

Procedure for programme evaluations

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 and professional master's degree programmes and further adult education).

Programme evaluations regularly evaluate and compare the results of internal ongoing quality assurance work with the results of the dialogue with external experts, employers and graduates.

Summary of the procedure

The procedure describes how the heads of studies and study boards for HEALTH programmes draw up a programme evaluation every six years.

The programme evaluation is drafted in the spring, cf. the deadlines in the annual cycle (see the end of this document) and evaluates and compares the results of the last six years' work with the future needs of the programme.

The programme evaluation is approved by the Dean.

NB! At the School of Oral Health Care (SKT), the head of studies is equivalent to the head of programme, the study board is the school council and the chair of the study board is the chair of the school council. This applies to all descriptions below.

Information to stakeholders

The most recent programme evaluation, including the follow-up plan, is discussed at the next meeting of the employer panel.

Updating of sund.ku.dk and/or KUnet

The following will be published on the Faculty's page on quality of education on KUnet:

- The Faculty's standards for quality of education.
- The programme evaluation.
- The Faculty's rota system for programme evaluations.

How often (schedule)?

Programme evaluations are conducted every six years in accordance with a rota system for the Faculty's study programmes.

How?

The programme evaluation must contain:

- Analysis of quantitative and qualitative management information, which shall reflect on the status of the programme vis-à-vis the Faculty's standards for quality of education.
- Status of the study programme and, where relevant, follow-up/evaluation of initiatives implemented after the most recent programme evaluation.

- Future perspectives on the programme, which shall reflect on the need for strategic initiatives/investments for the study programme.
- Follow-up plan for the next six years.

Re: Analysis of qualitative and quantitative management information

The Head of Studies will, in dialogue with the study board, draw up a draft programme evaluation. For master's degree programmes that constitute a natural progression from a bachelor's degree programme, the study board can opt to draw up a single evaluation covering both study programmes. The key figures for the programmes must be analysed separately.

The analysis will be based on:

- a. Selected parameters for the programme
- b. Reports by the chairs of the external examiners
- c. Results of the year's course evaluations and pass rates
- d. Dialogue with employer panel
- e. Dialogue with graduates
- f. Study start
- g. Competence matrix
- h. Research matrix/knowledge base matrix

The programme evaluation must comment on the research matrix/knowledge base matrix.

The study board must approve the draft programme evaluation before it is submitted to and subsequently discussed with external experts.

Discussion and approval of the programme evaluation and follow-up plan

Based on the study board's and external experts' analyses and suggestions for strategic educational efforts/initiatives, the Head of Studies will adjust the programme evaluation and prepare a follow-up plan for the next six-year period.

Where relevant, the Head of Studies will discuss the draft with relevant heads of department, heads of section at Student Affairs (AUS) and the Director of Studies in order to coordinate follow-up proposals and estimate costs.

The programme evaluation, including the follow-up plan, is submitted to the Dean for approval.

Implementation of the follow-up plan

The Head of Studies will discuss the follow-up plan with the employer panel and, where relevant, follow up on changes and initiatives in consultation with the study board.

Process for the selection and involvement of external experts

Selection of external experts

HEALTH must involve external experts in its work on programme evaluations. The experts shall contribute to quality assurance and development of the objectives, content and organisation of the programme by discussing ideas and perspectives in relation to the programme. The goal is to create value for the programme.

Experts are selected and involved in accordance with the document "Guidelines for the Selection and Involvement of External Experts in Programme Evaluations".

HEALTH may involve the same external experts in several programme evaluations where this makes sense academically. It is up to the Faculty to decide how experts are involved.

Involvement of external experts

In accordance with the guidelines, the programme management will submit a proposal to the Dean regarding the type of external experts considered relevant to the specific issues faced by the programme. The programme management will also include a list of names.

The Dean subsequently approves the team of external experts.

The Head of Studies is responsible for contacting the experts immediately after approval and securing their commitment to participate and acceptance of the anticipated work tasks. Subsequently, the Head of Studies will inform the experts of

- The process, including the work schedule and meeting dates in May/June
- Special issues and circumstances concerning the programme that the experts are asked to consider
- Conditions for payment and the settling of accounts in accordance with the rules in force.

When the draft programme evaluation has been prepared by 1 May at the latest, it is sent to the experts with the appendices, including a graduate survey, a research matrix/knowledge base matrix and a competence matrix for the programme. The experts also receive material of relevance for their work, e.g. the most recent programme report, the annual teaching evaluation report, the curriculum etc. Brief reading instructions may be attached to these documents.

The experts decide on the form of communication and coordination in the team, including whether they wish to hold a preparatory meeting before the meeting with the programme.

