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QUALITY BOARDS AT CBS

A part of CBS' local work with quality

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1. SUB-POLICY FOR QUALITY BOARDS FOR CBS' FULL-TIME PROGRAMMES

It is part of CBS' quality policy that all programmes must have a Quality Board that contributes to local quality work. The purpose of the Quality Board is to ensure student representation in the development of the programme's academic quality and to secure a good learning environment. The Quality Board should support dialogue between the Study Director, the students and the Study Board.

The Quality Board has no powers of decision but serves as an advisory body that can make suggestions to the Study Director/Study Board

1.1. CONSTITUTION, RECRUITMENT AND COMPOSITION

The Head of Studies is responsible for establishing a Quality Board for each programme. A new Quality Board is established in September. The Quality Board is constituted for a one-year period until the end of the academic year.

During the start of the academic year, the Study Director engages in dialogue with students about recruitment to the Quality Board. If there are more candidates than available places on the Quality Board, candidates must submit a letter of motivation of a maximum of one page to the Study Director, who will then select representatives for the Quality Board.

The composition of student representation per Quality Board is described below:

- One Quality Board per programme.
- All years on bachelor programmes are represented by 2-4 students per year.
- The first year of the master programmes is represented by 2-4 students per year.
- The second year of the master programmes can be represented by up to 2 students but is not mandatory.

The Head of Studies can apply for an exemption to increase the number of seats on the Quality Boards by 1 student per exercise group for programmes with special needs. This exemption to expand Quality Boards with more members applies for a four-year period that follows the election period for the election of faculty representatives to the Study Board. Applications should be directed to the Dean of Education.

This results in the following possibilities for composition:

	Bachelor	Master
1 st year	2-4 students	2-4 students
2 nd year	2-4 students	0-2 students
3 rd year	2-4 students	
Number of students per Quality Board	6-12	2-6

In addition to student representatives, the Quality Board consists of the Study Director.

Members of the Quality Board for bachelor programmes are awarded points for student citizenship as recognition of their work and to support student involvement.

1.2. RESPONSIBILITIES AND CONTACT

Chair

Among the student representatives on the Quality Board, an internal election is held to find a chair who will be the primary contact to the Study Board. The chair is responsible for acting as the primary contact to the Quality Board, calling for meetings and informing the vice chair of the study board about the dates and times of Quality Board meetings. The chair is also responsible for informing the vice chair of the Study Board if there is a need for dialogue with the Study Board. The chair has the right to be invited to study board meetings.

The chairperson and other student representatives on the Quality Board are obliged to inform students on the programme about the work of the Quality Board.

Study Director

The Study Director is responsible for introducing the Quality Board at the start of the academic year and constituting it immediately after the beginning of the semester. After constitution, the Study Board must receive a list of members (name and email).

The Study Director is obliged to inform the programme's lecturers about relevant discussions and topics from the meetings. Lecturers can always approach the Study Director with issues or topics they wish to be addressed on the Quality Board.

Programme administration

The programme administration is responsible for obtaining meeting minutes from the students, which the administration ensures are sent to the Study Board in a timely manner. Additionally, the administration updates MyCBS with contact information and members of the Quality Board.

Study Board

A student representative from the Study Board must participate in Quality Board meetings. The vice chair of the Study Board coordinates meeting participation among the students on the Study Board.

It is mandatory to include the item 'Update from student representatives and Quality Boards' on the agenda for Study Board meetings. The Study Board must discuss minutes from Quality Board meetings and student representatives provide feedback from participation in Quality Board meetings. The chair of the Quality Boards can participate in this item if necessary.

1.3. TASKS OF THE QUALITY BOARD

The primary task of the Quality Boards is to discuss various aspects of the programme to ensure high quality and a good learning environment. Therefore, it is the responsibility of the Head of Studies/Study Director and the Study Board to follow up on input from the Quality Boards and assess whether changes/actions should be made based on this input.

