Guidelines for course evaluations and course evaluation reports

The present guidelines were approved by the board of the Faculty of Social Sciences on 29 May 2008, Reg. no S 2008/103, and revised on 23 October 2014.

In compliance with Chapter 1 Section 14 of the Higher Education Ordinance, students who are studying on a course or have completed it are to be given an opportunity to express their experiences and opinions of the course through an evaluation organised by the higher education institution. According to this provision, the higher education institution is then to compile the course evaluations and provide information on their outcome and any decisions and measures taken as a result. The results are to be made available to the students.

The Faculty of Social Sciences hereby establishes the following guidelines for course evaluations and course evaluation reports.

A course evaluation is to be conducted on each course, using surveys, interviews, focus groups or other qualitative instruments. The aim of the course evaluation is to register the students’ perceptions of the course. The students are to be given the opportunity to put forward their views anonymously. In cases where oral evaluations are used, this can be done by also allowing the students to submit their views in writing.

A completed course is to be followed by a course evaluation report. This means that those responsible for the course conduct a thorough reflection on its implementation. The results of the course evaluation/s constitute an important basis for this process. The course evaluation report should also take account of the students’ study performance results, the impressions of the lecturers and other elements which seem relevant. In compiling the evaluation report, the course directors should strive to organise a meeting for the lecturers who taught on the course to discuss and compare their experiences. A student representative should also be given the opportunity to take part in discussions for the course evaluation report.

The course evaluation process is to result in a brief report in which the course directors highlight the principal results of the evaluation. This report is to be made available to the students and the student union and presented together with a compilation of the results from the course evaluation/s. The aim of the course evaluation report is to create a documented basis for modifications and improvements to the course for the following session. Responsibility for follow-up rests with the departmental management.