



Procedure for quality assurance of teaching

A meeting is called, between the coordinator, supervisors and course teachers, prior to the start of a new semester. The coming semester is discussed, based on the evaluation report and minutes of the final meeting from the foregoing corresponding semester.

At least two days prior to each semester group meeting, each group submits an evaluation of the ongoing/finished courses and projects to the study secretary, by filling out the forms given in Appendix 1: "Evaluation of courses", and Appendix 2: "Evaluation of project". These forms, together with the Agenda, will be sent to each group one week before the semester group meeting.

The participants at the semester group meeting should be: the coordinator, project supervisors and a minimum of one representative from each group. In the case of problems arising from the running of a course and where it is deemed necessary by the coordinator, a course teacher may be summoned to attend the meeting.

The minutes of meeting from the semester group meetings, together with a summary of the forms submitted by the groups, should be sent both to the M-Study Board and the Institute. The coordinator should act on any problems arising, as soon as possible, though at least before the next semester group meeting.

After the third semester group meeting a semester evaluation report should be prepared on the basis of the forms submitted and the minutes of the semester group meetings. It is the responsibility of the coordinator to ensure the report is in agreement with the conclusions from the semester group meetings.

After the examinations, adjustments are made to the report before it is sent to the M-Study Board and the Institute. The deadline for this is 10 days after the end of the semester i.e. 10th February and 10th July. Thereby ensuring sufficient time to make any necessary adjustments before the semester starts the following year.

A meeting should be held, after the examinations, between the coordinator, supervisors and course teachers where, together with the report, the following is evaluated:

- Based on the course evaluations, are there grounds to make any changes?
- Based on the project evaluations, are there grounds to make any changes?
- Are there aspects of the semester evaluation report which need attention?
- Do both the supervisors and course teachers agree with the students evaluation of the semester?
- What must be done before the start of the semester and who is responsible for doing it?

The minutes from this meeting are to be sent to the Institute. Thereby the Institute has the opportunity of sending an overall adjustment plan for adjustments to the M-Study Board, based on all the semester evaluation reports

