

Guidelines for educational evaluation of independent courses

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

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1. Introduction

Educational evaluations are part of the quality system of Stockholm University of the Arts (SKH). The quality system consists of various structured collection activities to ensure and develop the quality of the university's education, where educational evaluations are one of the activities.

The purpose of the education evaluations is to generate regular and systematic knowledge, which is needed to ensure and develop the quality of the university's educations. The educational evaluations are intended to drive quality, highlighting strengths as well as identifying and addressing areas of development. The independent courses are to be evaluated in a six-year cycle (see Guidelines for systematic quality enhancement work).

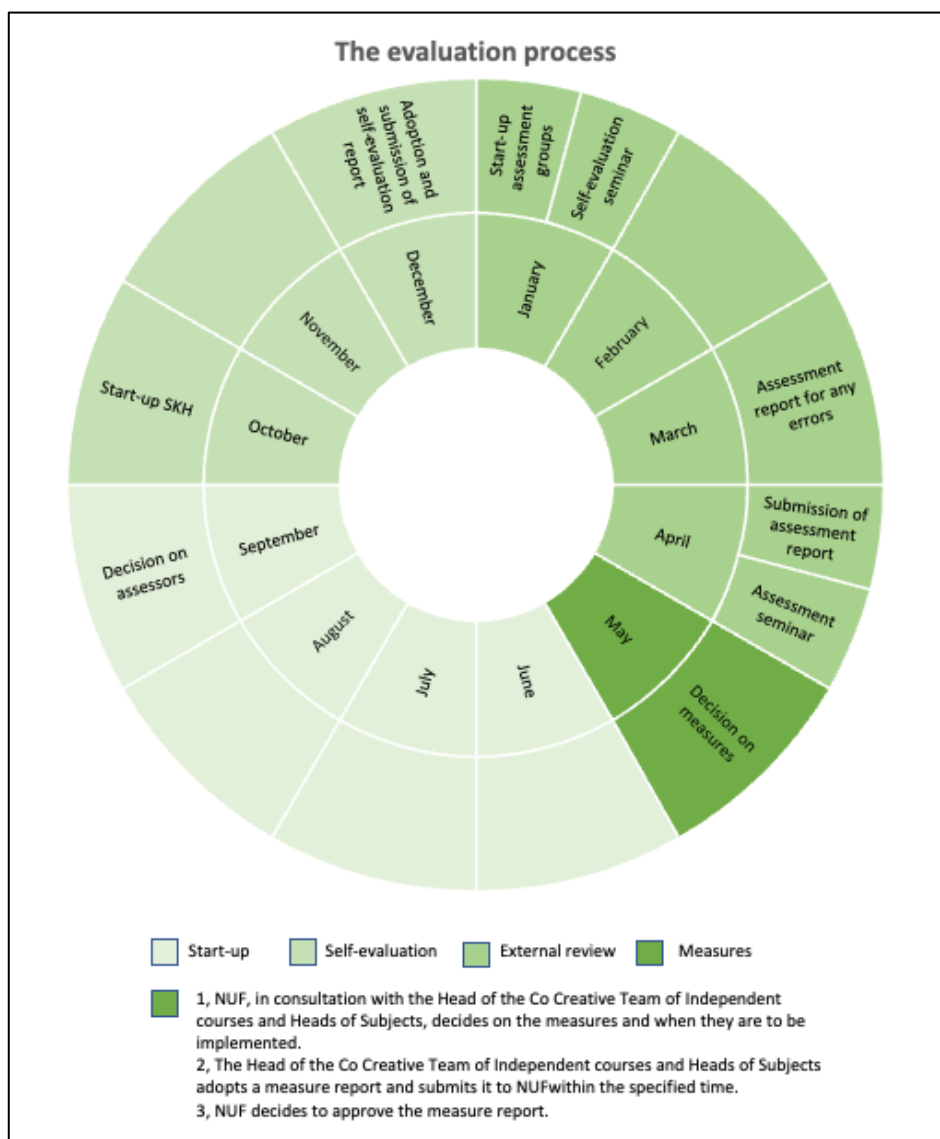
The purpose of this governing document is to describe the process of the educational evaluation of independent courses and the responsibilities and roles in the evaluation process.

