



Procedure for Programme evaluations

Section responsible for procedure

Section for Quality of Study Programmes and Continuing Education (UVL)

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, Professional Master's and further adult education).

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

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 dean approves the programme evaluation.

NB! Concerning the dental hygiene programme 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 most recent programme evaluation, including the action plan, is discussed at the next meeting of the educational council and the employer panel.

Updating of www.sund.ku.dk and/or KUnet

On the HEALTH homepage on quality of education, there is access to:

- the HEALTH quality standards and the schedule for HEALTH study programmes
- the programme evaluation, which is published after the final report.

How often (schedule)?

Programme evaluations are conducted every six years. HEALTH has a schedule for the faculty's study programmes.

How?

The programme evaluation must contain:

- an analysis of quantitative and qualitative management information, including a reflection on where the programme is in relation to the HEALTH quality standards

- the status of the study programme and, if required, follow-up/evaluation of initiatives implemented after the previous programme evaluation
- future perspectives on the programme, including a reflection on the need for strategic initiatives/investments for the study programme
- the action plan for the next six years.

Re: Analysis of qualitative and quantitative management information

The head of studies, in dialogue with the study board, draws up a draft programme report. For Master's programmes that constitute a natural progression from a Bachelor's programme, the study board can opt to draw up a single evaluation covering both study programmes. The key data for the programmes must be analysed separately.

The analysis is based on:

- a. selected parameters for the study programme
- b. reports by the chairs of the external examiners
- c. the results of the year's course evaluations and pass rates
- d. dialogue with the employer panel
- e. dialogue with graduates
- f. study-start programmes
- g. the competence matrix
- h. the research matrix

The UCPH demands that the research matrix is always commented on in the programme evaluation.

The study board/school council approves the draft of the programme evaluation before it is sent to the external experts, after which a meeting is held with the experts.

Discussion and approval of the programme evaluation and action plan

On the basis of the study board's and the external experts' analyses and suggestions for possible strategic educational efforts/initiatives, the head of studies adjusts the programme evaluation and prepares an action plan for the next six-year period. If the contents of the action plan require it, the head of studies discusses the draft of the action plan with relevant heads of department, programme manager and relevant heads of sections in Student Affairs (AUS) in order to co-ordinate follow-up proposals and estimate costs.

The programme evaluation, including the action plan, is submitted to the dean for approval.

Implementation of the action plan

The head of studies discusses the action plan with the education council and the employer panel and follows up in the subsequent period on any changes and initiatives in consultation with the study board.

Process for the selection and involvement of external experts

Process for the selection of external experts

HEALTH must involve external experts in its work with programme evaluations. The experts support the programme management by contributing to the quality assurance and development of

the objectives, contents and organisation of the programme by discussing ideas and perspectives in relation to the programme.

The experts are selected according to the *Guidelines for Selection and Involvement of External Experts in Programme Evaluations at the University of Copenhagen*.¹

HEALTH may choose to involve the same external experts in several programme evaluations if this makes sense from a professional and academic perspective. HEALTH decides how the experts are involved.

Process for the involvement of external experts

The programme management makes a recommendation to the dean on the types of external experts that are relevant in relation to the specific issues of the programme. At the same time, the programme management proposes experts by name.

The dean then approves the composition of the group of external experts.

The head of studies is responsible for contacting the experts immediately after the approval and securing their commitment to participate and acceptance of the anticipated work tasks. Subsequently, the head of studies/head of education informs the experts of:

- the process, including the work schedule and meeting dates in May/June
- special issues and circumstances concerning the programmes 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 of the programme evaluation has been prepared by 1 May at the latest, it is sent to the experts, with the appendices in the form of a graduate survey, a research matrix and a competence matrix for the programme.

The experts also receive material of relevance for their work, for example: the most recent programme report; the annual teaching evaluation report; and the curriculum..

The documents may be supplemented with brief reading instructions.

The experts decide themselves on the form of the communication and coordination between them, including whether they wish to hold a pre-paratory meeting before the meeting with the programme.

