



AALBORG UNIVERSITET

Appendix for 'Principles for student evaluation'

Quality and Analysis
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Revision date 02-03-2021
Case number: 2019-412-01379

Requirements for the departments' evaluation plans

The Head of Department is responsible for ensuring the preparation of an evaluation plan that includes all study programmes of the department. The Head of Department must ensure that the evaluation plan is made publicly available on the website of the Study Board and/or the department, and that it is discussed by the Head of Department, the Head of Studies and the Chair of the Study Board at least every third year in order to ensure a possible revision. The Head of Department may continuously make adjustments to the plan, partly on the basis of input from the Study Board.

The plans must include:

The evaluation method used for each evaluation

The overall evaluation procedure neither imposes the concrete evaluation methods nor the models to be used. The assessments of the most appropriate and effective evaluation process depends on the nature of the programme in question, learning objective descriptions, competence descriptions, teaching methods, overall preparation and organisation and so forth. However, it is a superior requirement that evaluations of study activities - in accordance with the semester - employ quantitative as well as qualitative evaluation methods¹. For example, it may be a combination of a questionnaire, where the results are subsequently discussed and qualified at a semester group meeting.

There are also requirements for the study environment to be examined through standardised questions to the area through the quantitative evaluation of study activities. As there are other conditions for diploma and master programmes, it has been decided that it is voluntary for diploma and master programmes whether the standardised questions or own questions are used for the study environment. If the department has diploma and/or master programmes, the plan must indicate how the department evaluates the study environment in these programmes.

Who does what and when?

The plan must specify a process plan so that it is clear what happens and when.

Among other things, the plan must specify the alternative to be used if it is not possible to carry out the quantitative evaluation of study activities in connection with a teaching course².

There must be a deadline for the Study Board to discuss the evaluation results at the latest. Alternatively, a deadline must be set for when feedback on the evaluations should be given to the students.

No later than six months after the end of the semester, the quantitative data from the students' evaluations of study activities must be published and made available on the Study Board's and/or the department's website³.

¹ The quantitative method produces data which is often comparable and thus allows comparison between programmes or over a period of time. The qualitative method basically provides an opportunity to go more into depth on topics, and it can provide more explanatory answers and clarifications on specific issues.

² An alternative could be to include an evaluation activity in the students' schedule. Followingly, the Semester Coordinator should talk to the students about their participation in the activity in order to ensure a high response rate.

³ In accordance with [Statistics Denmark's](#) data confidentiality policy, there is a requirement that there must be at least three individuals in a group before providing further information about the group. This means that only data with three or more answers should be published on the Study Board's and/or department's website.



The process of follow-up on the study environment can be found in [‘4.1.1. Procedure for follow-up and development of the study environment’](#).

How relevant parties are involved in the evaluation process

In addition to the students, employees affiliated to the semester must also be involved in the evaluation process. This applies to teachers, planners as well as administrative staff. This can be done, for example, by participating in semester evaluation meetings or the like.

What documentation is used for treatment in the Study Board

Here it must be described what form the evaluation results should take when they go to the Study Board. The form must support an effective follow-up in the Study Board.

How evaluations are analysed and followed up on

In order to identify a relevant follow-up, a concrete analysis and assessment of the evaluation results must be carried out. Therefore, it must appear from the plan how the Head of Department, Head of Studies, Study Board Chairperson and Study Board cooperate on this. It must be stated how follow-up is ensured by the involvement of other institutes that provide teaching for the department's programmes.

What kind of feedback should be given to those involved in the evaluation?

It is essential to a good evaluation culture that the participants in an evaluation receive feedback on the results of the evaluation as well as information about which efforts will be commenced as a follow-up to the results. Students should therefore receive the following information:

- Results of the evaluations
- Efforts commenced in the light of the evaluations as well as substantiated deselection of significant evaluation results
- Status on any previously commenced efforts

All students must be informed either orally or in writing. The staff participating in the evaluations too should receive feedback and be offered support for concrete follow-up based on the results of evaluations. You might receive a total feedback on several evaluations at the same time.

Student anonymity in connection with evaluations

As a rule, students must be guaranteed anonymity when responding to evaluations, given that the purpose of evaluation is to collect useful and qualified information for the quality work.

If the departments want to reserve the right and the opportunity to confront specific students, who violate the disciplinary rules, the students must be informed in the quantitative evaluations that their responses are treated anonymously in relation to the follow-up on the evaluations, provided that the disciplinary rules are respected. The Head of Department must therefore ensure that the evaluations contain the following text:

‘As a rule, your response to the evaluation is treated anonymously. However, you should be aware that the code of conduct in the AAU disciplinary rules also applies when responding to evaluations. If the code of conduct is not complied with, AAU can identify your identity and bring disciplinary proceedings.’

[You can find AAU's disciplinary rules here.](#)