



Procedure for course evaluations

Section responsible for procedure

Student Affairs (AUS)

Objective

The objective of the evaluation is to enhance student learning and teaching outcomes within the given frameworks. This is reflected in the following prioritised objectives:

1. Provide course coordinators and teachers with ongoing and systematic input to ensure the development and improvement of teaching.
2. Give study boards, heads of departments (including teaching committees), the Dean and the Associate Dean for Education a systematic overview of the quality of the study programmes and teaching
3. Ensure knowledge-sharing of best practice in teaching at the Faculty, including experiences with new educational initiatives such as new forms of teaching, e.g. online and blended learning.
4. Ensure that HEALTH complies with current legislation, requirements from accreditation institutions, UCPH guidelines etc.

Summary of the procedure

The procedure describes the course evaluation process, including drafting of the evaluation plan and collection, follow-up and publication of evaluation results.

Heads of department can appoint one or more teaching committees, which shall advise heads of department, study boards and course coordinators on assurance and enhancement of the quality of teaching. The roles and responsibilities of teaching committees are described in the terms of reference.

Updating of sund.ku.dk and/or KUnet

Evaluation plans are published once a year on sund.ku.dk:

- 1 October

Results of course evaluations are published twice a year on sund.ku.dk (no later than):

- 15 March (autumn semester and blocks 1 and 2)
- 1 October (spring semester and blocks 3 and 4)

How often (schedule)?

All recurring programme elements are evaluated at least every second time they are offered.

Programme elements are always evaluated the first time they are offered and after major changes to existing programme elements.

How?

Evaluation plan

Once a year, the evaluation unit in AUS, in cooperation with the Head of Studies/study board and, where relevant, the teaching committee and course coordinator, draws up a plan for the evaluation of study activities.

The plan specifies which programme elements to evaluate.

The study board approves the plan, which is published by the evaluation unit.

Evaluation methods

HEALTH has developed an evaluation procedure that allows study boards to choose between two evaluation models: (1) a survey-based model, in which teaching is evaluated according to standardised, module-based questionnaires, and (2) a model based on systematic dialogue between students, course coordinators and the Head of Studies. As a rule, the chosen model is used to evaluate all courses on the programme.

Follow-up on evaluation results

The course coordinator engages in dialogue with the other teachers on the course and the students about the evaluation results. On this basis, the course coordinator drafts written proposals for any necessary follow-up based on the evaluation results. The course coordinator also groups the programme elements in three categories:

- *Inspiration courses* – which include suggestions/methods/solutions that can be an inspiration to others.
- *Development courses* – where the course coordinator and teachers do most of the follow-up.
- *Input courses* – where the course coordinator identifies a need for dialogue with/action by the study board/Head of Department.

Where relevant, the teaching committee may discuss proposals with the course coordinator, approve proposals for follow-up and submit these to the study board and Head of Studies.

The study board, in consultation with the Head of Studies and, where relevant, the teaching committee and course coordinator, decides on the form of follow-up, e.g. changing the teaching or examination form.

The study board discusses the course coordinator's categorisation of the evaluated study activities.

The study board informs the course coordinator and, where relevant, the teaching committee of its decisions regarding follow-up on the evaluation results.

The study board and Head of Studies ensure that the results of the course evaluations, including proposals and initiatives for follow-up, are included in the annual programme report for the Dean's Office or the programme evaluation that is conducted every six years.

Courses categorised as input courses are evaluated a second time.

Publication of evaluation results

The evaluation unit publishes the evaluation results.

Who?¹

Evaluation unit (AUS)

- Helps draft evaluation plans and course evaluations for the Faculty's study programmes.
- Helps send out questionnaires and results for study programmes that have chosen the survey model.
- Helps book meetings, bring documents up-to-date etc. for study programmes that have chosen the dialogue model.
- Publishes evaluation results on sund.ku.dk.
- Advises course coordinators, teaching committees, heads of studies and chairs of study boards on the implementation of and follow-up on evaluations.
- Ensures that HEALTH complies with e.g. current legislation, requirements from accreditation institutions, UCPH guidelines and the Data Protection Act – that is, that no published results are attributable to identifiable individuals.

Course coordinator

- In cooperation with the Head of Studies and, where relevant, the teaching committee, advises the study board on the plan for evaluating study activities.
- Reviews and relays the evaluation results to teachers.
- Where required, provides feedback to other teachers on the course based on the evaluations.
- Contacts the appropriate Head of Department, e.g. regarding the need for pedagogic and didactic continuing education for teachers on the course.
- Engages in dialogue with the students about the evaluation results.
- Draws up written proposals for any follow-up on the course evaluation.
- Implements changes to the structure, academic content and teaching materials in the course description and curriculum concerned, including changes stated in the approved plan for follow-up on the evaluation of study activities.
- Advises the study board on changes to course descriptions and curricula.

Head of Studies

- Advises the study board on evaluation plans for study activities.
- Advises the study board on follow-up on evaluations of study activities.
- Implements approved changes to course descriptions and curricula described in the follow-up plan.
- Relays feedback on teaching to relevant parties

Chair of the Study Board

- In consultation with the study board and in cooperation with the heads of studies and course coordinators, makes decisions on evaluation plans for study activities.
- In consultation with the study board, makes decisions on follow-up on evaluations of study activities.

¹ If a department has appointed a teaching committee or similar for the programme, some of the tasks outlined may be performed by the committee as described in written instructions from the relevant head of department.

- Ensures that the heads of studies and course coordinators implement the approved changes to course descriptions and curricula described in the follow-up plan.

Head of Department

- Engages in ongoing dialogue with the department's teachers about pedagogic and didactic continuing education, at least at the annual performance and development reviews.
- When needed, supports course coordinators in their dialogue with individual teachers.

Annual cycle

| Date | Activity | Section/person responsible for activity |
|-----------------------|--|--|
| May-early June | Preparation and verification of evaluation plans | Head of Studies, study board, course coordinator and evaluation unit (AUS) |
| 1 October | Publication of evaluation plans for the spring and autumn semesters | Evaluation unit |
| March | Where relevant, publication of revised evaluation plans for the spring semester | Evaluation unit |
| Autumn | | |
| Ongoing | Distribution of surveys and convening and conducting dialogue meetings | Evaluation unit |
| | Dialogue with the other teachers on the course and the students on evaluation results from the spring semester | Course coordinator |
| | Preparation of written proposal for follow-up on the evaluation results | Course coordinator |
| | Processing of proposals from course coordinators and, where relevant, teaching committee | Study board and, where relevant, teaching committee |
| 1 October | Publication of results of evaluation of programme elements offered in the spring semester | Evaluation unit |
| Spring | | |
| Ongoing | Distribution of surveys and convening and conducting dialogue meetings | Evaluation unit |
| | Dialogue with the other teachers on the course and the students on evaluation results from the autumn semester | Course coordinator |
| | Preparation of written proposal for follow-up on the evaluation results | Course coordinator |
| | Processing of proposals from course coordinators and, where relevant, teaching committee | Study board and, where relevant, teaching committee |
| 15 March | Publication of results of evaluation of programme elements offered in the autumn semester | Evaluation unit |