

September 2010

Teaching Evaluation Plan

Background

In accordance with element 3.3. of the Subsidiary Policy for Examination Forms and Teaching Evaluation, the Academic Study Board is formally responsible for evaluating the teaching and following up on the quality-development of the teaching. Thus, the Academic Study Board has primary responsibility for preparing a plan for the evaluation of the individual teaching processes. In relation to the Academic Study Board's follow-up on the evaluation of the individual academic processes, the Academic Study Board – together with the director of studies and the specifically responsible heads of department – is to launch quality improvement initiatives. This will apply in relation to both the individual academic processes and the study programme in general.

Purpose of the evaluation

Starting with the first semester and continuing up to and including the fourth semester, the teaching evaluation process is conducted as a semester-based evaluation. From the fifth semester, the teaching evaluation is conducted on a modular basis.

From the fifth semester, the evaluation of the individual modules can be supplemented with a semester evaluation, if so recommended by the programme coordinator.

The teaching evaluation is carried out on a semester-by-semester basis and comprises two rounds of evaluations with separate aims.

Midterm evaluation

Aims of this evaluation:

- to ensure discussion and to clarify the students' expectations of the study programme and the instructors' expectations of the students;
- to ensure reflection on learning, to gain competence and to ensure that teaching and study processes are generally coherent;
- to develop teaching quality in accordance with the competence goals specified for the semester.

The midterm evaluation should achieve the aims listed above. The midterm evaluation must be carried out and be documented in writing by means of minutes of an evaluation meeting or by the results of a questionnaire survey.

The Academic Study Board does not require documentation of midterm evaluations.

Final evaluation

Aims of this evaluation:

- to ensure reflection on learning, to gain competence and to ensure that teaching and study processes are generally coherent;
- to develop the teaching quality in accordance with the competence goals specified for the semester.

The final evaluation should achieve the aims above and be used as a discussion paper for clarifying goals and expectations vis-à-vis the next class of students enrolled in a corresponding semester and for the overall planning and organisation of the study programme.

Based on the electronic questionnaire form (sent out to and anonymously replied to by each student), an evaluation meeting will be held with the participation of the semester's students, instructors and semester coordinator from each individual study programme.

Such a meeting must be held in connection with the final evaluations. The evaluation results are presented at the meeting for general discussion.

A minute-taker should be elected by and among the students as part of the final evaluation meeting.

The minutes of this meeting are sent to the semester coordinator who appends them to the final report he/she sends to the programme coordinator.

The Academic Study Board requires documentation of the final evaluations.

Contents

The teaching evaluations conducted as part of the Faculty of Engineering's study programmes must as a minimum address and shed light on factors concerning student perceptions and/or assessments of the following:

- level of satisfaction with the teaching
- benefits of the study programme/semester
- relevance of the semester (it must be possible to address individual academic areas)

- coherence of the study programme, crosswise and lengthwise

- own efforts/priorities
- instructor's performance

- description of teaching goals
- teaching content
- teaching materials and reading matter
- teaching methods

- dialogue with the instructor
- physical framework and social settings.

Implementation, documentation and reporting

The midterm and final evaluations take place on a decentralised basis and are to be managed by the individual semester coordinator, with the involvement of the semester's instructors.

The programme coordinator is charged with overall responsibility for initiating and implementing the activities and can be involved to the extent required.

Midterm evaluation

Where the results of the midterm evaluation identify significant problems, the semester coordinator and the individual instructors are obliged to discuss with the programme coordinator specific initiatives for remedying any problems. If deemed relevant, the programme coordinator subsequently informs the head of the department.

Final evaluation

The programme coordinator compiles the study programme's final evaluations in a final report for the Academic Study Board. This report should include a summary of the study programme's evaluation activities for the period concerned, including an action plan for any improvements of the study programme's teaching and/or content.

The report, with the requisite background material appended, must also be sent to the head(s) of department concerned, which will give them an even better basis on which to keep abreast of and follow up on the teaching quality.

The semester coordinator (and the instructors when an evaluation concerns individual modules) must see to it that the results of the final evaluation are sent to and filed in Blackboard, so they are available to the students.

After this, all final evaluation documents are sent to the study programme secretary to be filed.