Before the meeting, the programme is advised to inform representatives of the students and teachers of the objectives and form of involvement of the external experts, e.g. by providing them with the memorandum “The Role of External Experts in Programme Evaluations at the Faculty of Health and Medical Sciences”.

Holding meetings with external experts

The experts meet with the Head of Studies, relevant head(s) of department and, where relevant, other representatives of the students and teachers. The experts can meet with the programme management, the teachers and the students together or separately, depending on the form of dialogue the programme management and/or the experts prefer.

The Head of Studies is responsible for organising the meetings. Expenses related to salary, travel and accommodation (where relevant) as well as food and beverages on the day of the meeting are covered by Student Affairs (AUS).

Conclusion of the involvement of external experts

The Head of Studies will ensure that minutes are taken of the meetings with the experts and follow up on any requests for further information, clarifications etc. The minutes are sent for approval to the experts, who can make further contributions and suggestions that they wish to have incorporated in the final evaluation. Subsequently, the external experts’ involvement in the evaluation is considered concluded, and they receive a copy of the final evaluation.

Who does what?

Head of Studies

- Is responsible for initiating and conducting the analysis of management information and for drawing up the programme report.
- Recommends external experts to the Dean, communicates with the experts and holds meetings with them.
- Draws up proposals for the plan and advises the study board on follow-up on analyses of management information.
- Presents perspectives for the development and future of the programme for the employer panel and other internal/external partners.

Chair of the Study Board

- Evaluates the draft programme evaluation in consultation with the study board.
- Make decisions regarding follow-up on the programme evaluation and the follow-up plan in consultation with the study board.
- Ensures ongoing discussion in the study board on the development and future of the study programme in dialogue with the employer panel and other internal/external partners.

Dean

- Approves suggestions for the composition of the group of external experts.
- Approves the programme evaluation, including the follow-up plan.

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- Provides administrative support in the form of a template with quantitative management information.
- Provides administrative support by appointing and communicating/holding meetings with external experts.
- Prepares the minutes of meetings with external experts.

Data material

The programme evaluation is based on analysis of the following quantitative and qualitative material:

Quantitative material

- Intake.
- Number of students.
- Drop-out rate.*
- Degrees conferred.
- Study progression.*
- Completion time.*
- Excess completion time.
- Unemployment rate.*
- Outgoing exchange.
- Number of international students in master's degree programmes taught in English (full degree).
- Number of teaching hours in bachelor's and master's degree programmes.

- Academic staff coverage.¹
- Result of study survey with an assessment of the programme's research base (for bachelor's and master's degree programmes).

** Not calculated for professional master's degree, academy profession degree (VVU) and diploma programmes.*

Qualitative material:

- Reports of the chairs of the external examiners.
- Results of course evaluations, including pass rates.
- Dialogue with employer panels.
- Study start.
- Dialogue with graduates.
- Competence matrix.²
- Research matrix/knowledge base matrix.³

¹ For bachelor's, master's, master's for working professionals and academic graduate programmes, the academic staff coverage is calculated on the basis of data from reportings of lessons for the most recent full academic year. For professional bachelor's, professional master's, postgraduate diploma and adult higher education (academy) programmes, the research base/affiliation to the relevant knowledge base and students' contact with the knowledge base are monitored by faculty-specific methods.

² Competence matrix: The competence matrix is designed to ensure that the description of objectives for the study activities support the programme's competence profile.

³ Research matrix: Comparison of the programme's study activities, the lecturers' research activities and the underlying research environments as well as content of types of research based and/or research integrating study activities. Knowledge base matrix: Comparison of the programme's study activities, the lecturer's level of education and up-to-date knowledge from practice and development activities. For bachelor's, master's, professional master's and academic graduate programmes, a research matrix is conducted. For professional bachelor's, postgraduate diploma and higher adult education (academy) programmes, a knowledge base matrix is conducted.

Annual cycle		
Date	Activity	Section/person responsible for the activity
January	Send out quantitative and qualitative material.	AUS and US ⁴
January-March	Provide list of relevant external experts. Select external experts. Dean approves the selected external experts. External experts accept.	Head of Studies and AUS
January-April	Analyse management information and graduate survey. Draw up draft programme evaluation in consultation with the study board.	Head of Studies
1 May	Complete draft programme report before meeting with external experts	Head of Studies
May/June	Hold meeting with external experts. Subsequently adjust the programme evaluation and draw up a follow-up plan, where relevant	Head of Studies
1 July	Send final programme evaluation and follow-up plan to AUS	Head of Studies
July-August	Review in AUS and, where relevant, follow-up dialogue with the Head of Studies. Consolidate all reports from HEALTH.	AUS
First half of September	Dean approves the programme evaluation and follow-up plan.	Dean
	The most recent programme evaluation is discussed at the next meeting of the education council and the employer panel.	Head of Studies

⁴ US: Education & Students, University of Copenhagen.