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| |  |  | | --- | --- | | Appendix for ‘Principles for student evaluation’ | **Strategy and Quality** Email: [kvalitet@adm.aau.dk](mailto:kvalitet@adm.aau.dk) [www.kvalitet.aau.dk](http://www.kvalitet.aau.dk)  Case number: 2019-021-00424 | |

Standardised questions relating to the study environment in evaluations of the semester

The following questions are to be included in the spring semester evaluations of study programmes. (There is no requirement to use to questions in the fall semester evaluations).

It is essential that no alterations are made as to the wording of the questions or the way in which they should be answered (e.g. with indication from 0-5).

All information boxes should also be included in the evaluations of the semester.

Red text merely represents guidelines for staff members filling in the questionnaires and must be deleted from the final evaluations.

**Selection of questions and response options**

In defining these standardised questions, we have aimed to ask a few generic questions that cover all study programmes. (Study programmes/departments are very welcome to add their own questions).

The standardised questions are worded to comply with the relevant legal requirements. According to the legislation, educational institutions must prepare a written assessment of their physical, psychological and aesthetic educational environment. In addition, AAU has chosen to add questions to the digital study environment.  
Furthermore, the questions also cover student experiences in regards to unwanted sexual conduct/offensive behaviour. These questions are included as part of an agreement made with Universities Denmark on how all Danish universities must obtain up-to-date local and central knowledge on sexual harassment and offensive behaviour.

The response options provided for questions relating to the physical, digital and psychological study environment have been selected to reflect the response options of ‘[Læringsbarometer](https://ufm.dk/uddannelse/statistik-og-analyser/laeringsbarometer)’ and ‘[Uddannelseszoom](https://ufm.dk/uddannelse/statistik-og-analyser/uddannelseszoom)’, the surveys conducted by the Ministry of Higher Education and Science. Thus, AAU’s surveys may be compared against ‘[Læringsbarometer](https://ufm.dk/uddannelse/statistik-og-analyser/laeringsbarometer)’ and ‘[Uddannelseszoom](https://ufm.dk/uddannelse/statistik-og-analyser/uddannelseszoom)’.

## Questions to be included in the evaluations of the semester

(Physical study environment)

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| **To which extend do you agree or disagree with the following statements?** 1:Completely disagree 2:Disagree 3:Neither agree nor disagree 4:Agree 5:Completely agree 0:Don’t know/not applicable  *The questions should be answered based on your experience with the physical surroundings at campus. If you have not or only to a limited extent been at campus during this semester – due to the corona situation – please answer ‘0’.*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | Completely disagree | Disagree | Neither agree nor disagree | Agree | Completely agree | Don’t know/not applicable | | --- | --- | --- | --- | --- | --- | --- | | The premises are suitable for teaching (equipment, indoor climate, interior design, etc.) | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | Student workspaces are available to support the academic environment of my study programme and campus in general | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | The university offers good social facilities and spaces for taking breaks and socialising with fellow students | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | |  | |

(Information box following questions about the physical study environment)

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| Did you know that it is possible for you to help AAU improve the physical study environment on a daily basis? If you have any suggestions for improvements or spot something broken (for instance a socket without power, a squeaking meeting room door or lift problems), please report it by using [**this link**](https://bs.aau.dk/?op=problem) or the [**Building Support App**](http://www.its.aau.dk/app/aau-building-support/)**.** Then Campus Service at AAU will follow up on your enquiry as soon as possible. |

(Open question)

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| **If you have any suggestions for development of the physical and aesthetic study environment, please be as specific as possible in describing these (please provide accurate addresses/room numbers, on the locations in question, so that we can follow up on your comments).**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Digital study environment)

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| **To which extend do you agree or disagree with the following statements?** 1:Completely disagree 2:Disagree 3:Neither agree nor disagree 4:Agree 5:Completely agree 0:Don’t know/not applicable   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | Completely disagree | Disagree | Neither agree nor disagree | Agree | Completely agree | Don’t know/not applicable | | --- | --- | --- | --- | --- | --- | --- | | The digital teaching has worked well enough for me to be able to keep up with my studies during periods of complete or partial physical lockdown of the university. | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | My lecturers have succeeded in including and utilising relevant digital tools when teaching during periods of complete or partial physical lockdown of the university. | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | The available digital tools have supported project/case work well during periods of complete or partial physical lockdown of the university. | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | The digital tools have supported me in keeping in touch with my fellow students during periods of complete or partial physical lockdown of the university. | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | |  | |

(Open question)

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| If you have any further comments relating to the digital study environment, please provide them below  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Psychological study environment)

