

Date	Action	Action taken by	Output
Degree programme board meeting in January	The head of department* informs the degree programme board about the upcoming degree programme evaluation and briefly outlines the process with support from the board secretary.	Head of department and degree programme board	Knowledge sharing regarding future process
January	The quality team asks the department whether the evaluation should be carried out as fixed or standard track. The quality team informs the school management team, who makes a decision regarding the recommended track based on an assessment of resources.	Quality team	Recommendation of track
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.
February/end of April	The quality team coordinator convenes a start-up meeting with a view to establishing evaluation focus areas based on the four sub-policy areas of Aarhus University's policy for quality assurance. The indicators are included in the task of identifying any challenges. If possible, the head of department presents the prioritised list of external experts.	The quality team coordinator and the group of participants consisting of the head of department, the director of studies, the education consultant and the department coordinator/consultant – but primarily the head of department and the director of studies	Start-up meeting held, including decision made regarding focus areas
Degree programme board meeting in March or April	The head of department* presents the degree programme board with an overall list of external experts produced by the head of department after receiving input from the academic staff. The board discusses the list with a view to provide input to the list to the head of school. At the meeting, it is also discussed which members of the employer forum/panel can add to the comments on the evaluation report provided by the external experts.	Head of department and degree programme board	Discussion of a prioritised list of external experts and an overview of who should be offered the chance to comment on the report
Mid-April	The quality team sends data material to the head of department and the chair of the degree programme board and (by way of information) to the director of studies and education consultants.	Quality team	
Degree programme board meeting in April or May	The head of department and the chair of the degree programme board prepare an agenda which allows sufficient time to present the data material forming the basis of the degree programme evaluation. The data material is based on data from Power BI, staffing plans, current academic regulations, plans of action for the last quality 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 dialogue about degree programme quality. The head of department* presents the evaluation focus areas and includes the degree programme board in subject-specific discussions. The degree programme board discusses whether there are any general issues in the department's other degree programmes that need to be included in the analysis work connected to drawing up the evaluation report and the provisional plans of action. The proposals for action identified by the analysis are inserted in the provisional plan of action, which is drawn up parallel to the report. Current actions are also followed up, making it possible to indicate their status in the provisional plan of action.	Head of department and degree programme board	Subject-specific input adding perspective to the drawing up of the evaluation report
	The head of department finds students for both the preliminary meeting and the evaluation meeting and academic staff for the evaluation meeting.	The head of department, possibly in collaboration with student representatives on the degree programme board and student counsellors	List of participants for preliminary meeting (academic staff and students) and evaluation meeting (students)
From start-up meeting until 1 September	The head of department draws up the evaluation report in collaboration with the director of studies, including relevant stakeholders such as academic staff and, if relevant, the degree programme board. The quality team coordinator has regular discussions with the head of department about the drawing up of the evaluation report. The report is produced in a format which makes it meaningful to include the director of studies in the work involved in drawing up the report and to comment on the report before the deadline.	Head of department	A report that is ready to be submitted to the director of studies for approval
2 May	Based on discussions by the department and the degree programme board, the head of department submits the final proposals for external experts to the school management team (with a copy to the quality team coordinator). The head of department prepares a brief justification for the proposals in writing, see form for use in recommending external experts. Based on discussions by the department and the degree programme board, and with the feedback of the director of studies, the head of department submits a list to the coordinator of the selected employers who will be offered the chance to comment on the evaluation report.	Head of department	Submission of list of external experts to the school management team List of employers who will be offered the chance to comment on the report
Early May	After discussions with the head of department and other academic staff, the school management team approves the list of recommended external experts. The recommendations may be adjusted after discussions by the school management team. The school management team sends the recommendations to the quality team. The quality team collects all the recommendations and sends them to the vice-dean for education for approval.	School management team Quality team	Approved/revised recommendations of external experts from the school management team All recommendations of external experts
May – mid-September	The head of school draws up a report whose purpose is to identify the links between the management and the degree programmes in terms of the quality processes, based on their responsibilities in relation to providing research-based teaching. The report is included as an appendix in the evaluation report.	Head of school	Report by the head of school

15 May	The vice-dean for education checks and approves the list of recommended external experts and returns it to the quality team. The approved recommendations may be adjusted, and the vice-dean for education has the authority to make such decisions.	Vice-dean for education	Approved/ revised recommendations of external experts from the vice-dean for education
May – June	The quality team finalises an agreement with the external experts and functions as their immediate point of contact. The practical details in connection with the evaluation meeting are coordinated, including booking rooms and ordering refreshments.	Quality team	The external experts have been invited, and the practical details have been finalised
1 September	The head of department has completed the evaluation report and the provisional plans of action as well as other appendices. The material is sent to the director of studies for approval (with a copy to the quality team coordinator)	Head of department	Completed evaluation report including appendices
Early September – mid-September	The director of studies approves and returns the evaluation report and provisional plans of action to the head of department (with a copy to the quality team coordinator)	Director of studies	Approved evaluation report
Mid-September – late September	The quality team sends the evaluation report for comments by the selected employers, the relevant chair of external co-examiners and the relevant chair of the board of studies.	Quality team	Comments on the evaluation report
Early October	No later than two weeks before the meeting, the evaluation report and appendices plus comments are sent to all meeting participants.	Quality team	Meeting material
October – November (end of week 39 – week 48)	The preliminary meeting and evaluation meeting are held in the department buildings.	Head of school, director of studies, head of department and, if relevant, chair of the degree programme board, external experts, relevant teachers, student representatives and quality team coordinator	Draft minutes to summarise the main discussions, points and adjustments of actions
Approx. two weeks after holding the meeting	Following internal approval, the draft minutes are submitted to the meeting participants for comments and approval.	Quality team	Approved minutes
October – November	Based on the evaluation meeting, the plans of action are adjusted by the head of department in collaboration with the director of studies. The head of department involves relevant stakeholders in this process. The director of studies submits the adjusted plan of action to the quality team coordinator.	Head of department and director of studies	Adjusted plan of action
	The quality team collects all the plans of action and sends them to the vice-dean for education for approval.	Quality team	List of adjustments of plans of action
Degree programme board meeting in October-November	The head of department* informs the degree programme board about the main points from the evaluation meetings and highlights possible initiatives for the study programmes, which are incorporated into the revised action plans.	Head of department and degree programme board	Knowledge sharing in the degree programme board
Board of studies meeting in December	The head of department* gives an oral account of the main points from the degree programme evaluation at the final meeting of the board of studies in the autumn semester. The board of studies discusses whether the account gives reason to focus on particular areas for development in the coming quality year.	Head of department and board of studies	Discussions by board of studies
1 December	The vice-dean for education approves the plan of action	Vice-dean for education	Approved plan of action

* The described task may, by agreement, be delegated from the head of department to the chair of the degree programme board if the head of department does not participate in all degree programme board meetings.