



Procedure for Dialogue with Employer Panels

Section responsible for procedure

Student Affairs (AUS)

Objective

The aim is to ensure that the dialogue with the 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 programme's employer panel contributes to the analyses in the programme reports and the programme evaluations.

NB! Concerning the dental hygiene programme at 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 study board is informed about meetings in the employer panel and results from the meetings.

How often (schedule)?

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

How?

At the initiative of the chair of the employer panel, meetings are held with the programme employer panels as needed, but at least once a year. The agenda is set by the chair of the panel; when relevant in co-operation with the chairs of study boards. The agenda is sent to members at least seven days before the meeting.

At the meetings there are discussions of the quality and relevance of the programme(s) as well as enhancement of the programme(s), teaching and forms of exam. Whenever substantial changes are made to curricula, or new curricula are drawn up, they are presented to and discussed by the employer panel.

The chair of the employer panel directs the meetings, while AUS provides the secretariat function.

Who?

Dean

- Responsible for completion of systematic dialog with employers panels at the faculty

Head of studies

- Attends meetings of the employer panel and external partners

- Includes the results from the recent dialogue with the employer panel when drawing up the annual programme report or programme evaluation
- Presents the latest programme report or programme evaluation including perspectives for development and the future of the study programme to the employer panel and internal/external partners

Chair of the study board

- Ensures ongoing discussion in the study board on perspectives on the future of the study programme. Conducts these discussions in dialogue with the educational council, the employer panel and internal and external partners
- Attends meetings of the employer panel
- Convenes meetings of the employer panel, if the chair of the study board is also the chair of the employer panel

Student Affairs (AUS)

- Provides secretariat 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