Template for the activity plan and timetable of the evaluation process

**Programme**:

**Responsible for self-evaluation**:

**Responsible officer, Research Office or the Educational Administration Department**:

Programme evaluations are part of the quality management system at Stockholm University of the Arts (SKH). A programme evaluation consists of four steps: start-up, self-evaluation, collegial review and measures. This template for an activity and timetable is available to support this work. New lines can be added and lines can be deleted, examples of activities are given in the table. Lines in italics should not be deleted, as they are mandatory steps in the evaluation process (see Guidelines for Programme Evaluations), but dates should be added.

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| **Activity in chronology** | **Date start-up/deadline**  | **Responsibility** | **Concern** | **Comments** |
| **Self-evaluation** |  |  |  |  |
| *Joint start-up meeting for the programmes to be evaluated during the academic year.* | *September/October* | *Quality coordinator and responsible administrator* | *Head of Department/Vice-Rector for Research, responsible for self-evaluation, working group, (PhD) student* |  |
| Coordination meeting: responsible for self-evaluation and officer |  |  |  |  |
| Responsible for self-evaluation and officer develop a detailed activity plan and timetable for the evaluation as a whole. |  | Responsible for self-evaluation and responsible officer |  |  |
| *Responsible officer provides compulsory appendices (see Guidelines for Programme Evaluations).*  |  | *Responsible officer* |  |  |
| Responsible for self-evaluation and working group divide the work between them and write texts for each criterion. |  |  |  |  |
| *Responsible officer provides background information and key figures (se Guidelines for Programme Evaluations and Template Self-Evaluation Report).* |  | *Responsible officer* |  |  |
| Working group fills in the obligatory overview concerning quality targets/*examensmål* (see criterion 1, Self-Evaluation Report Template).  |  |  |  |  |
| The working group and teaching staff carry out an "internal self-evaluation" to identify strengths and areas for development for each criterion. Identify and address appendices. |  |  |  | Arbetsgrupp väljer metod uti­från vad som är mest relevant.  |
| Coordinate work in progress. |  | *Responsible for self-evaluation* | Working group and responsible officer, Head of Deparment/Vice-Rector for Research |  |
| Draft of self-evaluation report. |  |  |  |  |
| Work with self-evaluation report, possibly including submission for comments to department/teaching staff/students. |  |  |  |  |
| Possibly correction and comments from responsible officer. |  |  |  |  |
| Final meeting of the working group (possibly together with head of department/vice-rector for research) to finalise the self-evaluation report according to the template. Report to Head of Department/Vice-Rector for Research. |  |  |  |  |
| Preparation/final meeting with Head of Department/Vice-Rector for Research prior to decision. |  |  |  |  |
| *The Head of Department/Vice-Rector for Research adopts the self-evaluation report.**They submit the final version of the report including compulsory appendices to the responsible officer at the Research Office or the Educational Administration Department.*  | *Last 31 December* | *Head of Department/Vice-Rector for Research* |  |  |
| **Peer Review** |  |  |  |  |
| *Start-up meeting for the Assessment Group* | *January* | *Quality coordinator and responsible officer* | *Assessment Group* | Dates should be booked well in advance by responsible officer. |
| *Presenting the self-evaluation report to the Assessment Group at a seminar.* | *January* | *Head of Department/Vice-Rector for Research* | *Responsible for self-evaluation, working group and assessment group. The relevant Head of Department/Vice-Rector for Research, the Chair and Secretary of the Board of Education and Research, representatives from the relevant student union or doctoral student union, responsible offcier and the Quality Coordinator must always be invited.* | Dates should be booked well in advance by responsible officer. |
| *Before the assessment report is submitted to SKH, the programme that has been evaluated shall be given the opportunity to correct any factual errors or misconceptions.*  | *March* | *Chair of the Assessment Group* |  |  |
| *The assessment report is submitted to SKH via the responsible officer.* | *April* | *Chair of the Assessment Group* |  |  |
| *The Assessment Group presents the report for SKH at a seminar.*  | *April* |  | *Assessment group, responsible for self-evaluation and working group. The relevant Head of Department/Vice-Rector for Research, the Chair and Secretary of the Board of Education and Research, representatives from the relevant student union or doctoral student union, responsible officer and the Quality Coordinator must always be invited.* | Dates should be booked well in advance by responsible officer. |
| **Measures** |  |  |  |  |
| *The Board of Education and Research, in consultation with the relevant Head of Department/Vice-Rector for Research and the relevant programme director/Head of Subject Area, decides on the measures to be taken and when the measures are to be completed.*  | *May/June* | *NUF, Head of Department/Vice-Rector for Research and programme coordinator/Head of Subject Area* |  |  |
| The Head of Department/Vice-Rector for Research appoints a responsible and working group for the measure report. |  |  |  |  |
| Work on the measures and the measure report. |  |  |  | A form for proposing measures is available to support the work on the action report. |
| *The Head of Department/Vice-Rector for Research establishes the measure report and submits it to NUF within the specified timeframe.* |  | *Head of Department/Vice-Rector for Research* |  |  |
| *NUF will decide on the completion of the measures.* |  | *NUF* |  |  |

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