Course evaluations – implementation and responsibility

Introduction
This administrative procedure is based on the rules regarding course evaluations decided upon by the Vice-Chancellor in Regulations for Student Influence, ref. no. 500-1020-13. This document defines how the work with course evaluations is to be implemented at Umeå University.

Implementation
Course evaluations shall be an integrated part of the course and in general adapted according to the purpose of the evaluation and the course’s content and implementation. At the start of a course, the purpose and form of the course evaluation shall therefore be discussed and feedback given on the course development that has taken place as a result of, inter alia, previous course evaluations. The students shall also be given the opportunity to participate in the planning, implementation and follow-up of the course evaluations. During the ongoing course, regular checks or evaluations shall be performed. If a course is divided up into different independent modules comprising several weeks’ education, an evaluation shall be performed of each separate module and the course as a whole.

All students who participate in or have just completed a course shall be given the opportunity to present their experiences and views on the course, as well as receive information about any results and actions resulting from these. Others besides students and teachers who are involved in the tuition shall also be given the opportunity to present their experiences and views on the course.

Each evaluation shall be analysed and result in conclusions and actions that will be documented in such a manner as to make it possible to communicate the results to both students, teachers and the department/programme board/faculty. A summary of the evaluation shall be made accessible to everybody on the department/faculty website and, where appropriate, the programme website. The teachers concerned are responsible for, in dialogue with students/student representatives, discussing actions that have been taken. At the next evaluation of the same course, the previous course evaluation and the actions taken are to be discussed with the students. Decisions not to take actions shall also be related back to the students.

During their period of study, all programme students shall be given the opportunity to present their experiences and views on the programme as a whole.

During their period of study, doctoral students shall be given the opportunity to present their experiences and views on courses within the education and the education as a whole.

A student who wishes to present their views anonymously is entitled to do so. Teachers shall take the individual students’ right to anonymity into account when providing feedback related to course evaluation or in other comments on the course, for example through anonymising individual students’ views before they are forwarded to entire student groups.

Course evaluation that contains personal attacks and abusive reviews will not be considered.
Responsibilities
The work with programme and course evaluations shall be included in the departments' and faculties' operational planning.

The faculty board or equivalent has overall responsibility for all programme students being given the opportunity to present their experiences and views on the programme they are taking or have just completed. The faculty boards or equivalent are also responsible for stimulating and monitoring the course evaluation work at the departmental level.

The faculty board must annually follow up the departments' and programme boards' work with course/programme development.

The head of department/department board is responsible for ensuring that course evaluation and course development are carried out and are included as part of the systematic quality work. A summary and analysis of the evaluations shall be presented to those who have completed the evaluation. The summary shall be preserved and made available on the department's/programme's home page for at least three years. The students' evaluations shall be saved in accordance with the stipulations of the National Archives' statute book1.

The responsibility for the coordination of course evaluations within a programme falls to the host faculty/teacher institution.

1 Under RA-FS 2008:3, course evaluations may be discarded after 2 years if a summary exists. If there is no summary, the course evaluations must be kept for 10 years.