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EDUCATION & STUDENTS

FRUE PLADS 4

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## **Procedure for educational environment assessments of part-time programmes at the University of Copenhagen**

### **Purpose**

This procedure describes the University's model for conducting study environment surveys of part-time programmes at UCPH. UCPH conducts study environment surveys of part-time programmes in order to ensure ongoing quality assurance of the study environment. The Ministry conducts the Study Environment Survey for ordinary degree programmes.

### **Division of responsibilities**

Education & Students is responsible for conducting the University's Study Environment Survey for all part-time programmes, which means collection of data and subsequent reporting of data to the faculties.

Faculty managements are responsible for ensuring that the results of the Study Environment Survey for part-time programmes are included in the faculty's quality assurance of programmes.

Education & Students is responsible for monitoring changes in the Ministry's questionnaire in relation to the Study Environment Survey for ordinary programmes. Together with relevant faculty representatives, Education & Students draws up proposals for changes to survey themes and questions. Education & Students assesses whether changes in the questionnaire for ordinary degree programmes give rise to changes in the questionnaire of the University's own Study Environment Survey for part-time programmes.

SAK Quality Assurance approves Education & Students' proposals for changes to survey themes and questions.

### **Survey themes**

The survey contains questions about the psychological study environment, students' satisfaction with the Study Administration and the physical study environment<sup>1</sup>. The questions will primarily be a limited excerpt of the questions asked of full-time students in the Ministry's Study Environment Survey. The faculties can add programme-specific questions.

**Procedure**

Education & Students sends the Study Environment Survey to students enrolled on a full part-time programme within the last six years. Students taking single courses do not receive the Study Environment Survey.

The Study Environment Survey is conducted every two years in odd years, the same year as the Ministry of Higher Education and Science sends out the Study Environment Survey<sup>2</sup> to students on ordinary degree programmes.

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<sup>1</sup> A more comprehensive assessment of the physical environment and an evaluation of the aesthetic environment are covered by the Study Environment Survey for students on ordinary programmes.

<sup>2</sup> The Study Environment Survey is part of "The Study Survey".