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EDUCATION & STUDENTS

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## University Procedure for Approval of and Follow-up on the Deans' Reports on Quality of Education

### Objective

The University of Copenhagen requires that the deans submit quality-assurance reports to the Rector. These reports help the Rector keep up with the work done by the faculties to assure the quality of their study programmes and also helps management oversee the development of programmes at the University in general.

### Allocation of responsibilities

The Rector ensures that the faculties comply with the University policy for quality assurance. The University requires deans to submit annual quality-assurance reports to the Rector (see "Guidelines for the Deans' Reports to the Rector Concerning Quality of Education"). The faculties are responsible for the day-to-day work of assuring and enhancing the quality of their study programmes. How the work is organised is explained on faculty websites.

### Procedure

Following approval by the Dean, the faculties submit annual reports covering quality assurance of their study programmes – including programme reports and programme evaluations – to Education & Students on 1 October.

US studies the reports, discusses any omissions/ambiguities with the faculties and draws up a cover letter highlighting the main strengths and weaknesses.

The Rector has the option of carrying out random checks or instituting thematic supervision in the light of the reports.

The Deans' reports and Education & Students cover letters are submitted to the Rector's Office, which recommends the material to the Rector. The Rec-

tor makes decisions on the reports on the basis of the Rector's Office's recommendations. The Rector can approve the reports with or without remark(s).

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University Education Services then informs the deans by December 1<sup>st</sup> of the extent to which the Rector has approved the quality assurance reports, i.e. with or without any remarks. If remarks are made, Education & Students informs the faculties of the issues they need to resolve, or be particularly aware of, when submitting the next report. The University of Copenhagen's Management Team, the Academic Board on Education Strategy and the Study Administration Co-ordination Committee are advised accordingly.

The University Board receives an annual status for the University's efforts in quality assurance of study programmes.

Education & Students is responsible for supporting the faculties in their day-to-day endeavours to assure and enhance the quality of their study programmes. It does so by providing advice and facilitating discussions between The Academic Board on Education Strategy and the Study Administration Co-ordination Committee.

The deans ensure that the faculties follow up on remarks. The follow-up procedures are described in the faculties' quality-assurance systems.