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| **Guidelines for minutes and action plan in quality assurance processes** | **Effective from** October 1st 2023 |

In order to support an appropriate and sufficient documentation of decisions and discussions on the yearly status meetings, the following guidelines and template for minutes have been compiled:

Minutes from status meetings should…

* *Be written in the template below*
* *Be short and to the point focusing on the main points of the discussions, conclusions and decisions*
* *Highlight important arguments, if the decision is not in itself obvious or if it based on thorough discussions*
* *be understandable without accessing appendixes*
* *be written in a manner and form making it suitable for public display*

Minutes of status meetings are prepared by *uddannelseskoordinator*. The minutes are sent to the head of degree programme approx. one week after the meeting.

In order to follow up on status meetings the degree programme coordinator with involvement of Head of department and education committee, draws up an action plan. The action plan is approved by the head of department and the education committee (approval must be documented in the minute from the meeting in the education committee where the plan has been discussed).

The Head of studies approves the action plan prior to processing by the board of studies and the Education Forum.

Once the minutes and action plan have been approved, the head of degree programme sends both to the quality assurance employee in the Studies Administration.

Template for minute and action plan below.

**Status meeting concerning bachelor’s and master’s degree programmes in:**

**Date:**

**Participants**

**From the department:
Students:
From the Faculty:**

**Meeting minute:**

1. [agenda item]
2. [agenda item]
3. […]
4. […]

**Action plan [year]**

**The action plan is structured around the four sub-areas of AU’s policy for quality assurance in education.**

**1. Getting students off to a good start**

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| **Focus area** | **Action plan** | **Responsible**  | **Deadline** |
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**2. High-quality, coherent degree programmes**

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| **Focus area** | **Action plan** | **Responsible** | **Deadline** |
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**3. Motivational teaching and learning environments**

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| **Focus area** | **Action plan** | **Responsible** | **Deadline** |
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**4. Highly qualified graduates with relevant competencies**

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| **Focus area** | **Action plan** | **Responsible** | **Deadline** |
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