



Course evaluation process

1. Evaluations are sent out by the quality assurance officer.

Evaluations must be available to students before the second last class on their UNI mail.

2. The individual lecturer can give the students time to complete the evaluations at the second last class - however, the students are expected to take the initiative to answer the evaluations themselves.
3. The lecturer will receive the results of the evaluations no later than two days before the last class. These results form the basis for a dialog between the lecturer and the students, which must take place during the last class.
 - a. Inspiration can be found in the catalog of ideas on evaluations that can create a basis for dialogue between the lecturer and the students.
4. The lecturer prepares a memo at the end of the class. The memo should be based on the dialog in class and the questionnaire results. This memo is sent to the lecturer's department head and the quality assurance officer.
5. The department head collects and systematizes the semester's experiences - the quality assurance officer can assist. The results must be sent to the institute council, that processes them. The institute council is responsible for initiating any measures in collaboration with the department head.

Note: Evaluations are generally carried out at the end of each course. However, there may be special pedagogical considerations that cause individual courses to deviate. Deviations are agreed between the department head and the quality assurance officer.