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| **List of student participants in evaluation meeting for [name of degree programme] on/at [date and time of evaluation meeting]**  **The meeting will take place at: [Address, building and room number]** |

**Student and degree programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name Last name | BA/MA/Professional MA | Semester | Special study area and campus (if relevant) | **AU** mail address |
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**Details**

* The students are allowed to be members of councils or boards, and to be involved in student politics
* There must be two students from degree programmes with both BA and MA levels
* There must be a representative of both the BA and the MA programme
* There must be two students from professional Master’s degree programmes
* There must be representatives from both campuses (if relevant)

**The evaluation meeting:**

The following people will attend the meeting: Advisor to the vice-dean, head of school, director of studies, head of department/course coordinator, two academic staff two external experts, two students, education consultant (if relevant), and secretary from Arts Studies Administration.

The data on which discussions at the evaluation meeting will be based comprises: the evaluation report, the data material, the provisional plan of action based on this year’s data material and the approved plan of action for the previous year, the current academic regulations of the degree programme, additional quantitative or qualitative data, the annual report of the chair of external co-examiners, any comments by employers, the chair of external co-examiners and the chair of the board of studies, and any teaching evaluation reports.

The director of studies chairs the evaluation meeting and ensures that all four sub-policies are included. The external experts must also have the opportunity to present their views in the form of an independent presentation. At the end of the meeting, the initiatives which will be included in the plan of action are determined.

Preparation: The participants are expected to have read the material before the meeting.