Common evaluation procedure for the study boards of the School of Culture and Global Studies

1. For each course, lecturers will undertake a midterm evaluation (this is also recommended but not mandatory for relatively short courses).

2. All courses are evaluated using an electronic SurveyXact evaluation form, which is sent to the students’ AAU email when the majority of all courses have been completed. Each study programme has its own course evaluation form, and by selecting their current semester, students will be presented with an overview of the courses of this semester; students may choose to conduct the evaluation in Danish or English.

3. By the end of the semester, students will receive an electronic SurveyXact evaluation form, which they must use to evaluate the entire semester along with the project process and the project supervision received. When the students have submitted their semester projects, the evaluation form will be sent to their AAU mail.

4. The semester evaluation of the final semesters of minor subjects, bachelor programmes and master programmes will include questions relating to the coherence and progression of the entire study programme, career guidance and PBL (study programme evaluation).

The secretary responsible for the evaluation will send out the evaluation forms; however, the programme secretary of each study programme will appear as the sender of the email. Students are asked to return the evaluation forms within approximately 14 days; once the deadline is approaching, they will receive a reminder. If the response rate is low, the students will receive yet another reminder.

5. When the deadline has passed, the secretary responsible for the evaluation will generate reports on the responses received from the students. The reports (course and semester/project evaluation reports and study programme evaluation reports) are sent to the chair of the study board, who will pass on the results to the course instructors and project supervisors when examinations have been completed.

6. The chair of the study board/ the course coordinators will review the reports and submit a complete report to the study board. The study board will include the report in its next meeting and discuss any amendments to the study activities as regards planning, implementation, contents, teachings and examination forms, etc. This discussion will ensure that the evaluation results will systematically be included in the planning of the upcoming semester and in the overall coherence and progression of the study programme.

7. If any problems arise, the chair of the study board/the head of studies will discuss these with the parties involved and, if necessary, with the study programme’s employer panel. Any potential amendments will then be implemented in cooperation with the programme coordinator of the school or faculty in question.

8. The approved evaluation reports will be published both on the study programme websites and via email sent to the students through Moodle; however, prior to publication, the evaluation reports will be summarised and made anonymous. Any reference to individuals will be removed; if an individual is not mentioned by name, the reference is removed if the identity of the individual may still be evident (e.g. if one lecturer is always in charge of a specific course). The study boards will be responsible for making any anonymisation necessary.

9. The director of studies will be informed of the evaluations, and if the evaluations give rise to this, the Head of Department will also be informed. The Head of Department is responsible for the Department’s VIP staff and for following up on and discussing with the staff any matters of the reports which are related to teaching.