PROCEDURE FOR INTERNAL EVALUATION OF CURRICULA

Based on clause 15 (2) 15) of the Statutes of the University of Tartu, adopted by the Senate of the University of Tartu Regulation no. 11 of 21 July 2014 and approved by the Council of the University of Tartu Resolution no. 18 of 29 July 2014, and clause 68 of the Statutes of Curriculum adopted by the Senate of the University of Tartu Regulation no. 6 of 24 April 2015, I establish the procedure for internal evaluation of curricula. [effective as of 01.01.2016]

I. General provisions

1. The Procedure for Internal Evaluation of Curricula regulates the organisation of internal evaluation of curricula (‘internal evaluation’) and the drafting and publication of reports.

2. The purpose of internal evaluation is to ensure the systematic and regular monitoring and analysis of studies and academic results to plan development activities and improve the quality of teaching and learning on the basis of the information obtained. The areas of internal evaluation are as follows:
   2.1. contents and structure of the curriculum;
   2.2. study and teaching environment and resources;
   2.3. teaching staff;
   2.4. study and teaching process;
   2.5. students;
   2.6. support services.

II. Organisation of internal evaluation

3. Internal evaluation is conducted once every three academic years.

4. Programme director of the curriculum prepares a draft internal evaluation report in the Study Information System.

5. The draft is discussed and approved by the programme council of the curriculum. The programme director approves the internal evaluation report on the last three academic years in the Study Information System by 31 October.

6. The Office of Academic Affairs ensures support services required for internal evaluation (e.g. prepares the report form and guidelines, prepares the corresponding
functionality in the Study Information System, etc.) and organises the supervision and development of internal evaluation.

III. Publication of internal evaluation reports

7. Internal evaluation reports are made available via the Study Information System to all members of the university.

8. The Office of Academic Affairs prepares an annual summary of internal evaluation report.

IV. Implementing provisions


10. The next internal evaluation of curricula is carried out in the autumn semester of the 2011/2012 academic year by 31 October 2011 at the latest.