



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, Professional Master's and further adult education).

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

Summary of the procedure

The procedure describes how, once a year, the head of studies and the study board for study programmes at HEALTH submit a programme report that provides an overview of the year's development work.

The dean approves the programme evaluation.

NB! Concerning the dental hygiene programme the School of Oral Health Care (SKT): The head of studies is equivalent to the head of education, the study board is the school council, and the chair of the study board is the chair of the school council. This is relevant for all descriptions below.

Information to stakeholders

The most recent programme report is discussed at the next meeting of the educational council and the employer panel.

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

The HEALTH quality standards are published on the HEALTH homepage on quality of education.

How often (schedule)?

The written programme report is drawn up once a year, cf. the deadlines in the annual cycle (see the end of this document).

How?

The programme report includes:

- an analysis of quantitative and qualitative management information, including a reflection on where the programme is in relation to the HEALTH quality standards
- the status of the study programme including a status of the follow-up plan for the most recent programme evaluation.
- Visions and future perspectives for the programme

- *Misc.: If any of the criticisms are serious enough to warrant immediate action, a follow-up plan must also be drawn up and attached to the programme report.*
- Every six years a graduate survey and research matrix is included in and commented on in the programme report.

Re: Analysis of qualitative and quantitative management information

The head of studies, in dialogue with the study board, draws up a draft programme report. For Master's programmes that constitute a natural progression from a Bachelor's programme, the study board can opt to draw up a single evaluation covering both study programmes. The key data for the programmes must be analysed separately.

The analysis is based on:

- a. selected parameters for the study programme
- b. reports by the chairs of the external examiners
- c. the results of the year's course evaluations and pass rates
- d. dialogue with the employer panel

Re: Possible follow-up plan

Where necessary, the head of studies/head of education, in consultation with the study board/school council, draws up a follow-up plan.

Subsequently, the head of studies discusses the draft follow-up plan with relevant heads of department, the head of education and the relevant heads of sections in Student Affairs (AUS) in order to co-ordinate follow-up proposals and estimate costs.

Approval of the programme report and, where relevant, the follow-up plan

The study board discusses the report and approves the follow-up plan. The report is submitted to the dean for final approval.

Implementation of follow-up plan (where relevant)

The study board implements any changes, for example, to the curriculum and course descriptions.

Who?

Head of studies

- Initiates and draws up analysis of management information, and draws up the programme report
- Advises the study board on follow-up on analysis of management information and the programme report
- Is responsible for working out the research matrix every six years.

Chair of the study board

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

Dean

- Approves the programme report, including, if relevant, the follow-up plan

Data material

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

Quantitative material

- Intake
- Student numbers
- Drop-out rate(s)*
- Number of degrees conferred
- Study progression*
- Completion*
- Graduate unemployment statistics*
- Outgoing exchanges
- The number of international students on master's programmes taught in English (full degree)
- Number of teaching hours on bachelor's and master's programmes
- Full-time/part-time academic staff ratio, people and FTEs (most recent annual data)
- Student/full-time academic staff ratio (most recent annual data)

** This is not calculated or included in the programme evaluation for continuing education master's, postgraduate diploma and higher adult education (academy) programmes.*

Qualitative material:

- Reports by the chairs of the external examiners
- Results of course evaluations, including pass rates
- Dialogue with employer panels

Material included in the programme report every six years:

Qualitative material:

- Research matrix
- Dialogue with graduates

Annual Cycle for programme reports		
Date	Activity	Responsibility
Study programmes' work on programme reports		
January	Send out quantitative and qualitative material	AUS & US ¹
February to March	<ul style="list-style-type: none"> • Analysis of management information • Drawing up a draft programme report • Working out a research matrix (every six years) 	Head of studies
February to April	Discussion of draft report with the study board - including <ul style="list-style-type: none"> • Status on the work with the follow-up plan from the most recent programme evaluation • Drawing up a follow-up plan if any circumstances are serious enough to warrant immediate action 	Head of studies
May 1st	Programme report is submitted to AUS	Head of studies
Work on the faculty's report		
May/June	Review in AUS and, where relevant, follow-up dialogue with the head of studies	AUS
July-August	Compilation of all programme reports	AUS
Early September	Approval of the complete final report and, if relevant, plan for follow-up	Dean
October 1st	Aggregated "report of reports" on HEALTH study programmes is conveyed to the Rector	AUS

¹ US: Education & Students, The University of Copenhagen