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| **To which extend do you agree or disagree with the following statements?** 1:Completely disagree 2:Disagree 3:Neither agree nor disagree 4:Agree 5:Completely agree 0:Don’t know/not applicable   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | Completely disagree | Disagree | Neither agree nor disagree | Agree | Completely agree | Don’t know/not applicable | | --- | --- | --- | --- | --- | --- | --- | | I feel comfortable in my chosen study programme | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | I feel that there is a great sense of community in my study programme | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | | I feel that there is a great academic community in my study programme | (1) ❑ | (2) ❑ | (3) ❑ | (4) ❑ | (5) ❑ | (0) ❑ | |  | |

(Open question)

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| If you have any further comments relating to your well-being and the social community in your study programme, please provide them below  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Information box following the questions on the psychological study environment)

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| Did you know that you can contact the AAU Student Guidance if you feel like you are not thriving and need a helping hand?  At the AAU Student Guidance, you can have a chat with one of the student counsellors and student welfare counsellors who may help you find a solution or direct you to others who may be able to help.  **AAU Student Guidance** Tel.: (+45) 99 40 94 40  Email: [studentguidance@aau.dk](mailto:studentguidance@aau.dk) Web: [www.en.aau.dk/education/student-guidance/](http://www.en.aau.dk/education/student-guidance/) |

(Offensive or abusive behaviour and/or discrimination)

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| **Have you personally – within the last 12 months – experienced or been a victim of offensive or abusive behaviour and/or discrimination during your studies (such as bullying, violence, sexual harassment, discrimination based on gender, ethnicity, etc.)?**   Yes   No   Don’t know/prefer not to say |

[NB: The study boards/departments that choose to send out the questionnaire each semester have the option to alter the above question phrasing to: ‘Have you personally – during this semester – experienced offensive behaviour and/or discrimination in connection with your studies (such as bullying, violence, sexual harassment, discrimination based on gender, ethnicity, etc.?’ To use this phrasing requires the study boards/departments concerned to report the total result for the past two semesters (spring semester and the preceding autumn semester), when they report their data for the questions concerning offensive behaviour to Study Service[[1]](#footnote-1).]

(The following questions are **only** intended for students who confirm that they have experienced abusive behaviour and/or discrimination. Therefore students who have replied ‘no’ to the previous question should **not** answer the following questions. The information box must be visible to all students regardless of whether or not they have experienced or been a victim of offensive or abusive behaviour and/or discrimination)

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| **Which type(s) of abusive behaviour and/or discrimination have you experienced during your studies (Choose one or more of the following options)?**   Bullying   Repeated cases of abusive, offensive or condescending language   Ignoring and/or exclusion of communities   Physical violence   Sexual harassment   Threats   Discrimination based on my age   Discrimination based on my gender   Discrimination based on my sexual orientation   Discrimination based on my ethnic background   Discrimination based on my religious beliefs or outlook on life   Discrimination based on physical impairment or mental illness   Other [open comment field]   Prefer not to say |

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| **Who has subjected you to abusive behaviour/discrimination during your studies (select one or more of the following options)?**     Fellow students   Lecturers   Administrative staff   People from outside the university   Others   Prefer not to say |

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| **Have you contacted anybody regarding your experience with abusive behaviour/discrimination?**   Yes   No   Prefer not to say |

[If the student answered ‘yes’:]

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| **Who have you contacted regarding your experience (select one or more of the following options)?**   AAU Student Guidance   A supervisor   A teacher   A study secretary   A semester coordinator   The study board   The head of department   A student counsellor   Another member of staff affiliated to my study programme   Another authority outside of AAU (for instance the Student Counselling Service)   Somebody else   Prefer not to say |

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| **Do you feel that your enquiry has been heard?**   Yes   No   Don’t know/prefer not to say |

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| (Information box following the questions on the offensive and abusive behaviour)   |  | | --- | | Aalborg University takes a zero tolerance approach to offensive and abusive behaviour. If you become a victim of or witness offensive or abusive behaviour between students and/or staff, please contact AAU Student Guidance. AAU’s Student Guidance service is equipped to handle enquiries and cases involving offensive and abusive behaviour, and they are able to help you deal with your experience.  AAU Student Guidance takes enquiries relating to offensive and abusive behaviour very seriously, and the service provided is confidential.  **AAU Student Guidance** Tel.: (+45) 99 40 94 40  Email: [studentguidance@aau.dk](mailto:studentguidance@aau.dk) Web: [www.en.aau.dk/education/student-guidance/](http://www.en.aau.dk/education/student-guidance/)  If you feel safe talking to a staff member in your learning environment, you are welcome to do so instead. This might be your supervisor, your lecturer or one of the other staff members affiliated with your study programme or department. | |

1. In this way, all data reported to Study Service concerning offensive behaviour will cover the past year. [↑](#footnote-ref-1)