2. Educational evaluation of independent courses

An educational evaluation of independent courses consists of four steps:

- start-up
- self-evaluation for independent courses at an overall level and a selection of independent courses for in-depth reviews
- external review
- measures

The evaluation process, including the timetable, is illustrated in the figure on the next page. The different steps are described in more detail later in the document.



2.1 Responsibilities and roles

In the evaluation process, there are different responsibilities and roles, which are listed below. The different tasks and steps are described in more detail in sections 2.2–2.5.

Board of Education and Research (NUF)

- is responsible for ensuring that overall strategic quality development and quality monitoring of all core activities take place. NUF is responsible for the planning, development and monitoring of the systematic quality enhancement work. NUF decides on the prioritisation of areas for quality development, on quality monitoring of education and research, and on the planning and implementation of quality reviews of education and research (see Rules of Procedure with delegations),

- establishes the guidelines and templates needed to carry out the evaluations,
- establishes a timetable for the educational evaluations under the six-year cycle. The timetable shall be established well in advance before the start of the cycle. If the timetable is revised, this shall be done well in advance before the start of the academic year educational evaluations,
- decides, on the proposal from the Head of Department of the co-creative team for independent courses, on the persons to be included in the assessment groups and appoints the Chair of the group (see point 2.4.1),
- decides, on a proposal from the Head of Department of the co-creative team for independent courses, who has consulted the other Heads of Department and the Heads of Subject, which independent courses will undergo in-depth reviews (see point 2.3.2),
- decides, in consultation with Heads of Department who have consulted Heads of Subject, on measures based on the recommendations of the assessment group (see point 2.5),
- follow up on the measure reports established by the Heads of Department following NUF's decision on measures (see point 2.5),
- decides to approve the measure report (see point 2.5); and
- is responsible for the continuous evaluation of the model, the prerequisites and the process for educational evaluations and for revising and adopting these guidelines and associated mandatory templates as necessary.

Head of Department of the co-creative team for independent courses (one of the Heads of Department)

- is responsible for carrying out a self-evaluation with the co-creative team as reference persons (see point 2.3.1),
- is responsible for ensuring that the self-evaluation timetable is followed,
- is responsible for ensuring that students are involved in the preparation of the self-evaluation and the measure report (see points 2.3.1 and 2.5),
- proposes and consults, in consultation with the other Heads of Department, assessors and the Chair of the assessment group (see point 2.4.1),
- proposes, in consultation with the co-creative team for independent courses and Heads of Subject, which independent courses should undergo in-depth reviews (see point 2.3.2),
- approves, in consultation with the other Heads of Department, the self-evaluation report and, in consultation with the relevant Head of Subject, the descriptions of the independent courses selected for in-depth review (after presentation by the responsible Administrative Officer) (see points 2.3.1 and 2.3.2),
- is responsible, in consultation with the other Heads of Department, for ensuring that the co-creative team for independent courses and Heads of Subject attend the self-evaluation seminar (see point 2.4.4) and the assessment seminar (see point 2.4.5); and
- is responsible for submitting a measure report to NUF within the time specified by NUF (see point 2.5).

Head of Subject

- is responsible for writing a description of the independent courses selected for in-depth review (see point 2.3.2 and Template for description of independent course with in-depth review).

Student Union's

- are responsible for ensuring that a student representative participates in the work with the self-evaluation and the measure report (see points 2.3.1 and 2.5) as agreed with the Head of Department for the co-creative team for independent courses; and
- are responsible for ensuring that a student representative attends the self-evaluation seminar (see point 2.4.4) and the assessment seminar (see point 2.4.5).

Head of the Educational Administration Department

- appoints an Administrative Officer for the evaluation of independent courses, the tasks of which are set out in points 2.2–2.4; and
- is responsible for ensuring that time is allocated for the Administrative Officer to complete the tasks.

Quality Coordinator

- is responsible, together with the responsible Administrative Officer, for ensuring that those relevant at SKH receive the information and induction required to carry out the self-evaluation (see point 2.2),
- is responsible, together with the responsible Administrative Officer, for ensuring that the assessment group receives the necessary information and induction to carry out the reviews (see point 2.4.2),
- is responsible for ensuring that NUF is informed of the self-evaluation report and the descriptions of the courses that have undergone an in-depth review, the assessment report
- and the measure report,
- presents decisions on assessors and decisions on possible measures based on the recommendations from the assessment group (see points 2.4.1 and 2.5),
- files and archives the measure report; and
- publishes the self-evaluation report, assessment report, decision on measures and measure report on the SKH external website.

The tasks and responsibilities of the assessment group and the Chair of the assessment group are set out in point 2.4 below.

2.2 Start-up meeting

Before the start of an evaluation round, the Quality Coordinator, together with the responsible Administrative Officer, is responsible for organising a start-up meeting

with Heads of Department, the co-creative team for independent courses, Heads of Subject and student representatives. The meeting is organised online or in person.

At the meeting, the evaluation process, responsibilities and roles, timetable, current guidelines, Template for self-evaluation report of independent courses, Template for description of independent course with in-depth reviews, etc. will be presented. There will also be time for questions and discussion at the meeting.

The meeting should be held at least three months before the completion of the self-evaluation report and the descriptions of the independent courses selected for in-depth reviews (see point 2.3).

The meeting is booked by the responsible Administrative Officer.

2.3 Self-evaluation and in-depth reviews for a selection of independent courses

The next step in the evaluation process is to carry out a self-evaluation (see point 2.3.1) and a selection of independent courses will undergo an in-depth review (see point 2.3.2).

2.3.1 Self-evaluation

A self-evaluation of SKH's independent courses must be carried out at a comprehensive level.

The self-evaluation should include a description, analysis and a valuation for each area. It should also identify strengths and development areas. The report should be based on current conditions and planned developments. The different parts of the report should together provide a comprehensive picture, without links to additional information.

The report is to be written in an established template. The report should not exceed a maximum of 5-10 pages (see Template for self-evaluation report of independent courses at an overall level).

The self-evaluation should cover the following areas:

- Key figures for SKH's current range of independent courses
 - subject (as well as Kulturskoleklivet and any contract education)
 - number of courses
 - applicants and admitted (including legal gender)
 - full-year students
 - full-year achievements
 - performance level
 - level of education
 - language of instruction
 - distance
- The role and functions of the range course in higher education
 - anchoring in the university's strategies for education

- relation to programmes
- role of finance and missions
- Organisation and conditions for the production and implementation of the course
 - process for planning the range of courses
 - process for the implementation of a course and defining the course syllabus
 - the prerequisites of infrastructural and human resources for the implementation of the course

The self-evaluation is written by the responsible Administrative Officer of the co-creative team for independent courses with the team as reference persons.

Key figures are produced by the responsible Administrative Officer.

Student representatives should be involved in the preparation of the self-evaluation report, for example by being part of the working group or by being given the opportunity to read the draft of the self-evaluation report and provide feedback.

The Head of Department of the co-creative team for independent courses, in consultation with the other Heads of Department, shall approve the self-evaluation report after a presentation by the responsible Administrative Officer. The responsible Administrative Officer is responsible for ensuring that the report is filed and archived.

The self-evaluation report is published on the SKH external website by the Quality Coordinator.

The time from the start-up meeting (see point 2.2) to the finalisation of the self-evaluation report is approximately three months.

2.3.2 In-depth reviews for a selection of independent courses

The in-depth reviews shall be carried out on a selection of independent courses – with a maximum of 10 courses. The selection will be made from SKH's current range of independent courses.

