

**Rules for course evaluations at the Swedish Defence University**

<b>Governing document</b>	
<b>Heading</b>	Rules for course evaluations at the Swedish Defence University
<b>Classification</b>	Rules
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<b>Decision maker</b>	Vice-Chancellor
<b>Responsible for document</b>	Chair FoUN
<b>Last decision date</b>	17/12/2018
<b>Period of validity</b>	Until further notice, the document should however be checked no later than: 31/01/2020
<b>Document that is replaced</b>	Rules for course evaluations at the Swedish Defence University 03/08/2016
<b>Brief summary</b>	The rules describe the process of course evaluations at FHS.

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## **1. Background**

In accordance with The Higher Education Ordinance (1993:100) chapter 1 section 14, the university 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 university. The university 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.

## **2. Course evaluations**

The Swedish Higher Education Act and the Higher Education Ordinance attribute to students a great responsibility and a significant influence over the quality assurance of higher education. Course evaluations at the Swedish Defence University (FHS) are used to ensure the quality of education, to improve existing courses and to develop new courses. The course evaluation process is followed up by the Research and Education Board (FoUN) under the framework of the FHS rules and model for education evaluation (Ö 473/2018).

Students who participate in or have completed a course including courses on placement (VFU) shall be given the opportunity to anonymously express their experiences and comments in a written closing course evaluation. Answering a course evaluation is voluntary for students. It is important that course evaluations are carried out in such a way that high response rates are promoted.

In addition to the written course evaluation, meeting with the student group and other forms of oral feedback can be carried out. The oral comments expressed by the students should be included in the compilation of the course evaluation.

FHS is also obliged to compile the course evaluations and inform about the results. All students, previously registered as well as new students, have the right of access to the compilation including any decisions on measures as a result of the evaluation.

It is the course supervisory teacher who is responsible for the implementation of course evaluations. For VFU courses, it is the examiner who is responsible for the implementation of course evaluation.

## **3. Content of course evaluations**

The Vice Chancellor has decided that all course evaluations shall include questions related to the areas: goal fulfilment, teaching, literature, examination and a mandatory question on discrimination. The areas must be related to the intended learning outcomes of the course syllabus. It is recommended that the number of questions in the course evaluations are as few as possible.

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The areas the course evaluations must include are as follows:

- Goal fulfilment  
For example: the course goals in relation to level, content, intended learning outcomes and in comparison to other courses
- Teaching  
For example: teaching method, pedagogical approach, intended learning outcomes, balance between lectures/seminars, own study time
- Literature  
For example: relevance to the course, scope
- Examination  
For example: form of examination, does the examination reflect intended learning outcomes?

The following question on discrimination is mandatory in all course evaluations:

Have you yourself or any student you know on the course been discriminated against or harassed<sup>1</sup>?

- No, neither myself nor anyone else has been discriminated against or harassed
- Yes, I myself have been discriminated against or harassed
- Yes, someone else has been discriminated against or harassed

Free text field: If you have replied that you or someone else has been discriminated against or harassed, describe what occurred and if you have taken any action.

#### **4. Compilation of course evaluations**

The integrity of employees and students shall be taken into account in the work on course evaluations, particularly in the process of compilation.

All course evaluations are compiled by the course supervisory teacher (examiner at VFU courses) and the results are submitted to the director of studies. All participating teachers in the course shall be offered the opportunity to see the compilation and contribute to comments/analyses. It is the responsibility of the course supervisory teacher (examiner at VFU courses) to obtain these comments/analyses.

Director of studies, student representative and course supervisory teacher discuss and analyse the results as well as proposals for possible revisions and changes. Discussions between the director of studies and the course supervisory teacher must take place even when everything works well. The director of studies is responsible for feedback to the subject counsel and programme counsel. For courses included in a programme the result of the course evaluation must also be sent to the programme coordinator. Subject counsel or programme coordinator report the results of course evaluations to FoUN annually.

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<sup>1</sup> In accordance with the grounds for discrimination in the Discrimination Act (2008:567) Chapter 1. section

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The compilation of course evaluations shall be available from the director of studies no later than six weeks after completion of the course.

The compilation of the course evaluations (incl. action plan) shall be preserved in a course binder in accordance with the FHS document management plan for education documents.

It is the course supervisory teacher who is responsible for preserving a compilation of course evaluations (incl. action plan) in a course binder in the FHS archive.

## 5. Publication of course evaluation

The director of studies is responsible for publishing the course evaluations. All students registered on a course shall have access to the results of course evaluations as well as a commented/analysed compilation. Students who start the course at the next course shall also have access to the compilation and information about any measures and changes caused by the completed course evaluation.

Each director of studies is responsible for the compilation and information on any measures is published on the website in connection with the education so that former and new students can easily access this information.

The director of studies is responsible for feedback to the subject counsel and programme counsel. For courses included in a programme the result of the course evaluation must also be sent to the programme coordinator.

## 6. Responsibility

The course supervisory teacher (examiner at VFU courses) is responsible for:

- The preparation of the course evaluation as well as ensuring that the mandatory areas and question about discrimination are included
- Implementation of course evaluation following completed course
- Compile the result of the course evaluations and submit the result to the responsible director of studies no later than three weeks following a completed course
- Obtain comments and analyses to the compilation of course evaluations from participating teachers
- Ensure that the compilation of the course evaluations (incl. action plan) is preserved in a course binder in the FHS archive

The director of studies is responsible for:

- Publishing the compilation of the course evaluations
- Ensuring that all students registered for the course and the students starting the course at the next course are given access to the result of the course evaluations as well as the commented/analysed compilation
- Feedback of the result of the course evaluations as well as the commented/analysed compilation to the subject counsel, the programme

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counsel and the programme coordinator (for courses that form part of a programme)