



Procedure for dialogue with employer panels

Section responsible for procedure

Student Affairs (AUS).

Objective

The procedure is designed to make sure dialogue with employer panels informs the development and quality assurance of the study programmes.

Summary of the procedure

Advice and evaluation of the study programmes obtained through dialogue with the programmes' employer panels contribute to the analyses of the programme reports and the programme evaluations.

Information to stakeholders

The study board is informed of meetings with the employer panel and results of these meetings.

How often (schedule)?

Meetings are held with the programme's employer panel at least once a year.

How?

On the initiative of the Chair of the Employer Panel, meetings are held with the programme's/programmes' employer panel as needed, though at least once a year.

The agenda is set by the Chair of the Employer Panel, where relevant in cooperation with the Head(s) of Studies.

The agenda is sent to the members at least seven days before the meeting.

At the meetings, the participants shall address and discuss topics relating to the quality and relevance of the programme(s) as well as the development of the programme(s), teaching and forms of exam. Whenever substantial changes are made to curricula, or new curricula are drawn up, they must be presented to and discussed by the employer panel. The Chair of the Employer Panel directs the meetings, while AUS provides secretarial services to the employer panel, convening and organising meetings.

Who?

Dean

Is responsible for ensuring ongoing and systematic dialogue with the Faculty's employer panels.

Head of Studies

- Attends meetings with the employer panel and external partners.
- Includes the results of the recent year's dialogue with the employer panel in the programme report and programme evaluation.
- Presents the most recent programme report or programme evaluation, including perspectives for the development and future of the study programme, to the employer panel.

Chair of the Study Board

- Ensures ongoing discussion in the study board of the development and future of the programme in dialogue with the education council, employer panel and external partners.
- Attends meetings with the employer panel, where relevant.

Student Affairs (AUS)

- Provides secretarial services to the employer panel.
- Convenes meetings at the behest of the Chair of the Employer Panel.
- Drafts and obtains approval for minutes of meetings of the employer panel.