



Faculty Office

Student participation in programme evaluations, Faculty of Social Sciences

Introduction

Programme evaluations at the Faculty of Social Sciences are carried out on an ongoing basis in six-year cycles and form part of the Faculty's quality management. All levels (first, second and third cycles) are evaluated using the same methodology and with the help of external experts. Evaluations are to be development and quality-driven, focusing on strengths and challenges.

Quality development and quality assurance of education is a common concern for the Faculty's staff and students. The Faculty of Social Sciences works closely with the Social Sciences Student Union and Doctoral Student Council (SDR) and encourages students and doctoral students to take an active role in the further development of courses and study programmes and learning environments.

Student and doctoral student participation in evaluation

Start-up meeting

Prior to each evaluation, the Faculty Office convenes a start-up meeting with the student union and the doctoral student council. The meeting usually takes place sometime between September and November. The purpose of the meeting is to go through the evaluation process, timeframe, division of responsibilities and to answer any questions.

External experts

The external experts will review and analyse the department's self-assessment including supporting documentation and then write an external expert statement with recommendations to support long-term quality development of the evaluated courses and study programmes.

The size and composition of the external expert group is determined in accordance with the number and type of courses and study programmes to be evaluated, but at least two members with research and teaching expertise from other higher education institutions are to be included in the group. **A doctoral student or student from another higher education institution or faculty can be part of the external expert group.**

Decision on external experts

Prior to the dean's decision on external experts and the composition of the external expert group, the student union and the doctoral student council have the opportunity to submit comments on the decision. The Faculty Office is responsible for sending out draft decisions and collecting any comments. The processing and decision on external experts usually takes place in December.

Student and doctoral student input

In addition to the department's self-assessment and associated supporting documentation, input from students/doctoral students is included in the material available to the external experts. The input is written by students/doctoral students from the programme concerned. The input can be formulated either as a completely independent text with comments on the programme or as a response to the department's self-assessment. The student union/doctoral student council are responsible for assisting students/doctoral students from the programme concerned with compiling written input for the self-assessment. Generally speaking, the input should be finalised in March.

Site visit

The external experts carry out a site visit (May-June) after reviewing the self-assessment and the student/doctoral student input. The site visit is usually carried out during a working day at the premises where the programme is based. Meetings are conducted with programme and department management, teaching staff/supervisors, students/doctoral students and relevant administrative staff.

The detailed planning of the site visit is carried out by the department based on the external expert group's wishes. The department will invite the student union/doctoral student council to participate in the planning of the site visit.

Feedback meeting

After completion of the evaluation, a feedback meeting is held with the chair of the external expert group, department and faculty management, the Faculty Office and the student/doctoral student representative. The Faculty Office convenes an online meeting, which is often held in June or August/September.

Appendices

1. Lund University's quality criteria
2. Image illustrating the programme evaluation process

Appendix 1: Lund University's quality criteria

- That the course or programme is based on scientific and/or artistic grounds and proven experience.
- That the attained study results correspond with learning outcomes and qualitative targets.
- That continuous follow-up and development of courses and programmes is carried out.
- That teaching staff and supervisors have appropriate expertise concerning the subject, teaching and learning in higher education, disciplinary teaching and other relevant areas, and that the teaching and supervisory capacity is sufficient.
- That the teaching places its central focus on the students' and doctoral students' learning.
- That the course or programme must be relevant for the students and doctoral students and meet the needs of society. – That students and doctoral students can influence the planning, implementation, follow-up and development of the course or programme.
- That for all students and doctoral students there is an appropriate and accessible study and learning environment with effective support services.

Perspectives:

- That gender equality and equal opportunities are integrated into the course or programme.
- That internationalisation and an international perspective are promoted in the course or programme.
- That subject-relevant perspectives on sustainable development are promoted in the course or programme.

Appendix 2: Image illustrating the programme evaluation process