The selection will cover the following aspects:

- SKH's various subjects (circus, dance, dance pedagogy, film and media, opera, performing arts and acting as well as Kulturskoleklivet and possible contract education)
- first cycle/second cycle
- Swedish/English
- remote/on site
- independent course/course within a programme
- short course/long course

NUF decides on the proposal from the Head of Department of the co-creative team for independent courses, which courses will undergo in-depth reviews.

The subject area writes a description of the course. The description should not exceed two pages (see Template for description of independent course with in-depth review).

The questions in the template are designed in the light of the Standards and Guidelines for Quality Assurance in European Higher Education (ESG). The following questions are included:

- Key figures, to be filled in by the responsible Administrative Officer
 - applicants and admitted (including legal gender)
 - level of education
 - credits
 - entry requirements
 - language
 - distance
 - scheduled teaching time (to be filled in by the subject area)
- What is the purpose of the course and who is the target group?
- Do the teachers have subject, pedagogical and higher education pedagogical competences?
- What are the artistic or scientific foundations and proven experience including research connections that the course is based on?
- How does the teaching support the students' learning?
- How the course content is useful for students in their working life/artistic practice?
- How is the continuous monitoring and development of the course carried out, with students also having influence, for example through course evaluations?

The course syllabus will be attached to the description.

The Head of Department of the co-creative team for independent courses will in consultation with the relevant Head of Subject, establish the descriptions after presentation by the responsible Administrative Officer. The responsible Administrative Officer is responsible for ensuring that the descriptions are filed and archived.

2.4 External review

The next step in the evaluation process is external review, which are carried out by an assessment group.

2.4.1 Assessors

NUF, on the proposal from the Head of Department of the co-creative team for independent courses, who has consulted with the other Heads of Department and Heads of Subject, decides on an assessment group and a Chair for the assessment group. The assessment group must consist of four people. The combined expertise

of the assessment group should cover SKH's subject areas as far as possible. An even gender distribution in the assessment group should be sought and any conflict of interest should be taken into account.

When independent courses are assessed, the assessment group shall consist of

- two external experts from educations in fine, applied and performing arts at other higher education institutions (in Sweden or another country)
- a representative from the labour market (from one of the sectors that SKH educate for)
- a student representative from another higher education institution who has an education in one of SKH's subject areas

Decisions on assessors should be taken approximately three months before the assessment group starts their work.

2.4.2 Start-up meeting of the assessment group

Before each assessment round, the Quality Coordinator, together with the responsible Administrative Officer, is responsible for organising a start-up meeting for the assessment group. The meeting is held digitally. At the meeting, the Quality Coordinator goes through the assignment and the model for evaluation established by NUF, and the assessment group has the opportunity to ask questions.

Assessors are provided with a description of SKH and a description of the Swedish education system. The descriptions, self-evaluation report and descriptions of the courses undergoing in-depth reviews as well as the course syllabuses are provided by the responsible Administrative Officer.

Part of the start-up meeting can be used to advantage by the assessment group, for example, the Chair of the assessment group reviews the planning and timetable for the assessment group's work.

The start-up meeting should be held approximately two weeks before the self-evaluation seminar (see point 2.4.4).

The start-up meeting is booked by the responsible Administrative Officer.

2.4.3 The assessment group's mission and the assessment report

The external review should contribute to the development of the university's education.

The Chair of the assessment group is the convener of the group and is responsible for planning and keeping to the timetable. The Chairman is also the contact person towards SKH, see about SKH's contact person to the Chairman below.

Compensation is paid to assessors according to a special order. The responsible Administrative Officer provides the assessment group with information on compensation.

The work of the assessment group will result in a written report. The report should be written in an established template. The report should not exceed 15–25 pages, (see Template for assessment report of independent courses). The content of the template mirrors the Template for self-evaluation report and the Template for description of independent courses for in-depth reviews.

