



PROCEDURE FOR THE DEAN'S REPORTING ON QUALITY OF EDUCATION TO THE RECTOR (DAU)

24 FEBRUARY 2016
REV. 16TH JULY 2018

Under UCPH's quality assurance policy and joint *Guidelines for Faculty Reports to the University Management Concerning Quality Assurance*, every year, the Dean must submit a report to the Rector on the quality of the study programmes at SCIENCE.

Report format

A common UCPH format has been developed for the reporting. It consists of an external part for publication and an internal part which is not to be published. The format of the internal part is based on measurable standards, so that for each standard, SCIENCE must report on the overall status. In the external part, the Dean can briefly summarise challenges and future focus areas.

Data

The data on which the Dean's reporting is based come from the annual programme reports and programme evaluations prepared by the heads of studies. The quantitative data are collated in an Excel spreadsheet to provide an overview of the study programmes, and whether they have achieved the defined objectives. SCIENCE Study Administration, Management Secretariat, is responsible for collecting and compiling the data.

Process

SCIENCE Study Administration, Management Secretariat, prepares a draft of the Dean's reporting in cooperation with the Associate Dean for Education. The draft is based on the quantitative data and the programme reports and programme evaluations prepared by the heads of studies.

The draft is submitted to the SCIENCE Management Team, the deputy heads of department for teaching, the heads of studies, the Co-ordination Committee for Study Boards and the Faculty Management. Based on the feedback, SCIENCE Study Administration, Management Secretariat, revises the draft, which is then submitted to the Dean for approval. The process runs from before the summer up until the Dean's approval and submission of the reporting to the Rector by 1 October every year.

Rector's feedback on DAU

Following consideration of the Dean's reporting on the quality assurance of the study programmes by UCPH's Management Team and the Rector, the Rector reports back with a number of follow-up points. SCIENCE has a procedure for how to follow up on the report from Rector.