It is recommended that the representatives for the students and teachers are made aware before the meeting of the objectives and form of the involvement of the external experts, for example, by sending them the memorandum *The Role of External Experts in the Evaluation of Study Programmes*.²

Holding meetings with external experts

The experts will meet with the head of studies, the relevant head(s) of department(s), representatives for the students and the 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 the experts prefer.

¹ <https://uddannelseskvalitet.ku.dk/quality-assurance-of-study-programmes/university-guidelines/external-experts/>

² [https://healthsciences.ku.dk/about/qualityeducation/quality assurance/files/Memorandum external experts.pdf](https://healthsciences.ku.dk/about/qualityeducation/quality%20assurance/files/Memorandum_external_experts.pdf)

The head of studies is responsible for organising the meetings. The expenses related to salary, travel and lodgings (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 the external experts

The head of studies ensures that minutes are taken of the meetings with the experts and that any requests for further information, clarifications or anything else are followed up on. The minutes are sent for approval to the experts, who can also make further contributions and suggestions that they wish to have incorporated in the final evaluation. After this, the external experts' involvement in the evaluation is considered concluded, and they are sent a copy of the final evaluation.

Who does what?

Head of studies

- Initiating and drawing up analysis of management information, and drawing up programme reports and programme evaluations.
- Recommends external experts(s) to the dean, communicates with the experts and holds meetings with them
- Prepares proposals for the action plan and advises the study board on follow-up on analyses of management information
- Presents perspectives for the development and the future of the programme to the educational council, the employer panel and other internal/external partners

Chair of the study board

- In consultation with 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 action plan
- 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

Dean

- Approves suggestions for the composition of the group of external experts
- Approves the programme evaluation, including the action plan

Student Affairs (AUS)

- Provides administrative support by providing the template with quantitative management information
- Provides administrative support in the appointment of and communication with/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 parameters:

Quantitative material

- Intake
- Student numbers
- Drop-out rate*
- Degrees conferred
- Study progression*
- Completion time*
- Graduate employment statistics*
- Outgoing exchange
- The number of international students on Master's programmes
- Number of teaching hours on Bachelor's programmes
- Number of teaching hours on Master's programmes
- Full-time/part-time academic staff ratio, people and FTEs (most recent annual data)
- Full-time academic staff/student ratio (most recent annual data)

** This is not calculated or included in the programme evaluation for continuing education master's, postgraduate diploma and higher adult education (academy) programmes.*

Qualitative material:

- Reports by the chairs of the external examiners
- Results of course evaluations, including pass rates
- Dialogue with employer panels
- Study-start programmes
- Graduate surveys
- The competence matrix³
- The research matrix⁴

³ Comparison of the programme's competence profile with the descriptions of the objectives for the programme elements.

⁴ Comparison of the programme's study activities, the lecturers' fields of research and the strength of the research areas.

Annual Cycle		
Date	Activity	Responsibility
January	Send out quantitative and qualitative material	AUS & US ⁵
January to March	Appointment of external experts <ul style="list-style-type: none"> • Name proposals • Approval of dean • Acceptance by external experts 	Head of studies og AUS
January to April	<ul style="list-style-type: none"> • Analysis of management information and graduate survey • Preparation of a draft programme evaluation, in consultation with the study board 	Head of studies
May 1st	Draft programme evaluation is ready for the meeting with external experts	Head of studies
May/June	Meetings with the external experts If necessary, subsequent adjustment of programme evaluation and preparation of action plan	Head of studies
July 1st	Send final programme evaluation and action plan to UVL	Head of studies
July to August	<ul style="list-style-type: none"> • Review in SUL and possible follow-up dialogue with head of studies/head of education • Compilation of HEALTH's overall report 	AUS
First half of September	Approval of programme evaluation and action plan	Dean
	The most recent programme evaluation is discussed at the next meeting of the education council and the employer panel	Head of studies

⁵ US: Education & Students, The University of Copenhagen