

Guidelines on course evaluations and course evaluation reports in first and second-cycle education

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Introduction

According to 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.” (Chapter 1, Section 14)

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. Student participation in quality enhancement work should also include discussions throughout the course between teaching staff and students about possible improvements to the course.

At Lund University, course evaluations must also comply with the *General guidelines on course evaluations and course evaluation reports* (Reg no. STYR 2020/969), adopted by the Vice-Chancellor. The guidelines include two terms: ‘course evaluation’, referring to the students’ expressed views on the course, and ‘course evaluation report’, referring to the compilation of the comments made in the course evaluations. The present document provides the Joint Faculties of Humanities and Theology’s own guidelines, which comply with and clarify the general guidelines adopted by the Vice-Chancellor.

Responsibility

The responsibility for quality assurance and quality enhancement work lies with the faculty boards. This responsibility includes the carrying out of course evaluations and course evaluation reports, as well as the follow-up of any sub-delegated work. At the Joint Faculties of Humanities and Theology, the departments are responsible for carrying out course evaluation reports, please refer to the current *Rules of procedure and delegation for the Joint Faculties of Humanities and Theology*. The director of studies (or equivalent) has the overall responsibility for the course evaluation report work of the department/subject. The course evaluation report work is followed

up within the framework of the Joint Faculties of Humanities and Theology's quality assurance and quality enhancement systems.

Course evaluations and course evaluation reports

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

Course evaluations and course evaluation reports are to focus on student learning and the educational process in the course, in which learning outcomes, learning activities and assessments form the basis for reflection on teaching methods.

At the Joint 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 course evaluations are to focus on student learning and include questions about coordination in the course between learning outcomes, learning activities and assessment.

The department is responsible for designing the course evaluation reports 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.

Course participants should be given the opportunity to complete the course evaluation during timetabled hours, when this is feasible during the course.

Feedback

The course evaluation report, including any decisions regarding measures to be taken, is to be fed back to the course participants and teaching staff on the current course as quickly as possible and presented at the start of the course to the subsequent student group. The results are to be provided and made available for the relevant students via appropriate information channels, for example via e-mail, learning platforms, the course homepage and/or other channels. 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.

The students have the right to participate anonymously in the course evaluation in relation to the lecturers/examiners. In individual cases, exemptions to the anonymity requirement may be granted when this cannot be guaranteed for small course groups.

At the Joint Faculties of Humanities and Theology, it is particularly important to take into account that even for courses in which participation is so low that student 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.

Course evaluation reports are to be routinely provided to the students' union. Upon request, the free text responses in the course evaluations are to be communicated to the students' union once reviewed and processed from a privacy perspective.

Records management

In accordance with *Lund University's Records Management Plan*, course evaluations are to be destroyed after two years, and 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.