The following points must be discussed on the Quality Boards:

- The academic and pedagogical content of courses, exams, curriculum, workload throughout the semester, the coherence between courses and overall progression through the programme.
- General programme development (e.g. Nordic Nine, feedback and blended learning).
- Study environment, study culture and well-being (e.g. activities and engagement in the programme).
- Study start.
- Elective courses (the Quality Board can inspire new elective courses).

The following points may be relevant to discuss on the Quality Board:

- Practical matters (e.g. CBS' campus facilities).
- Exchange programmes.
- Dropout rates.

- Alumni.
- Internships.
- Study groups (e.g., the process of forming groups and group size).
- Mentors for bachelor programmes (bachelor only).

1.4. NUMBER OF MEETINGS AND PARTICIPATION

It is required that at least two meetings are held per year with a duration of one to one and a half hours. In addition to members of the Quality Board and a student representative from the Study Board, other stakeholders (e.g. lecturers) can participate in meetings if the members of the Quality Board find it relevant.

1.5. MEETING AGENDA

There is a fixed agenda for the two mandatory Quality Board meetings, which the Quality Board must follow according to Appendix 1. Additionally, all members are welcome to contribute items to the agenda. Meetings should conclude with the Quality Board assessing whether the meeting has led to discussions that should be forwarded to the Study Board.

1.6. MINUTES

Students write the meeting minutes, which are sent in a timely manner to the Programme Administration and the Study Director. Minutes must be included as appendixes to Study Board meetings/committee meetings and subsequently filed. The minutes template in Appendix 2 is used.

1.7. APPENDIX 1: AGENDA

Below are mandatory items for the agenda for Quality Board meetings in the autumn and spring semesters. In addition, the Study Director and students can propose items for the agenda.

Note: The final evaluations are confidential, and individual members of the Quality Board cannot view these confidential reports.

1.7.1. Agenda for autumn semester meeting:

1. Election of chair
2. Visit from student representative from the Study Board
3. Evaluation of study start
4. Follow-up from the previous meeting
5. Review of courses in the current semester, including teaching method, content, workload progression, etc.
6. Final review of spring courses, including response rates, exams and course coherence
7. Study environment, study culture and well-being
8. Items to be forwarded to the Study Board

1.7.2. Agenda for spring semester meeting:

1. Visit from student representative from the Study Board
2. Follow-up from the previous meeting
3. Review of courses in the current semester, including teaching method, content, workload, progression etc.
4. Final review of autumn courses, including response rates, exams and course coherence
5. Study environment, study culture and well-being
6. Elective courses (e.g., the Quality Board can inspire new elective courses)
7. General programme development (e.g. Nordic Nine, feedback and blended learning)
8. Items to be forwarded to the Study Board

1.8. APPENDIX 2: MINUTES TEMPLATE

Programme	
Participants	
Cancellations	
Date	
Agenda	<p>Agenda for Meeting 1</p> <ol style="list-style-type: none"> 1. Election of chair 2. Visit from student representative from the Study Board 3. Evaluation of study start 4. Follow-up from the previous meeting 5. Review of courses in the current semester, including teaching method, content, workload, progression, etc. 6. Final review of spring courses, including response rates, exams and course coherence 7. Study environment, study culture and well-being 8. Items to be forwarded to the Study Board
Ad. 1	
Ad. 2	
Ad. 3	
Ad. 4	
Ad. 5	
Ad. 6	
Ad. 7	
Ad. 8	

Programme	
Participants	
Cancellations	
Date	
Agenda	<p>Agenda for Meeting 2</p> <ol style="list-style-type: none"> 1. Visit from student representative from the Study Board 2. Follow-up from the previous meeting 3. Review of courses in the current semester, including teaching method, content, workload, progression, etc. 4. Final review of autumn courses, including response rates, exams and course coherence 5. Study environment, study culture and well-being 6. Elective courses (e.g., the Quality Board can inspire new elective courses) 7. General programme development (e.g., Nordic Nine, feedback and blended learning) 8. Items to be forwarded to the Study Board
Ad. 1	
Ad. 2	
Ad. 3	
Ad. 4	
Ad. 5	
Ad. 6	
Ad. 7	
Ad. 8	

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