



LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Faculty board working committee

Regulations on course evaluations and course evaluation reports in first- and second-cycle studies at the Faculties of Humanities and Theology

In accordance with Chapter 1 Section 14 of the Higher Education Ordinance, “Higher education institutions shall enable students who are participating in or have completed a course to express their experiences of and views on the course through a course evaluation to be organised by the higher education institution. The higher education institution shall collate the course evaluations and provide information about their results and any actions prompted by the course evaluations. The results shall be made available to the students”.

Course evaluations contribute to the quality enhancement of education by making it easier for students to take a position on their education, and by providing teaching staff with documentation for their continuous course development work. This requires a functioning dialogue between teaching staff and students, and the course evaluation is intended to be part of this dialogue. The students’ participation in quality enhancement work should also involve an ongoing discussion throughout the course between teaching staff and students on possible improvements to be made to the course and the study situation.

Course evaluations at Lund University must also comply with the regulations adopted by the vice-chancellor (reg. no PE 2010/341). These regulations include two terms: ‘course evaluation’, referring to the students’ expressed views, and ‘course evaluation report’, referring to the compilation of views and commentary to be produced.

The vice-chancellor’s regulations are cited below in *italics*, followed by the Faculties of Humanities and Theology’s own regulations for first- and second-cycle studies. The present regulations have also taken the List of Rights for Students at Lund University into account.

Responsibility

The responsibility for carrying out course evaluations and course evaluation reports lies with the faculty boards and can be delegated to the level at which decisions on course syllabi are taken.

At the Faculties of Humanities and Theology, the departments are responsible for carrying out course evaluations (rules of procedure and delegation at the Faculties

of Humanities and Theology, reg. no STYR 2017/61). The director of studies (or equivalent) holds the overall responsibility for the course evaluation work of the departments/faculties.

Course evaluations and course evaluation reports

The course evaluations are collated and commented in a comprehensive course evaluation report.

The course evaluations and course evaluation reports are to focus on the students' learning and the educational process in the course, in which learning outcomes, learning activities and examination results constitute the basis for reflection on teaching methods.

At the Faculties of Humanities and Theology, the course evaluation report is to be produced for the entire course; however, the individual course evaluations on which the report is based can be conducted both for an entire course and for each module.

Although the departments design the content of their course evaluations themselves, the evaluations are to focus on the students' learning and include questions concerning coordination between learning outcomes, learning activities and assessment on the course.

The department is responsible for designing the course evaluations in a way that gathers relevant information and aims to achieve a good response rate. The department is to process the information from a quality enhancement perspective.

Feedback

The course evaluation report including any decisions regarding measures to be taken is to be fed back to the students and lecturers on the course in question as quickly as possible and is to be presented at the start of the course for the subsequent course group.

At the Faculties of Humanities and Theology, students are to receive feedback in the form of the completed course evaluation report being sent to them via email. The course evaluation reports are to be available for two years and subsequently archived.

Integrity

The integrity of employees and students is to be considered in all work on course evaluations and course evaluation reports.

At the Faculties of Humanities and Theology, it is particularly important to take into account that even for courses in which participation is so low that the students' anonymity cannot be guaranteed, the students' are to be given the opportunity to express their opinions.

Student participation

The design of the course evaluations and course evaluation reports shall be determined in consultation with student representatives.

Records management

In accordance with Lund University's records management plan (reg. no V 2016/43, Section 3.4.1.), the individual course evaluation responses from students are to be destroyed after two years, and the course evaluation reports are to be preserved and organised systematically. This can be done by storing the material in Lund University's procured survey tool, or in accordance with the archiving procedure at the relevant department.