Guidelines for course evaluations at the undergraduate and graduate levels at the Faculty of Science and Technology

These guidelines, applicable at the Faculty of Science and Technology, supplement the guidelines for course evaluations established by the Vice-Chancellor on 9 March 2010 (UFV 2010/307) and replace TEKNAT 2011/96. The Quality and Evaluation Unit has also published recommendations for course evaluations on the Staff Portal [Medarbetarportalen].

Course evaluations mainly serve two functions:

- give the students the opportunity to present their experiences and opinions about the course in a structured manner,
- serve as a basis for quality assurance and quality enhancement. This relates to development of both the individual course and the overall programme.

The course evaluation results consist of three parts:

- response compilation,
- student completion report,
- course report.

Responsibility

The department offering the course is responsible for designing and implementing course evaluations for all courses, and for compiling them and making the results available.

Design

The questionnaire shall include questions applicable throughout the faculty as instructed by the Educational Board of Science and the Educational Board of Engineering. Other questions may also be formulated in dialogue with other stakeholders (for example, the programme coordinator and student representatives).

Response compilation consists of compiled statistics from the answers in the questionnaire and reviewed open-ended responses. The student completion report contains statistics about the course (number of students registered in the course, number of graduates, and number of students who passed during the course's regular examination session(s)).
The response compilation and student completion report must be presented for the programme as a whole if the programme has 10 or more respondents. All student responses shall be included in a compilation.

The course report shall contain teacher views and a summary of the students’ views. The report shall present the strengths and weaknesses of the course, along with suggestions for possible actions.

**Implementation**

The course evaluations shall be anonymous. In addition, formative course evaluations (which may be anonymous or not) may be carried out if so desired.

The response period for the questionnaire shall run from at least 2 weeks before to at least 1 week after the end of the course instance.

Course evaluation for degree projects and individual courses shall be conducted at least once per semester.

**Compilation and review of questionnaire responses**

Employee and student privacy shall be safeguarded in all work with course evaluations. For this reason, open-ended responses may need to be anonymised and edited for offensive comments.

When reviewing open-ended responses, one must keep in mind that details in the individual responses often increase opportunities for development. Over-summarisation should therefore be avoided.

If the individual reviewing the open-ended responses (this cannot be a student and should not be the teacher of the course instance in question) sees signs of problems or issues which need to be addressed, such as abusive treatment of students, the reviewer should immediately contact the relevant director of studies or head of department and make the unedited open-ended responses available to them.

**Availability**

The course evaluation results shall be made available within no more than 6 working weeks after the end of the course period (excluding public holidays and semester breaks). For degree projects and individual courses, the deadline is no later than 6 weeks after the end of the semester (excluding public holidays and semester breaks).

The course evaluation results (all three parts, except the open-ended responses) shall be made available to students currently or previously registered in the course in question (in the relevant learning management system). The course evaluation results of
the past two years shall be available in this manner. In addition, all three parts (including the open-ended responses) shall be made available to programme coordinators and educational boards (on the Staff Portal [Medarbetarportalen]). The relevant director of studies shall be given access to the course report.

Feedback
The party delegated by the head of department, e.g. the director of studies, shall provide feedback to the teachers to promote their personal development and development of the course.

Early in the course, the students of the subsequent course session instance shall be informed of the outcome of the previous course evaluation(s) and on what actions, if any, have been or will be taken.