The basis for assessment is the self-evaluation report, descriptions of the courses undergoing in-depth reviews, course syllabuses and key figures.

Based on each area (see 2.3.1 and 2.3.2), the assessment report should include recommendations, both strengths and areas of development, which aims to improve the education. A recommendation must be problem-based and thus differs from more general tips and advice, which may be included in the assessment under each area but not in the overall assessment. The assessment group's judgement should be clearly justified and preferably illustrated with examples. The assessment should **not** result in a rating of the independent courses.

Before the assessment report is submitted to SKH, SKH must be given the opportunity to correct any factual errors and misconceptions. The report is sent to the responsible Administrative Officer. The assessment group shall be jointly responsible for the final version of the report.

The final report must be submitted by the Chair of the assessment group to SKH within the specified time. The responsible Administrative Officer is responsible for ensuring that the report is filed and archived.

The assessment report is published on the SKH external website by the Quality Coordinator.

Support to the assessment group and contact person for the Chair of the assessment group, is the responsible Administrative Officer. The support can, for example be, at the assessment group's start-up meeting, the self-evaluation seminar or the assessment seminar. The support can also be to assist the assessment group with information requested by the assessment group. The responsible Administrative Officer provides the timetable for the assessment phase.

The time from the start-up meeting of the assessment group (see point 2.4.2) to the submission of the assessment report to SKH is approximately three months.

2.4.4 Self-evaluation seminar

The external review starts with a presentation of the self-evaluation report by the co-creative team for independent courses, including the student representative, to the assessment group at a seminar. During the seminar, the assessment group will have the opportunity to ask questions to clarify the content of the report. The seminar is held digitally. The seminar is held with the support of the responsible Administrative Officer. Internal persons are also invited to the seminar. Heads of Department, Heads of Subject, Chair and Secretary of NUF and the Quality Coordinator must always be invited. The responsible Administrative Officer provides a proposal for the seminar programme.

The seminar should be held no later than one month after the self-evaluation report and the descriptions of the independent courses selected for in-depth reviews have been finalised by the Head of Department of the co-creative team for independent courses.

The self-evaluation seminar is booked by the responsible Administrative Officer.

2.4.5 Assessment seminar

The external review concludes with the assessment group presenting the report to SKH at a seminar. During the seminar, SKH will have the opportunity to ask questions to clarify the content and recommendations. The seminar is held digitally. The seminar is held with the support of the responsible Administrative Officer. Internal persons are also invited to the seminar. The co-creative team for independent courses, including student representatives, Heads of Department, Heads of Subject, the Chair and Secretary of NUF and the Quality Coordinator must always be invited. The responsible Administrative Officer provides a proposal for the seminar programme.

The seminar should be held no later than one month after the assessment report has been submitted to SKH.

The assessment seminar is booked by the responsible Administrative Officer.

2.5 Measures

The final step in the evaluation process is the consideration of the recommendations made by the assessment group.

NUF, in consultation with the Heads of Department, who have consulted the Heads of Subject, shall decide on what measures to be taken on the basis of the assessment group's recommendations with the purpose to develop education. NUF shall also decide when the measures shall be implemented.

Decisions on measures are published on the SKH external website by the Quality Coordinator.

The Head of Department of the co-creative team for independent courses is responsible for submitting a measure report to NUF within the specified time. The measure report must be written in an established template (see Template for measure report).

The student representative should be offered a place in the work on the measure report, for example by being part of a working group or by being given the opportunity to read drafts of the measure report and provide feedback.

NUF decides to approve the measure report.

The measure report is filed and archived and published on SKH's external website by the Quality Coordinator.

2.6 Results of educational evaluations

The results of educational evaluations are an important part of SKH's quality system. They form one of the bases for the operational dialogues, operational plans, as well as for the annual quality report to the University Board. The results are also a valuable basis for the exchange of experience between educational programmes and courses (see Guidelines for systematic quality enhancement work).