



## PROCEDURE FOR REVISION OF MEASURABLE QUALITY STANDARDS IN THE FIELD OF EDUCATION

24 FEBRUARY 2016

Under UCPH's joint policy for quality assurance of study programmes, SCIENCE must define objectives for a number of selected parameters in the field of education.

### **Scope**

The objectives or measurable standards for quality and relevance in the field of education are key to SCIENCE's quality assurance system. They are applied in connection with the annual programme reports, programme evaluations and the Dean's reporting on quality to the Rector. They serve as indicators of areas requiring special attention and the direction in which a study programme may be heading.

### **Stakeholders**

SCIENCE Study Administration, including Study and Career Guidance, International Affairs and MSc Admissions, Management Secretariat and Study Boards, SCIENCE HR and SCIENCE Research and Innovation are responsible for qualifying objectives and preparing any new proposals, if deemed relevant.

### **Process**

SCIENCE Study Administration, Study Boards, initiates the annual revision by requesting updates, if any, from the various offices and sections. A revision does not necessarily mean that changes have to be proposed. It can simply confirm that the objective should be continued.

The measurable standards are then submitted to the SCIENCE Management Team, the deputy heads of department for education, the heads of studies, the MSc Study Board and the Faculty Management for consultation.

SCIENCE Study Administration, Study Boards, makes the necessary adjustments on the basis of the consultations and submits them to the Dean for approval.

The process takes place in October and November every year, and the Dean must approve the measurable standards by 1 December.

### **Responsibility**

SCIENCE Study Administration, Study Boards, is responsible for initiating and coordinating the revision process and for preparing a presentation of the subject matter and appendices for the consultation process. For each of the parameters, a specific section or office is made responsible for submitting qualified proposals for an objective. They are also responsible for any revised calculations or proposals resulting from the consultation process. The Dean approves and has overall responsibility for the measurable standards.