
INFORMATION IN BRIEF ABOUT COURSE EVALUATION

- A rotation scheme determines which departments are foreseen for regular course evaluation. Each department is due every three semesters. Participation is mandatory if it is your [department's turn](#).
- In addition you can register your course for evaluation voluntarily whenever you wish to do so.
- At present we offer six alternative questionnaires in german and english respectively. In order to ease the choice for you we offer a [decision guide](#) and you can also view or download a sample of each questionnaire [here](#).
- Course evaluation is either possible with paper and pencil forms or alternatively with online forms.
- Registration for course evaluation is to be made online [here](#).
- In order to receive the questionnaires in time (when deciding to use paper forms), please register your course for evaluation latest 7 days prior the date you would like to proceed with the survey.
- A [minimum of 6 filled in forms](#) is required to carry out a course evaluation. Even if less than 6 forms are filled in, you are obligated to send back all forms to the Teaching Evaluation Service Point.
- You will receive the results of your course evaluation within a few working days.
- For every normed questionnaire we also offer results [reports without norm](#) values. This additional report will be send at the end of the semester and has to be requested additionally.
- We will treat your individual results strictly confidential and pass them only on to you and to persons you authorised explicitly (such as tutors). Please retain your results reports as we will delete your evaluation data after three years.
- Please discuss the evaluation results with your students. Among other things this indicates to them that you take the survey seriously.
- The [Policy of Conduction of Student-based Course Evaluations](#) shall apply, in the version valid at the time.
- If required, you will find further information in our frequently asked questions ([FAQ](#)) section. Please do not hesitate to contact us if you have any questions left (phone: 969-7733/-7732; email: leh-reval@uos.de).