



PROCEDURE FOR PROGRAMME REPORTS

DECEMBER 2015

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Programme reports at SCIENCE are prepared in accordance with the joint Policy for the Quality Assurance of Study Programmes and Guidelines for Annual Programme Reports at the University of Copenhagen.

An annual report providing a clear and structured overview of the status of the study programme must be prepared for all programmes anchored at SCIENCE.

Template

SCIENCE uses the UCPH template for programme reports, including instructions on data application and calculation methods but modified SCIENCE.

The associate dean for education may choose and add specific points of attention to the template each year, on which the head of studies must comment. Specific points of attention will be part of the template and information to the head of studies about the programme report.

One report must be prepared for each study programme.

Erasmus Mundus programmes use their own custom templates and prepare an annual status report based on the available data. Status reports form part of the process in line with other programme reports.

Data

The programme report data consists of key figures calculated at university level in accordance with the statistical material of Universities Denmark. Some data are calculated by SCIENCE.

Furthermore, minutes of employer panel meetings, which the head of studies participates in, teaching evaluation results and the research matrix form the basis for preparing the programme report.

In addition to this is the knowledge, which the head of studies acquires through the dean's feedback on the previous year's programme report or programme evaluation, the department's own scientific advisory board, annual reports from the chairmen of the external examiners, informal meetings and feedback from students as well as participation in study board meetings and teaching committee meetings.

Graduate surveys are performed every three years. Graduate surveys alternately form part of programme reports and programme evaluations.

Responsibility

- SCIENCE Study Administration, Study Board Secretariat (SSN) coordinates the process.
- SCIENCE Study Administration, Management Secretariat is responsible for obtaining and preparing data for the template.
- The Study Board is responsible for the quality assurance of study programmes.
- The head of studies is responsible for preparing a programme report.
- The head of studies is responsible for working closely with the head of department and the head of department for education in drawing up the programme report.
- The head of department and head of department for education must sign the programme report before submission.
- The role of the employer panels is, as in their other work, to contribute to ensuring the quality and relevance of the study programme, for example by commenting on the competency profile, academic specialisations, the correlation between the individual subject elements and the overall description of study programme objectives as well as relevance and employment.
- The associate dean for education submits the programme report to the dean for approval.

Process and schedule

- Each year in early December, SSN enters the key figures in the programme report template and submits it to the heads of studies.
- The deadline for submission of the programme reports to SSN is 1 March every year.
- SSN assures the quality of the submitted programme report and pass it on to the associate dean for education, the study boards and employer panels including a brief presentation of the subject matter.
- The head of studies discusses the programme report at a meeting with the associate dean for education during spring.

- The study board processes the programme report at a meeting with the head of studies during spring.
- The employer panel for the study programmes in question discusses the programme report. The chairman and vice-chairman of the study board and the head of studies also participate in these meetings.
- The associate dean for education submits the programme report to the dean for approval. SSN handles the submission. Approval takes place on a UDD-GO meeting in June.

Follow-up

The head of studies is responsible for ensuring the follow up of follow-up points and plans (if relevant) described in the programme report.

Follow-up points from meetings with associate dean for education, study boards and employer panels will be included in the next programme report or programme evaluation in future.