



University Procedure for Follow-up on Dialogue about Quality of Education

1 SEPTEMBER 2022

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.

EDUCATION & STUDENTS

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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 Dialogue on Quality of Education with the Rector”). 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 to Education & Students on 1 October.

Education & Students studies the reports, discusses any omissions/ambiguities with the faculties and prepares dialogue meetings about the quality of education between the Rector and the individual faculty.

The dialogue meetings concern status of the quality of education at the individual faculty (see “Values Underpinning the Quality of Education and the Quality Culture at the University of Copenhagen”).

Education & Students is responsible for the dialogue meetings. Education & Students prepares the dialogue meetings on behalf of the Rector and decides

on the final agenda together with the faculties. The duration of the dialogue meetings is adjusted according to faculty size¹.

PAGE 2 OF 2

The Rector, Prorector for Education, Director of Education & Students, the Dean and Associate Dean for Education, and the Director of Studies participate in the dialogue meetings.

On behalf of the Rector, Education & Students carries out random checks among programme reports and programme evaluations. The Rector has the option of carrying out random checks or instituting thematic supervision in the light of the dialogue meeting on quality of education.

Following the dialogue on quality of education, Education & Students informs the deans by December 1st of any follow-up points to the faculty's quality assurance work that the faculties need to resolve, or be particularly aware of, when submitting the next report. The Academic Board on Education Strategy and the Study Administration Co-ordination Committee are advised accordingly.

In addition, the Rector can make decisions about cross-organisational quality initiatives if the dialogue about quality of education indicates the same challenges on more faculties. Education & Students is responsible for following up on such initiatives.

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.

¹ Law and Theology: 1 hour: Social Sciences and Health: 1.5 hour: Humanities and Science: 2 hours.