



Procedure for involving the chairs of the external examiners

Section responsible for procedure

Student Affairs (AUS)

Objective

The purpose is 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)?

One a year

How?

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

Who?

The chair of the external examiners

- Responsible for the preparation of an annual report sent to AUS

Student Affairs (AUS)

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

Head of studies

- Responsible for the preparation and initiation of analysis of management information – including the chairs of the external examiners' report – and of 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

| Annual Cycle | | |
|---------------------|---|-------------------------------------|
| Date | Activity | Responsibility |
| Autumn | The chairs of the external examiners draw up a report for the previous academic year, e.g. 1 September 2021– 31 August 2022 | The chair of the external examiners |
| 1 January | The report is sent to AUS (and the study board) | Secretariats for external examiners |
| Spring | Discussion in the relevant study board | Chair/secretary of the study board |
| Summer | The data in the external examiners' report is used as the basis for the programme report/programme evaluation | Head of studies |
| 31 August | Drawing up of proposal for follow-up on the programme report/programme evaluation | Study board |