



# Procedure for involving the chairs of the external examiners in programme reports and programme evaluations

**Section responsible for procedure**  
Student Affairs (AUS)

## **Objective**

The procedure is designed to ensure that the chairs of the external examiners, via their annual report, are involved in the programme reports and programme evaluations.

## **Summary of the procedure**

The chairs of the external examiners produce an annual report that is sent to AUS, which forwards it to the relevant study boards.

The study board/Head of studies is responsible for ensuring that these reports are included in the programme reports and programme evaluations.

## **Information to stakeholders**

The study boards and Heads of studies are informed.

## **How often (schedule)?**

Once a year.

## **How?**

The chairs of the external examiners submit an annual report to AUS, which forwards it to the relevant study board.

## **Who?**

### *Chair of the External Examiners*

- Is responsible for preparing an annual report, which is submitted to AUS.

### *Student Affairs (AUS)*

- Forwards the chairs of the external examiners' reports to the relevant study boards.

### *Head of Studies*

- Is responsible for preparing and initiating an analysis of management information, including the chairs of the external examiners' reports, and for drawing up programme reports and programme evaluations.

### *Chair of the Study Board*

- In consultation with the study board, makes decisions and initiates follow-up on programme reports and programme evaluations.

### **Data**

To be determined by the chairs of the external examiners

<b>Annual Cycle</b>		
<b>Date</b>	<b>Activity</b>	<b>Section/person responsible for the activity</b>
<b>Autumn</b>	The chairs of the external examiners draw up a report for the previous academic year, e.g. 1 September 2023 to 31 August 2024	Chair of the External Examiners
<b>1 January</b>	The report is sent to AUS (the study boards)	Secretariats for the external examiners
<b>Spring</b>	Discussion in the relevant study boards	Chair/Secretary of the Study Board
<b>Summer</b>	The data in the chairs of the external examiners' report is used as the basis for the programme report/programme evaluation	Head of Studies
<b>31 August</b>	Suggestions for follow-up on the programme report/programme evaluation are drawn up	Study board