Procedure for course and programme evaluations at the Faculty of Medicine

These procedures replace *Hantering av program- och kursutvärderingar samt alumnutvärderingar vid Medicinska fakulteten* (Procedure for programme, course and alumni evaluations at the Faculty of Medicine), Reg. no: 503-1830-13.

# Course evaluations

Higher Education Ordinance Chapter 1, Section 14 stipulates that all students attending or having just attended a course are to be given the opportunity to share their experience of and opinions on the course in a *course evaluation*. The student course evaluations are combined with opinions and reflections from teachers and staff to provide supporting documentation for a *course evaluation*.

The course evaluation’s documented conclusions and measures are to be presented for and communicated to the students, teachers and the department/programme council/faculty.

In accordance with *Quality system for education* (FS 1.1-1324-18), a course evaluation is conducted for every course and at every academic level. A course evaluation is to deal with the course’s content and conditions. It is also to describe how learning activities and examining aspects assure that the students are provided the conditions necessary to be able to achieve the expected learning outcomes (*förväntade studieresultaten* or *FSR* in Swedish).

## How the Faculty of Medicine handles these evaluations

For programme courses, the programme council is responsible for ensuring that a documented plan is in place for practical implementation, as described below. For freestanding courses, the departments have this responsibility.

* *Course evaluations* are to be conducted for every course. The course coordinator determines how the course evaluation is conducted (FS 1.1-1324-18). A student representative/student council is entitled to review the course evaluations if requested.
* *Course evaluations*
	+ are to be conducted for every course, except in those cases the same course is held both in the autumn and spring semesters, when it is possible for the course evaluation to cover both of these.
	+ should be conducted in collaboration with another teacher if the course coordinator is the only teacher on the course.
	+ are to include the response rate and analysis that leads to the conclusions and any recommendations for measures.
	+ are not to include critical or offensive comments about named individuals.
	+ are to be reviewed/approved by the student representative/student council in regards to the conclusions of the analysis.
* The course evaluation should be completed well in advance of the next course date or, when appropriate, for every other course date.
* Course evaluations are to be made available to students and teachers on the course/programme in a way that does not require logging in and passwords.
* At the beginning of a course, information is to be provided on how the course has been adjusted based on course evaluations. Feedback is also to be given on the opinions that have led to the changes.
* Course evaluations are to be presented regularly in the programme council or equivalent. Harassment and abusive behaviour revealed by course evaluations are to be given special attention.
* Proposals for improvements and measures are to be communicated to teachers on the course/other teachers in the faculty.
* If the evaluations include critique of named teachers or course coordinators, this must be communicated to the relevant head of department. The course coordinator has primary responsibility for ensuring this occurs. If the critique is directed at the course coordinator, it is particularly important that a student representative (student council) inform the program coordinator or other teacher of this, who in turn communicates this to the relevant head of department.
* Positive comments should be communicated to the relevant staff and head of department.
* The systematic work with course evaluations is to be commented on in the programme analysis and be included in discussions about the programme.

After a course evaluation is completed, it is saved for two years and then dispose of.

# Programme evaluations

In accordance with *Quality system for education* (FS 1.1-1324-18), all degree programme students are to be given the opportunity to express their opinions about the programme as a whole. Programme evaluations provide information about student and teacher opinions about and experiences of a programme. Programme evaluations also give students the opportunity to reflect over their own learning process and take active part in the work to develop the programme. The purpose of the programme evaluations is to lead to improvements and development of the programmes.

## How the Faculty of Medicine handles these evaluations

The programme council is responsible for conducting some form of programme evaluation regularly on each programme. The programme council is responsible for ensuring that a documented plan is in place for handling these evaluations.

* Programme evaluations are to be conducted in accordance with an established plan.
* Programme evaluations
	+ are not to include critical or offensive comments about named individuals.
	+ are to be summarised and result in conclusions and proposals for potential measures.
* The results and measures arising out of the programme evaluation are to be documented in the programme analysis that is updated annually.