

Draft for the course evaluation procedure at Aarhus BSS - MBA and the executive Master's degree programmes

Process	Description
Reconciling mutual expectations at the beginning of the course	At the beginning of the course, the lecturer provides the students with details of the course description and the learning objectives.
Interim evaluation	The MBA and the executive Master's degree programmes do not include interim evaluations as the teaching on the different courses is typically carried out during short and concentrated periods of time. However, the teaching is continuously evaluated on a more informal basis through a dialogue between the lecturer and the participants.
Course evaluation	All courses (5 ECTS) are evaluated on the MBA and the executive Master's degree programmes. On the Master in Environmental and Energy Law (MEEL) and the Executive Master of Corporate Communication (EMCC), this is done through an evaluation of the semester (15 ECTS) and on the Master in IT (MIT) through an evaluation of the course package (15 ECTS).
Distribution of the electronic questionnaire	<p>The questionnaire is distributed to the participants immediately after the course has ended and before the exam.</p> <p>The questionnaires are distributed to the participants via email as we know from experience that this ensures a greater response rate than a link on Blackboard.</p> <p>In the email, the respondents are asked to answer the questionnaire within a given time frame - preferably within approx. one week. Subsequently, the respondents who have not answered the questionnaire will receive a reminder and are given one more week to answer the questionnaire after which the questionnaire is closed for response. If the response rate turns out to be very low - below 50 per cent -, a reminder will be sent out in the hope of increasing the response rate to over 50 per cent.</p>
Data generation/report	A report is generated which contains all the data and comments sent to the director of studies and the EXE administration on the relevant degree programme. On several of the Master's programmes, each course also has a course coordinator who also receives a copy of the report.
Data analysis	<p>The director of studies and the course coordinator analyse the data and read through the comments noting if anything must/should be addressed. Each category of questions contains a comments field to ensure that the quantitative data is supplemented by qualitative data.</p> <p>The evaluation is sent to the lecturer (in a report where the lecturer can only see his/her own evaluation and the general evaluation). The lecturer</p>

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	<p>is asked to adopt a critical approach to the report and to send his/her comments on the report to the director of studies/course coordinator.</p> <p>On the Master in Taxes, it has so far been customary to send the following wording to the individual lecturer along with the evaluation:</p> <p>“The evaluations which we conduct are in everyone’s interest and must be used constructively. The evaluations are a very good tool for ensuring that the degree programme is continuously adjusted and improved. Therefore we kindly ask you to read the evaluation thoroughly with a view to continuously developing the course. Please also send possible suggestions for future adjustments to the course coordinator/director of studies.”</p> <p>If the evaluation contains comments which call for a talk with the course coordinator/lecturer, the director of studies/course coordinator will initiate a meeting with the course coordinator/lecturer in question.</p> <p>On MEEL, where the individual lecturers are not evaluated, it is the sole responsibility of the director of studies to analyse and take the data into account as well as to act upon any issues that need to be addressed.</p>
Quality assurance	<p>The evaluations are brought into play in various ways depending on the result of the analysis.</p> <p>In some cases, the lecturer will have suggestions for improvements and/or changes which may improve the quality of the teaching.</p> <p>If a lecturer receives poor evaluation results, it is customary to have a talk with the person in question in order to improve matters. In cases of repeated poor evaluation results, the head of department becomes involved as he/she is responsible for dealing with staff matters.</p> <p>The overall evaluation, which concerns the teaching in general as well as the many practical aspects related to the teaching, also forms the basis of changes within these areas. Usually, any decisions on how to improve the quality of the teaching and programmes are made at formal and or informal meetings (also via Skype and email) with different partners on the degree programmes. Among other things, these decisions are based on the evaluations.</p>
New in relation to quality assurance	<p>The following process is expected to be adopted:</p> <p>No more than eight days after receiving his/her evaluation report, the</p>

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	<p>individual lecturer composes a short letter containing reflections and suggestions. This is sent to the director of studies/course responsible who, on the basis of these responses and his/her own analyses, composes a covering letter of 1/3 to one page. Within eight days, this letter must be sent to the board of studies secretary (the board of studies email address) along with the evaluation report for further processing by the board of studies. (Simultaneously, an email with the evaluation result is sent to the students - see below).</p> <p>The covering letter must account for:</p> <ul style="list-style-type: none"> • The intended learning outcome of the course <ul style="list-style-type: none"> • Content • Type of examination • The teaching and learning activities • The media types used in the teaching • What did not work so well • What changes are planned if the course is to be offered again • What has been done to accommodate for the previous advice, wishes and requirements of the programme board of studies in connection with previous evaluations. • Reports with aggregate key figures are submitted to the programme board of studies by the Centre for Teaching and Learning. • Each semester, the programme board of studies discusses the consolidation of the students' learning and learning outcomes of the courses on the various degree programmes based on the reports submitted by the lecturers, key figures and any other material which may have obtained from students, lecturers, course coordinators etc. • The programme board of studies may issue advice, wishes, recommendations and requirements for individual courses and programmes. Any discussions by the programme board of studies on the course evaluations can be found in a separate report or in the minutes of the meetings.
<p>Follow-up in connection with the students</p>	<p>The director of studies/course coordinator will send an email to the course participants via Blackboard informing them of the comments which their course evaluation has resulted in, and of any possible changes that will be initiated to improve the quality of the course content and teaching as well as other more practical improvements.</p>