



# Procedure for course evaluations

## Section responsible for procedure

Quality Assurance of Study Programmes and Continuing Education Services (UVL)

## Objective

The ultimate 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. Giving course organisers and teachers ongoing and systematic input into the development and improvement of teaching
2. Giving study boards, heads of departments (including teaching committees) dean and the associate dean for education a systematic overview of the quality of the study programmes and teaching
3. Ensuring knowledge-sharing of best practice in teaching at the faculty, including experience with new educational initiatives such as new forms of teaching, e.g. online and blended learning.

Ensuring 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 the evaluation plan, collecting, monitoring and publishing evaluation results, and summarising the course evaluation report.

The heads of department can set up a teaching committee to provide advice to heads of departments, study boards and course organisers on the assurance and enhancement of the quality of teaching.

## Information to stakeholders

Not applicable.

## Updating of [www.sund.ku.dk](http://www.sund.ku.dk) and/or KUnet

Evaluation plans are published once a year on [sund.ku.dk](http://sund.ku.dk):

- 1 September

Results of course evaluations are published twice a year on [sund.ku.dk](http://sund.ku.dk):

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

Summary course evaluation reports for the programmes are published once a year on [sund.ku.dk](http://sund.ku.dk):

- 1 December.

## **Processing e-forms**

Not applicable.

## **How often (schedule)?**

All recurring programme elements are evaluated at least every second time they are run. Programme elements are always evaluated the first time they run and after major changes.

## **How?**

### **Evaluation plan**

The evaluation unit, in collaboration with the head of studies/study board – as well as the teaching committee and course organiser, where applicable – draws up a plan for the evaluation of study activities once a year.

The plan specifies which programme elements to evaluate.

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

### **Evaluation methods**

HEALTH's procedure enables study boards to choose between three evaluation models: (1) a survey-based model, in which teaching is evaluated according to standardised, module-based questionnaires; (2) a model based on systematic dialogue between students, course organisers and the head of studies; and (3) a "toolbox" model, in which study boards and course organisers jointly determine the evaluation method. As a rule, the chosen model is usually applied to all courses on the programme.

### **Follow-up on the evaluation results**

The course organiser engages in dialogue with the other lecturers on the course and the students about the evaluation results. In the light of this, the course organiser drafts written proposals for any necessary follow-up work. The course organiser also proposes three categories for programme elements:

- *Inspiration courses* – which include suggestions/methods/solutions that can be an inspiration to others
- *Development courses* – where the course organiser and lecturers do the majority of the follow-up
- *Input courses* – where the course organiser identifies a need for dialogue with/action by the study board/heads of department.

Where applicable, the teaching committee discusses the proposals with the course organiser. The teaching committee approves proposals for follow-up and submits these to the study board and head of studies.

The study board, in consultation with the head of studies (and where applicable, the teaching committee and course organiser), decides on the form of the follow-up work, e.g. amending the format of the teaching or exam.

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

The study board informs the course organiser (and, where applicable, 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 to the dean's office and the summary course evaluation report.

## **Publication of evaluation results**

The evaluation unit publishes the evaluation results.

## **Drafting and publishing course evaluation reports**

The chairs of the study boards draw up an annual course evaluation report that summarises the main findings from the year's evaluations. The report highlights inspiring aspects from elements that have performed particularly well. The evaluation unit publishes the course evaluation reports, following approval by the study board.

## **Who?**

### **The evaluation unit**

- Helps draft evaluation plans and course evaluations for the faculty's study programmes
- Helps send out questionnaires and results for studies that opt for the survey model
- Helps book meetings, update documents, etc. for studies that opt for the dialogue model
- Acts as a sounding board about methodology for studies that have opted for the "toolbox" model
- Publishes evaluation results and course evaluation reports on [sund.ku.dk](http://sund.ku.dk)
- Advises course organisers, 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, including that no published results are attributable to identifiable individuals

### **Course organiser**

- In collaboration with the head of studies (and, where applicable, the teaching committee), advises the study board on the plan for evaluating study activities
- Reviews and relays the evaluation results to lecturers
- Where required, provides feedback to other lecturers on the course, based on the evaluations
- Contacts the appropriate head(s) of department, e.g. regarding the need for continuing professional development in educational theory and practice for course lecturers
- 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 approved plan for following up on evaluation of the study activities)
- Advises the study board on changes to course descriptions and curricula

### **Chair of teaching committee**

- Ensures that the teaching committee processes evaluations of programme elements offered by the department

- Ensures that the teaching committee advises the course organiser regarding follow-up on the evaluation of study activities, and proposes any specific measures relating to individual lecturers
- Ensures that the course organiser implements changes to course descriptions (stated in plan for follow-up on evaluation of course descriptions).
- Ensures that the heads of studies and chair of the study board are briefed on the follow-up on the department's teaching
- Advises the study board on changes to course descriptions, exam descriptions and curricula
- Contacts the appropriate head of department, e.g. regarding the need for continuing professional development in educational theory and practice

### **Head of studies**

- Advises the study board on evaluation plans for study activities
- Advises the study board regarding follow-up on evaluations of study activities
- Implements the follow-up plan's approved changes to the course descriptions and curricula
- Relay feedback on teaching to relevant parties
- Draws up annual evaluation reports and submits them to the study board

### **Chair of the study board**

- In consultation with the study board and in collaboration with heads of studies and course organisers, makes decisions on evaluation plans for study activities
- In consultation with the study board, makes decisions on follow-up on evaluations of study activities
- In consultation with the study board, approves the annual evaluation report
- Ensures that the heads of studies and course organisers implement the approved follow-up plan's changes to course descriptions and curricula

### **Head of department**

- Engages in an ongoing dialogue with the department's lecturers about continuing professional development in educational theory and practice, at least at the annual performance and development reviews
- Whenever needed, supports course organisers in their dialogue with individual lecturers

### **Data material**

Not applicable.

### **Benchmarks**

Not applicable.

<b>Annual Cycle</b>		
<b>Date</b>	<b>Activity</b>	<b>Responsibility</b>
<b>Mid-August</b>	Preparation and verification of evaluation plans	Heads of studies and study boards, course organisers and evaluation unit
<b>1st of September</b>	Publication of evaluation plans for spring and autumn	Evaluation unit
<b>1st of March</b>	If applicable publication of revised evaluation plans for spring	Evaluation unit
<b>Autumn</b>		
<b>Ongoing</b>	Sending out surveys, convening dialogue meetings	Evaluation unit
	Dialogue with the course's other lecturers and the students about the evaluation results from the autumn semester	Course organiser
	Drawing up written proposals for follow-up on the evaluation results	Course organiser
	Processing proposals from the course organiser and, where applicable, the teaching committee.	Teaching committee (where applicable), study board
<b>1st of December</b>	Publication of evaluation results from autumn programme elements	Evaluation unit
<b>1st of December</b>	Drafting and of publication of summary course evaluation report	Head of studies, study board
<b>Spring</b>		
<b>Ongoing</b>	Sending out surveys, convening dialogue meetings	Evaluation unit
	Dialogue with the course's other lecturers and the students about the evaluation results from the autumn semester	Course organiser
	Drawing up written proposals for follow-up on the evaluation results	Course organiser
	Processing proposals from the course organiser and, where applicable, the teaching committee.	Teaching committee (where applicable), study board
<b>15th of March</b>	Publication of evaluation results from evaluation of autumn programme elements	Evaluation unit