

Procedure for Course Evaluations

Subject evaluations

- All subjects are evaluated at the end of the period by means of a course evaluation form issued to students during the written examination by the Centre for Educational Training, Assessment and Research (CETAR). If there is no concluding written examination, the subject is evaluated during the last teaching session.
- In principle, each subject is evaluated in its entirety by means of a course evaluation form.
- There are several different types of course evaluation form:
 1. lectures (*stancol*)
 2. lectures for two, three or four members of teaching staff (*stancol* for two, three or four members of teaching staff)
 3. tutorials (*stanwerk*)
 4. practicals (*stanpractica*)
 5. lectures in combination with tutorials (*stancol* with questions about the parallel tutorial)
 6. lectures in combination with practicals (*stancol* with questions about the parallel practical)
 7. Bachelor's thesis (*thesisBa*)
 8. Pre-Master's thesis (*thesisPMC*)
 9. Master's thesis (*thesisMa*)

All forms are available in English (with the exception of *thesisBa*).

- At the start of each period, the Education Office makes enquiries with the teaching manager to determine which course evaluation form should be used for each subject. Once this information has been provided, the choice of form is determined definitively at least five weeks before the evaluation.
- It is possible to add supplementary questions to the lecture course evaluation form. For Dutch language forms, the maximum number of supplementary questions is ten and nine supplementary questions are permitted in the English language form. Teaching staff must submit supplementary questions to the teaching policy officer in the Education Office at the latest five weeks before the evaluation.
- At least two weeks before the final session or the examination, the Education Office programme secretariat sends the course evaluation forms to the relevant member of teaching staff or the subject coordinator. They also send an envelope in which completed evaluation forms can be collected.
- The member of staff teaching the subject distributes the course evaluation forms to students.
- Students place their completed forms in the envelope supplied. The last student to place his or her form into the envelope seals the envelope and writes his or her name and signature on the back of the envelope. The signature serves as a seal and should be placed over the sealed section of the envelope.
- The member of teaching staff writes the name of the subject on the envelope and hands it in to the programme secretariat.



- The programme secretariat sends the course evaluation forms to the CETAR.
- The evaluation reports issued by the CETAR are sent to the programme secretariat. The programme secretary sends the reports to the relevant members of teaching staff and the teaching manager and sends a copy to the study advisors and the teaching policy officer.
- If five or fewer forms have been completed for a subject, these will not be processed by the CETAR, but a copy will be sent to the teaching manager only.
- The programme secretariat keeps a record of the subjects for which completed course evaluation forms have been received. If the list indicates that there has been no evaluation for a specific subject, the programme secretariat will inform the relevant teaching manager.

Master's thesis evaluations

- When students apply for their Master's certificate, they are issued with a course evaluation form for the Master's thesis. A self-addressed envelope is also supplied.
- The completed form is then sent or handed in to the programme secretariat.
- The originals are archived by the programme secretariat, sorted by department.
- The Education Office makes a copy of all forms and stores these in the Education Office archive until after accreditation.
- On an annual basis, the originals are sent to the CETAR for processing. If five or fewer forms have been completed for any programme, these will not be processed.
- Once every year, the Education Office teaching manager receives the evaluation report from the CETAR along with a copy of all completed forms.
- The teaching manager ensures that the anonymity promised to students is guaranteed.

