



Research Studies Council

Procedure for course evaluations and course evaluation reports for faculty-wide third-cycle courses at the Faculty of Social Sciences

Procedure approved by the Research Programmes Board 14 June 2023

Background

The Faculty of Social Sciences' procedure for course evaluations and course evaluation reports for faculty-wide third-cycle courses at the Faculty of Social Sciences (including joint courses with Master's students) is governed by the Higher Education Ordinance Chapter 1 Section 14 as well as General guidelines on course evaluations and course evaluation reports at Lund University.

Procedure

1. The course administrator prepares the course evaluation by creating a questionnaire in Survey and Report. The questionnaire includes a battery of questions (see appendix) and the learning outcomes for the specific course.
2. The course administrator contacts the course director and together they decide when the course evaluation is to be sent to the course participants. In the first instance, a link to the course evaluation is sent out a week before the course's final session. The course director sets aside time for the course participants to answer the questionnaire at the last scheduled session of the course.

If there is no final session, or if for some reason it is not appropriate to evaluate the course at the final session, a link to the course evaluation is sent to the course participants when the course ends.

The course director may add one or two questions to the battery of questions but may not alter or remove existing questions.

3. The course administrator is responsible for ensuring that the link to the course evaluation is sent to the course participants (after agreement with the course director).
4. Survey and Report sends course participants two automatic reminders to respond to the questionnaire, one week and then two weeks after the first mailshot.
5. The course administrator collates the course evaluations. Open responses are collated for each question. Any personal criticism or attacks are left out of the summary.
6. The course director sends the summary course evaluation to the course director.
7. The course director analyses and reflects upon the course evaluation along with participating teaching staff from the course.
8. The course director creates a course evaluation report, which includes:
 - The summary of the course evaluations.
 - The course director and teaching staff's impressions of the course (result and implementation)
 - Reflection on the course evaluation
 - Potential development of the course, for example what is desirable to clarify, reinforce or change for next time.
9. The course evaluation report is sent to the course administrator as well as to the secretary of the Research Programmes Board within one month.
10. The course administrator makes the course evaluation report available to course participants. This could be via the course page, learning platform or email for example.

11. The course administrator makes the results in the course evaluation report and any decisions regarding measures for the subsequent cohort available. This could be via the course page, learning platform or email for example.
12. The course evaluation report is discussed at the faculty's Research Programmes Board. Course evaluation reports are processed at biannual meetings.

Appendix:

Survey questions for course evaluation of third-cycle courses

1. **How satisfied are you with the overall quality of this course?**

1	Very unsatisfied
2	
3	
4	
5	Very satisfied

Comment:

2. **To what degree do you think you learned the expected knowledge and competencies that were covered in the course?**

2a Knowledge and Understanding

(Insert learning outcomes from the course syllabus here)

1	Not much at all
2	
3	
4	
5	To a very high degree

Comment:

2b Competence and Skill

(Insert learning outcomes from the course syllabus here)

1	Not much at all
2	
3	
4	
5	To a very high degree

Comment:

2c Judgement and Approach

(Insert learning outcomes from the course syllabus here)

- | | |
|---|-----------------------|
| 1 | Not much at all |
| 2 | |
| 3 | |
| 4 | |
| 5 | To a very high degree |

Comment:

- 3. What was the most important thing you learned in this course?**
- 4. Which aspects of the course structure/content is particularly important to be PRESERVED next time the course is given?**
- 5. What in the course structure/content do you think could be CHANGED next time the course is given?**
- 6. Did the examination of the course match the course content (level and activity)?**

- | | |
|---|---|
| 0 | There were no examinations to pass the course |
| 1 | No, not at all |
| 2 | To some extent |
| 3 | Yes |

Comment: