

Evaluation Procedure

1. It is highly recommended to present the results of the evaluation to your students and discuss them accordingly. Therefore please inform your students beforehand about the time and date you are planning to discuss the results with them.
2. Presentation of the completion advice is recommended (see inner side of this leaflet).
3. Please allow completion of the survey within the regular time frame of the course (approx. 10-15 min.).
4. In case some questions do not fit your course, please draw your students' attention to the possibility of ticking "not applicable".
5. In case some important questions are missing, you can ask your students to answer these within the commentary field at the end.
6. For reasons of anonymity please point out to the students to use block letters in the free text field.
7. Please preserve the students' anonymity under all circumstances. This holds true even if the students' identities could be determined via their handwritten comments.
8. Fill out this leaflet, and put it inside the self-addressed envelope.
9. Finally, let your students collect all forms, let them separate completed from blank ones, let them put everything inside the envelope and let them close it afterwards.
10. A minimum of six completed forms is necessary to carry out an evaluation. Even if less than six forms are completed, you are obligated to return all completed forms to us.
11. Please send the self-addressed envelope immediately back to us via internal mail, preferably no later than **7th of July** in order to receive the results in time for discussion.
12. You will receive the results of your course evaluation within a few working days.