**Recommendation of minimum 6 external experts for degree programme evaluation of (degree programme(s)): XXX**

Faculty of Arts Principles for including external experts in degree programme evaluations is described after this template, [**here.**](#Overskrift1)

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| Title and Work Place | Name | Contact information (email and phone number) | Reasons for the recommendation of **academic** representative | Priority |
|  |  |  | *Justification for the choice of this specific academic representative (max 5 lines) Please state, among other things, the research and education qualifications that you believe place this representative's academic expertise at the highest international level.**The academic representatives should, as a minimum, cover sub-policies 1, 2 and 3.* |  |
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| Title and Work Place | Name | Contact information (email and phone number) | Reasons for the recommendation of **employer** representative | Priority |
|  |  |  | *Justification for the choice of this specific employer representative (max 5 lines) Please describe, among other things, the qualifications that you believe make it likely that this representative can contribute a societal perspective to the degree programme evaluation.* *The employer representatives should, as a minimum, cover sub-policies 4.* |  |
|  |  |  | *Justification for the choice of this specific employer representative (max 5 lines) Please describe, among other things, the qualifications that you believe make it likely that this representative can contribute a societal perspective to the degree programme evaluation.* *The employer representatives should, as a minimum, cover sub-policies 4.* |  |
|  |  |  | *Justification for the choice of this specific employer representative (max 5 lines) Please describe, among other things, the qualifications that you believe make it likely that this representative can contribute a societal perspective to the degree programme evaluation.* *The employer representatives should, as a minimum, cover sub-policies 4.* |  |

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|   | **Memo** |
| **Faculty of Arts: Principles for including external experts in degree programme evaluations** |

**Objective**

The Faculty of Arts wishes to develop and offer degree programmes of high academic quality which are relevant for employers of its graduates. In order to achieve this objective, the faculty includes employers and chairs of external co-examiners in its ongoing curriculum development – as well as systematically including employers, chairs of external co-examiners and selected external experts in its degree programme evaluations.

These evaluations are carried out at least once every five years, with the results being used in the further development of the objectives, content and organisation of the faculty’s degree programmes.

The external experts will contribute to the further development of these degree programmes (including objectives, content and organisation) by challenging our ideas and providing external perspectives in relation to our degree programmes. The choice of external experts will ensure that our degree programmes benefit from the adoption of a societal perspective as well as an academic perspective. The task of the experts is to adopt a critical approach to our degree programmes and to challenge both the management and the staff.

**Including external experts**

One of the external experts must be an academic expert at the highest international level with both research and educational qualifications; while the other expert must represent employers and contribute by adopting a societal perspective.

The external experts must also have job responsibilities outside Aarhus University which are relevant for the degree programme in question and the university. External experts may not have any personal interest in promoting or undermining particular aspects of a degree programme’s quality assurance efforts or the ongoing development of its curriculum. The expert representing the employers must hold a position which could as a minimum potentially lead to the employment of graduates or be highly profiled within the entrepreneurial area.

Here are some examples of external experts:

* Researchers from other universities and colleges
* Consultants from the ministry
* Co-examiners from the relevant body of external co-examiners
* Professional representatives who work within the most important subject area of the degree programme in question
* Labour market analysts, development and evaluation staff within the education and research sector, or experts in organisational development and organisational learning

Regardless of their background and specialist knowledge, all external experts must:

* Be provided with prior knowledge of the purpose and procedure of degree programme evaluations
* Contribute to an overall evaluation of degree programme quality within the framework of the five sub-policies of Aarhus University’s quality policy
* Be included when selecting issues of particular relevance in connection with evaluations
* Be given the opportunity to provide feedback on the degree programme evaluation process – including strengths, weaknesses and any future development potentials

Focus points in connection with recommendations of external experts:
The external experts who are recommended to participate in the evaluation of entire degree programmes should not:

* Be graduates (within the past ten years) of the degree programme which is to be evaluated
* Have been employed at the faculty within the past ten years
* Have a PhD in the degree programme which is to be evaluated

Before participating in a degree programme evaluation, a standard letter will be sent to the external experts explaining the purpose of degree programme evaluations and the task that they are to perform. This letter will also state that the experts are expected to hold an introductory meeting with students and teachers.

 **Including selected employer(s) and chairs of external co-examiners**

Prior to the evaluation meeting, the degree programme evaluation report is distributed for written comments by selected members of the employer panel and the chair of external co-examiners for the degree programme concerned. The chair of the external co-examiners will be asked to focus specifically on academic quality and cohesion; while the employers will be asked to focus specifically on our degree programmes in terms of their connection with and relevance for the labour market. The comments are enclosed as appendices for the evaluation meeting and are discussed at the meeting.

**Explanatory documents**
The faculty’s principles for including external experts in degree programme evaluations are consistent with Aarhus University’s overall guidelines in this area, which are described in the document *Uddannelseskvalitetsprocesser på Arts*, which is to be found [here](https://medarbejdere.au.dk/fakulteter/arts/kvalitetsportal-for-arts/kvalitetspraksis-for-uddannelsesomraadet-paa-arts), (in Danish only).

The process governing the recommendation and appointment of external experts is described in the document *Procesbeskrivelse for uddannelsesevaluering*, which is to be found [here](https://medarbejdere.au.dk/fakulteter/arts/kvalitetsportal-for-arts/kvalitetspraksis-for-uddannelsesomraadet-paa-arts), (in Danish only)