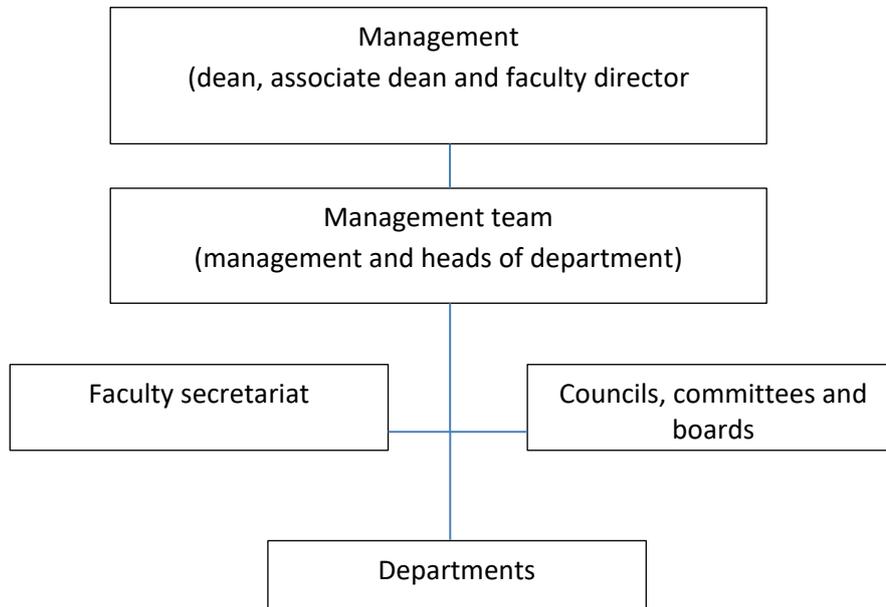


## SCIENCE quality assurance system Organisation and division of responsibility

### SCIENCE organisational chart



### Responsibilities as regards the quality assurance system at SCIENCE

#### Dean

The dean has the overall responsibility for quality assurance at SCIENCE. The dean approves curricula, measurable standards for quality and relevance in the field of education, programme reports and programme evaluations as well as reports from the Department of Geosciences and Natural Resource Management. The dean is responsible for the reporting on quality of education to the rector. The dean approves recommendations for the creation of new study programmes or the discontinuation of existing study programmes. The dean consults the management. The dean has the authority to make the final decision in all cases at the faculty.

#### Associate dean for education

The dean has delegated the responsibility for a large part of the quality assurance system to the associate dean for education. The responsibility is described in a letter of delegation. The associate dean for education is responsible for ensuring that SCIENCE meets UCPH's requirements and guidelines in relation to quality assurance of study programmes, and that all relevant parties at SCIENCE know their duties and responsibilities in the quality assurance system. The associate dean for education is responsible for preparing the dean's reporting on the quality of education to the rector, appointing/approving and inviting external experts to join programme evaluations and participating in meetings with the external experts, as

well as initiating and following up on action plans in connection with programme evaluations and programme reports. In addition, the associate dean for education is responsible for preparing the dean's approval of curricula, programme reports, programme evaluations, measurable quality standards and revised procedures in the quality assurance system and for the creation of new study programmes and the discontinuation of existing programmes. The associate dean for education is also responsible for the appointment of employer panels, the establishment of Erasmus agreements, the application by SCIENCE of UCPH's guidelines for teaching, study and career guidance, the start of studies and internationalisation in the field of education. The associate dean for education provides the dean with advice on quality assurance and the development of the faculty's study programmes and education strategy projects. The associate dean for education reports to the dean.

### **SCIENCE Management Team**

The SCIENCE Management Team is composed of the heads of department at SCIENCE and the management.

### **Heads of department**

At their respective departments, the heads of department are responsible for the pedagogical competency development of lecturers, ongoing development and updating of the academic qualifications of lecturers and local definition of guidelines for teaching. In addition, the heads of department have delegated a number of quality assurance tasks to the deputy head of department for education. The heads of department report to the dean.

### **Heads of studies**

The heads of studies are responsible for preparing annual programme reports, for preparing programme evaluation reports every six years in accordance with SCIENCE's rotation plan for programme evaluation, and for submitting proposals for amendments and comments regarding the curriculum once a year in accordance with the annual cycle for the revision of curricula and course descriptions. In connection with programme evaluations, the heads of studies are also responsible for submitting proposals to external experts and for discussing the dean's reporting on the quality of education to the rector. Furthermore, the heads of studies participate in study board meetings and employer panel meetings on an ongoing basis. The heads of studies report to the associate dean for education.

### **Study boards**

The study boards at SCIENCE perform their duties in accordance with the provisions set out in the University Act. Once a year, the study boards submit the curricula to the dean for approval. The study boards also handle teaching evaluation reports, programme reports and programme evaluations.

### **Deputy heads of department for education**

The deputy heads of department for education perform tasks delegated from the head of department. The deputy heads of department for education are responsible for the appointment of course organisers, preparation of course descriptions (updating course descriptions and submitting recommendations to study boards) and the performance of teaching evaluations (that teaching evaluations are performed, that results are processed and followed up on by the department teaching committee, and that reports are submitted to the study boards). Furthermore, the deputy heads of department discuss the dean's reporting on the quality of education to the rector as well as the measurable standards for quality and relevance in the field

of education. The deputy heads of department are an important link between the departments and the faculty secretariat in the field of education. The deputy heads of department report to the head of department.

### **Department of Geosciences and Natural Resource Management**

The head of department at IGN is responsible for quality assurance of three different programmes: the professional Bachelor's programme in forestry and landscape engineering, outdoor education and the park diploma. The head of department is responsible for ensuring that the three study programmes meet the requirements and guidelines in UCPH's joint Policy for the Quality Assurance of Study Programmes and for annual reporting to the dean at SCIENCE. The annual reporting by the head of department to the dean follows the template used for the dean's reporting on the quality of education to the rector and serves as the link between department and faculty levels.

### **Students**

The students are members of the study boards and the departmental teaching committees. The students are organised into study councils/academic associations under the combined SCIENCE Students Association. In addition, a dialogue forum has been established where representatives from the SCIENCE Students Association meet with the associate dean for education and the director of studies, and also with the dean every six months. This is to facilitate a close dialogue between the management and the students and ensure the best possible framework for the study environment and culture. The students also participate in teaching evaluations and educational environment assessments.

### **Employer panels**

SCIENCE has six employer panels covering the same academic areas as the six study boards at SCIENCE. Each employer panel meets at least twice a year. The systematic dialogue with the employer panels is, among other things, to ensure that the study programmes at SCIENCE meet the competence needs of the labour market. The employer panels discuss programme reports and programme evaluations as well as major changes to the curricula. The employer panels perform a consultancy role.