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Faculty Board

Guidelines for first and second cycle course evaluations and course evaluation reports at the Faculty of Social Sciences

The guidelines were approved by the Board of the Faculty of Social Sciences on 3 February 2022 and replace the *Regulations for course evaluations and course evaluation reports* revised on 2 May 2019.

Background

The Faculty of Social Sciences' work on first and second cycle course evaluations and course evaluation reports is regulated by Chapter 1 Section 14 of the Higher Education Ordinance, General guidelines for course evaluations and course evaluation reports at Lund University (LU) and the List of rights for students at Lund University. The Policy for quality assurance and quality enhancement of education at Lund University includes course evaluations and course evaluation reports as important components.

Higher Education Ordinance Chapter 1 Section 14

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 evaluation

A written *course evaluation* is to be conducted on each course in a way that provides the students with the opportunity to put forward their views anonymously in relation to the member of teaching staff/examiner. In individual cases, exemptions to the anonymity requirement may be granted when this cannot be guaranteed for small course groups. The written evaluation may be complemented with interviews, focus groups or other instruments. The aim of the course evaluation is to collect the students' experiences and perceptions of the course, which can be supported by the use of a combination of instruments. The integrity of staff and students is to be considered when carrying out course evaluations. Time is to be set aside on the course timetable for course participants to complete the course evaluation.

Course evaluation report

Once a course is complete, the course director is to conduct an evaluation of the course, resulting in a written *course evaluation report*. The aim of the course evaluation report is partly to create documentation for course development and partly to serve as feedback to the students with regard to the completed course evaluations. The integrity of staff and students is to be considered in the compiling of course evaluation reports and in the communication regarding the evaluation reports.

The course evaluation report collates documentation including the course director's thorough reflections on the implementation of the course and a summary of the students' course evaluations. The course evaluation report should also be based on the students' study performance results, the impressions of the lecturers who taught on the course, teaching processes, attainment of learning outcomes, prerequisites for the course, any proposed measures and other relevant information.

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 on the course evaluation report and be given access to any relevant documentation. The course evaluation report shall be *one* of several documents for the development of and changes to courses.

Follow-up and access

The written course evaluation reports for all courses shall be presented in each department board (or equivalent body that approves syllabi) at least once per year and be made easily available to students and student unions. Responsibility for follow-up rests with each body that approves syllabi.

Course evaluation reports and any decisions brought about by the course evaluation reports are to be documented. These are to be communicated to and made accessible for the students concerned using appropriate information channels such as email, learning platforms, course pages and/or other means. Results from course evaluation reports and any decisions regarding measures are also to be presented to the subsequent course group. Course evaluation reports shall be saved and systematically organised (archived).