vis-à-vis the total number of students in the year group in question.

Completion within the prescribed period of study + one year: Percentage of students who have completed the programme after the prescribed period of study (after study start).

The figure includes both students who have completed the programme after the prescribed period of study and students who have completed the programme after the prescribed period of study + one year. The figure is calculated on 1 October, and comprises the proportion of students who have completed their programmes in the prescribed time and the percentage of students who have completed in the prescribed time + one year (the most recent completed academic year).

- **Excess completion time***
The difference between the prescribed period of study for the programme and the actual completion time as of 1 October for the most recent completed academic year.
- **Unemployment rate***
Average unemployment rate for graduates in a year group four, five, six and seven quarters after graduation, respectively. Graduates who have left the country are included in the calculation as graduates who have found employment.
- **Outgoing exchange***
Number of students who complete part of the programme abroad as of 1 October.
- **International students in master's degree programmes taught in English (full degree)***
Percentage of students from a country other than Denmark, Norway, Finland, Iceland and the Faroe Islands. Calculated for the period 1 October to 30 September.
- **Teaching hours in bachelor's degree programmes ***
Number of teaching hours offered by the programme in the most recent completed academic year. Calculated as number of hours a week for each semester.
- **Teaching hours in master's degree programmes ***
See above. Only calculated for the first two semesters of master's degree programmes.
- **Academic staff coverage/proportion of teaching/teacher-student ratio**
Academic staff coverage applies to all bachelor's and master's degree programmes and constitutes the number of hours of teaching by academic staff students have been offered in the most recent completed academic year vis-à-vis the minimum requirement as defined by the University of Copenhagen. The minimum requirement is 168 hours per semester or 12 hours per week for bachelor's degree programmes and 112 hours per semester or 8 hours per week for master's degree programmes. Data are based on the number of teaching hours registered by full-time academic staff, part-time academic staff and others.
Proportion of teaching applies to the professional bachelor's degree programme in dental care and constitutes the total number of teaching hours on the programme vis-à-vis the minimum requirement (12 hours per week) for the other bachelor's degree programmes at HEALTH. As a large part of the teaching on this programme is conducted by teachers not employed in positions that meet the University of Copenhagen's and the Ministry's definition of full-time and part-time academic staff, the figure includes the total number of teaching hours and not the number of teaching hours conducted by academic staff.
Teacher-student ratio applies to the academy profession degree programme in dental practice and calculates the total number of students vis-à-vis the total number of teachers on the programme.

All professional master's degree programmes produce an annual research matrix.

- **Reports by the chairs of the external examiners²**

The result is not evident from the template.

- **Results of course evaluations³**

The result is not evident from the template.

- **Pass rates**

The result is not evident from the template.

Once a year, AUS provides heads of studies and department with exam statistics. As a rule, all courses should have a pass rate of 80 % for bachelor's degree programmes and 95 % for master's degree programmes after ordinary exams and re-exams.

- **Dialogue with employer panels⁴**

The result is not evident from the template.

Every six years (three years after the last programme evaluation), the programme report must contain:

- **Dialogue with graduates.⁵**
- **Results of educational environment assessment (study survey)** with an assessment of the programme's research base (for bachelor's and master's degree programmes).
- **Research matrix⁶**(bachelor's and master's degree programmes)/**knowledge base matrix** (further adult education and professional bachelor's programmes).⁷

² An annual report based on the reports by the chairs of the external examiners is drawn up and submitted to the universities. The reports by the chairs of the external examiners are available on KUnet: [Body of external examiners – University of Copenhagen \(ku.dk\)](#)

³ [Course evaluations at SUND – University of Copenhagen \(ku.dk\)](#)

⁴ Meetings are held with the employer panel of the programme once a year or more.

⁵ Graduate surveys are conducted for all programme types every two years. The survey looks at graduate employment, the correlation between and transition from university to labour market, graduates' view of the quality of education etc. Focus will be on the most recent graduate survey.

⁶ The research matrix compares the study activities on the study programme and their content, teachers' fields of research and the relevant research environments. The research matrix is calculated for bachelor's, master's, professional master's and academic advanced-level programmes. **The research matrix is calculated once a year for professional master's degree programmes as the chosen method for monitoring the proportion of teaching by researchers.**

⁷ Knowledge bare matrix is calculated for professional bachelor's, diploma and academy profession degree programmes.

Appendix 2: Annual Cycle

Annual cycle		
Date	Activity	Section/person responsible for the activity
<i>Study programmes' work on the programme reports</i>		
January	Send out quantitative and qualitative material.	AUS and US ⁸
February-March	<ul style="list-style-type: none"> Analyse management information. Draw up a draft programme report. Work out a research matrix/knowledge base matrix (every six years).⁹ 	Head of Studies
February-April	Discuss draft report with the study board, including: <ul style="list-style-type: none"> Status on the action plan from the most recent programme evaluation. Where relevant, draw up an action plan in case of critical issues that are serious enough to warrant immediate action. 	Head of Studies
1 May	Send programme report to AUS.	Head of Studies
<i>Work on the Faculty's report</i>		
May/June	Review in AUS and, where relevant, follow-up dialogue with the Head of Studies	AUS
July-August	Draw up draft text for the Dean's Dialogue on the Quality of Education with the Rector (DUR) based on the year's programme evaluations and reports	AUS
Early September	Approve the year's programme evaluations and reports, the Dean's Dialogue on the Quality of Education with the Rector (DUR) and, where relevant, the follow-up plan	Dean
1 October	Send the Dean's Dialogue on Quality of Education with the Rector (DUR) to US.	AUS

⁸ US: Education & Students, University of Copenhagen.

⁹ Research matrix is produced once a year for professional master's degree programmes.

Appendix 3: Example of rota system for the production of programme evaluations and reports for bachelor's and master's degree programme "X" and the use of qualitative material in the programme report

Year	Reporting	Additions to the annual data material
1	Programme report	None
2	<i>Programme <u>evaluation</u></i>	Research and competency matrix, study survey, graduate survey
3	Programme report	None
4	Programme report	None
5	<i>Programme report</i>	Research matrix, study survey, graduate survey
6	Programme report	None
7	Programme report	None
8	<i>Programme <u>evaluation</u></i>	Research and competency matrix, study survey, graduate survey
9	Programme report	None