

DECISION

Reg. no
STYR 2020/969

Date 09-09-2021

Vice-Chancellor

General guidelines on course evaluations and course evaluation reports at Lund University

Approved by the Vice-Chancellor 2021-09-09.

Based on Chapter 1, Section 4, Paragraph 3 of the Swedish Higher Education Act (1992:1434 with subsequent amendments), it is evident that quality enhancement work is a shared concern for both staff and students at the University. The same act stipulates that students shall be entitled to exercise influence over courses and study programmes. In addition, the University shall encourage students to actively participate in the further development of education (cf. Chapter 1, Section 4a of the Swedish Higher Education Act). Course evaluations are one of the ways through which students are given the opportunity to exercise influence. These are to be carried out for all courses. Chapter 1, Section 14 of the Higher Education Ordinance (1993:100 with subsequent amendments) stipulates that:

Higher education institutions shall enable students who are participating in or have completed a course to express their experiences of and views on the course through a course evaluation to be organised by the higher education institution.

The higher education institution shall collate the course evaluations and provide information about their results and any actions prompted by the course evaluations. The results shall be made available to the students.

Lund University's rules on the allocation of decision-making powers specify the division of responsibilities in relation to

quality and development work. According to this, the faculty boards are responsible for carrying out quality and development work. This responsibility includes carrying out course evaluations and course evaluation reports as well as the follow-up of any sub-delegated quality enhancement work. The faculties are to have procedures in place for quality enhancement work and the division of responsibilities. The right to sub-delegate applies according to the allocation of decision-making powers within Lund University.

The present document provides general guidelines on how Chapter 1, Section 14 of the Higher Education Ordinance is to be applied at Lund University. The general guidelines on course evaluations and course evaluation reports are also based on ESG¹ standard 1.9, related guidelines and the *Policy for quality assurance and quality enhancement of education at Lund University* (Reg no. STYR 2016/179). The guidelines apply to courses on first, second and third-cycle studies and includes work placements or the equivalent. However, it does not include contract education. The guidelines use the terms “students” and “course participants”, which includes both first and second cycle and doctoral students.

In conjunction with the present decision entering into force on 16 January 2022, the following decision shall be repealed:
Regulations on course evaluations and course evaluation reports at Lund University (PE 2010/341)

General guidelines

I. Course evaluations

- A. The integrity of employees and students is to be considered in all work on course evaluations.

¹ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

- B. Students have the right to participate anonymously in course evaluations in relation to lecturers/examiners. In individual cases, exemptions to the anonymity requirement may be granted when this cannot be guaranteed for small course groups.
- C. Course participants should be given the opportunity to complete course evaluations during timetabled hours.
- D. The relevant students' union is to be given the opportunity to participate in the faculty and department's joint work on the development of course evaluations, choice of method, decisions regarding the timing of course evaluations and the follow-up of results. The free-text responses are to be communicated to the union once reviewed and processed from a privacy perspective.

II. Course evaluation reports

- A. The integrity of employees and students is to be considered when carrying out course evaluation reports and when communicating the results.
- B. The course evaluations are collated and commented on in a course evaluation report.

Comments in the course evaluation report are based on reflections on course evaluation results, teaching processes, fulfilment of learning outcomes, prerequisites for the course and any proposed measures, etc.

Discussions with the relevant students' union and employees concerned are to be taken into account in the course evaluation report.

- C. Results from the course evaluation report including any decisions regarding measures to be taken are to be

communicated to the students and the relevant students' union as soon as possible.

The course evaluation results including any decisions regarding measures are to be presented to the subsequent course group.

- D. It is to be ensured that the results and any decisions are documented. The results are to be communicated to and made accessible for the students concerned using appropriate channels, for example via emails, learning platforms, course pages and/or other means.