

Description of the annual status review process at Arts

Date	Action	Action taken by	Output
January-February	The head of department validates the staffing plans used in the annual quality processes. The head of department receives overviews from the quality team with clear descriptions of the assignment.	Head of department	Validated staffing plan used in the annual quality processes.
Mid-April	The quality team sends the annual data material to the head of department and the chair of the degree programme board as well as to the director of studies and education consultants.	Quality team	
Degree programme board meeting in April or May	<p>The head of department and the chair of the degree programme board draw up an agenda which allows sufficient time to complete the annual status review of the board's degree programmes. The head of department presents the data material consisting of Power BI data, staffing plans, action plans for the last quality assurance year, the annual report of the chair of co-examiners, if it has been received, and, if relevant, teaching evaluations. The data material is not enough on its own, and it is therefore important that specific knowledge and experience regarding the degree programmes add nuance to the discussions about degree programme quality.</p> <p>The degree programme board is the primary forum for subject-specific discussions. During their discussions, the head of department, the chair of the degree programme board and the degree programme board focus on the four sub-policy areas based on the relevant indicators. A set of threshold values is linked to each indicator. These values determine whether the level of each indicator is satisfactory (green) or whether there is a need for particular focus on the area in question (yellow and red). Current actions are also followed up, making it possible to indicate their status in the action plans. Minutes are kept of the discussions. Based on the discussions, the head of department draws up draft action plans for presentation at the next meeting of the degree programme board and subsequent referral to the board of studies.</p>	Head of department and chair of degree programme board	Draft action plans for the degree programmes
Degree programme board meeting in May or June	The head of department and the chair of the degree programme board draw up an agenda which allows sufficient time for the head of department to present draft action plans for the board's degree programmes and for a discussion of them. The action plans must be approved for submission to the board of studies. The action plans can be approved at the meeting or by email if any amendments/additions are required by the board members.	Head of department	Action plans are approved for submission to the board of studies
Board of studies meeting in June	The board of studies discusses the submitted action plans based on an interdisciplinary approach. The board of studies' discussions support the exchange of knowledge and mutual inspiration between the degree programme boards. Based on the discussions, the board of studies can put particularly interesting topics on the agenda to be discussed later.	Board of studies and chair of board of studies	Action plans are sent to the director of studies for approval
	The chair of the board of studies ensures that the head of department receives any proposed changes to the action plans.		
	The board of studies submits the action plans to the director of studies for approval, enclosing any comments by the board of studies to draw the attention of the director of studies to the board's assessment.		
	Based on discussions of the action plans by the board of studies, the board of studies submits one degree programme for discussion at a meeting with the vice-dean for education. This degree programme is working on promising actions, thereby helping to generate knowledge about good initiatives in relation to degree programmes and degree programme development.	Board of studies	Degree programme submitted for discussion at a meeting with the vice-dean for education
June, after discussion of action plans by the board of studies	The head of department and the chair of the degree programme board decide whether any changes should be made in the action plans based on the changes proposed by the board of studies. The head of department is responsible for submitting any revised action plans to the director of studies for approval (copy to degree programme board secretary).	Head of department	Revised action plan, if relevant
No later than 31 August	The director of studies approves the action plans.	Director of studies	Approved action plans from the annual status review
	The director of studies sends the approved action plans to the vice-dean for education.	Director of studies	
Degree programme board meeting in September	The head of department informs about the status of the action plans, and the chair of the degree programme board ensures that the actions are put on the degree programme board's agendas for follow-up in the year ahead.	Head of department and chair of degree programme board	Ongoing follow-up on action plans by the degree programme board
September/October	The vice-dean for education invites the selected degree programmes to take part in a one-hour discussion. The department starts this meeting by presenting the promising actions that have led to the selection of degree programmes in question. Participants at this meeting are the vice-dean for education, the director of studies, the head of department, relevant academic staff and 1-2 students. SNUK will provide secretarial assistance for this meeting.	Vice-dean for education	Dialogue and minutes to gather knowledge
December	The vice-dean for education informs the faculty management team about the quality assurance work that has been carried out during the year. This information is based on the faculty's degree programme report.	Vice-dean for education	

Process description for indicator meetings at Arts

Date	Action	Action taken by	Output
April/May	If a degree programme has three or more indicators with threshold values in the red area, special attention is paid to the degree programme in question. The vice-dean for education convenes a meeting with the purpose of deciding which actions should be taken on the degree programme in question. Participants at this meeting are the dean, the vice-dean for education, the head of school and the director of studies. The director of studies informs the head of department of any decisions taken at this meeting which are to be incorporated into the action plan for the degree programme.	Dean, vice-dean for education, head of school, director of studies and head of department	Revised action plan, if relevant, including decisions taken at the meeting