

# Course evaluations at Halmstad University

Translation of the webpage:

<http://www.hh.se/omhogskolan/styrelsernamnderochrad/forskningsochutbildningsnamnd/kursvarderingarvagledning.65438843.html>

## **A new course evaluation tool from the autumn term of 2013**

As of the autumn term of 2013 a course evaluation tool is used for all course evaluations at the University (with the exception of certain work placement/internship courses).

The tool was introduced in connection with the implementation of the decision that the University will now have a common structure and common procedures for course evaluations at the University of Halmstad. The tool creates the conditions to achieve this. The tool is an automated solution where the University can monitor courses through e-mails and the web. A more automated flow in the course evaluation process shall ensure feedback to students and facilitate the administrative work in the process.

The University has, in collaboration with its students, the responsibility for the development and the renewal of study programmes, and course evaluations are an important instrument for this development. Teachers are also encouraged to, using other methods, carry out quality-driven, course-related and qualitative course evaluations, both during and after completing their courses, that individual teachers and groups of teachers can do in parallel with the common University policy course evaluation system.

## **Background, common University policy course evaluation system**

The Education Committee (UN) decided in autumn 2010 that web-based course evaluations shall be carried out on all courses at the University. Later on in the autumn the Education Committee (UN) got the task to prepare a proposal for a common structure and common procedures for course evaluations. Anders Nelson was commissioned by the Education Committee (UN) to develop a proposal for a decision, to his assistance there was a reference group appointed by the Education Committee (UN) with both teacher and student representation.

In spring 2011, the Education Committee (UN) made the decision that a general University course evaluation system would be introduced at the University on the basis of Anders Nelson's final proposal with some modifications. At the time, there were still some things that needed to be examined more carefully.

Since then, new guidelines for course evaluations have been established, see [Guidelines for course evaluations at the undergraduate and graduate level at Halmstad University](#). There you can find the defined common assertions that apply to all course evaluations at the University. In addition, a new course evaluation tool that will support the work with a general University course evaluation system was procured. It is thus this tool that the entire University started to use during the autumn of 2013.

## **Examiner and other teachers' role in the course evaluation system**

As stated in the established guidelines, the examiner, together with other teachers, play an important role in the management of course evaluations. Among other things, the examiner shall ensure that students at the start of the course are informed about and are invited/encouraged to respond to the course evaluation that comes at the end of the course. The examiner also has the possibility to add course-specific statements/questions in the course evaluation. The examiner is responsible for the compilation of the students' evaluations and that this is commented on and analysed from a teacher/course management perspective before the course evaluation is considered as completed. The examiner also has the responsibility that all of the participating teachers of the course will be offered the opportunity to see the compilation and contribute to the comments/analyses.

## **Results of course evaluations**

In order to achieve the requirement to make available the results of course evaluations, all course evaluation reports will automatically be sent by e-mail to the concerned students, examiners and other teachers involved in the course. There will also be a tool available where results from course evaluations can be compared with each other.

## **More information**

Manual for examiner

Manual for teachers

Manual for course evaluation administrators