

Annual Programme Evaluation and Reporting		
Procedure no. KS-9.2	Process Owner: Vice-Rector for Education and Quality of Education	
Version no. 4:0	Valid from 10. Nov. 2023	Approved by: Vice-Rector for Education and Quality of Education
Version 4.0 – Amended from version 3.0	<ul style="list-style-type: none"> <li>• Department Head substituted with Program Owner/Department Head</li> <li>• Studies offered on multiple campuses the local Program Coordinator is responsible for their campuses and an overall Program Manager is responsible for the whole study program</li> <li>• Study programs with less than 60 ECTS point do not need to report</li> <li>• A Word template for the reporting available and should be used</li> </ul>	

## 1. Purpose

The purpose of the evaluation of study programs is to:

- Facilitate continuous improvement of study programs at USN.
- Ensure that the annual assessment of the program by the program manager is visible and documented.
- Ensure that students' opinions about the study program are analysed and considered as part of the evaluation.
- Ensure that improvement measures are implemented where necessary.

## 2. Scope

The procedure includes the evaluation of all study programs with more than 59 study points at USN at all levels. This applies to grant-funded, fee-paying, and commissioned studies, as well as joint and double degrees that USN is a part of. Ph.D. programs with an educational component of fewer than 60 study points should provide an annual program report. Year units that are part of bachelor programs may be covered by the annual report for the bachelor program.

## 3. Roles and Responsibilities

Program Owner/Department Head is responsible for the development of study quality in the programs and courses at the department (financial resources, work planning, and competence development). The Program Owner/Department Head is responsible for assessing the quality dimensions Framework Quality and Competence.

Program Manager, in collaboration with Program Coordinators in multi-campus programs, is responsible for preparing the annual program report and informing relevant parties. The Program Manager is responsible for following up on the measures to be implemented.

## 4. Evaluation and Reporting

The annual program report should contribute to the evaluation and reporting of the program's status in terms of study quality. The report is organized according to USN's seven quality dimensions. The Program Owner/Department Head has primary responsibility for the dimensions Framework Quality and Competence.

The knowledge base for the program report includes course development notes and data from the Insight Portal. Evaluation of supervised practice is included in the program report. The report for bachelor and master levels is prepared using a Word template.

In the report, the Program Manager should assess the main areas using a traffic light model:

- Red indicates quality deviations that need to be addressed with measures.
- Yellow indicates the need for quality improvement measures.
- Green suggests that new measures are not necessary.

Some assessment areas/questions related to USN's quality dimensions have been developed. It is not necessary to answer all these questions every year, but all questions should be covered in the annual reports between periodic evaluations. The Program Manager should propose necessary measures in the report.

#### Mid-term Ph.D. Evaluation

All Ph.D. candidates must undergo a mid-term evaluation during their studies. The mid-term evaluation normally takes place in the third or fourth semester. The candidate should present their work to an evaluation group, which assesses academic status and progress, providing feedback to the candidate, main supervisor, and program committee.

#### Ph.D. Program Evaluation (Electronic Candidate Survey)

For cycle 3 (Ph.D.), the program evaluation is threefold, with one part evaluated each year (first part after application and admission, second part after mid-term evaluation, and third part after the defence). This constitutes the Ph.D. candidates' program evaluation. A separate report template has been developed for the Ph.D. program.

### 5. Follow-up of the Annual Program Report

Assessment and follow-up of the program report should occur in collaboration between the Program Manager and the Program Owner/Department Head. The Program Owner/Department Head evaluates which of the proposed measures should be implemented. The Program Manager is responsible for informing students (current and new), course coordinators, and other relevant stakeholders about the program report and the improvement measures that will be implemented.

The deadline for submitting the program report is December 15.

The annual program report should be processed in the program's program committee if possible before submission.

The report is sent to the Program Owner/Department Head with a copy to the Vice Dean for Education. (For study programs that are academically anchored in multiple departments and faculties, the report is sent to the Deans involved).

A copy of the report is sent to student representatives on the relevant program.

Program reports should be archived in USN's archive system. The Faculty is responsible for archiving program reports.

### 6. Job Descriptions Related to the Procedure

- Template for studi program report (KS-9.2)
- KS-5.8.2 Mid-term evaluation of Ph.D. candidate
- KS-9.2.4 Electronic evaluation of Ph.D. program
- KS-10.2.1 Preparation of Ph.D. program report

