Procedure for evaluating supervision processes on the Bachelor's and Master's degree programmes at Aarhus BSS

Pilot project 2016
Aarhus BSS, 27 April 2016

1 Content

Document history

Version	Date	Description	Status
1.4	27 April 2016	Procedure for evaluating supervision processes	Pilot

2 The purpose of the procedure for evaluation of <u>supervision</u> processes at Aarhus BSS

The procedure for evaluation of <u>supervision</u> processes at Aarhus BSS aims to systematically, evaluate the teaching that takes place in the form of supervision in connection with Bachelor's projects and Master's theses.

The purpose of the evaluation procedure is to provide information for individual teachers to reflect on and improve their supervision, using student experiences as one of several sources of feedback. In addition, the purpose is to provide an empirical basis for the discussions of the directors of studies and the boards of studies and to quality assure the supervision practices on the degree programmes.

Pilot project for 2016
In 2016, we will initiate a pilot procedure, as the data related to pure supervision processes does not allow for a linkage between the supervisors and the students before <u>after</u> the students have submitted their Bachelor's projects and Master's theses in Wiseflow. The evaluation data is collected through Wiseflow.

3 Collecting data when evaluating supervision processes in connection with Bachelor's projects and Master's theses.

3.1 Evaluating the supervision in two different Bachelor's project processes

At Aarhus BSS, supervision in connection with Bachelor's projects is overall structured in two different ways, i.e. (1) Bachelor's project seminars and (2) pure supervision processes.
1. *Bachelor's project seminars* typically consist of teaching with subsequent project supervision. Here, the lecturer supervises the students on the Bachelor's project seminar in connection with the individual Bachelor's project, which focuses on a problem within the overall topic of the seminar. These processes follow the general procedure for evaluating courses (see procedure and evaluation forms on the [website for course evaluation at Aarhus BSS here](#)) and will be evaluated with a standard form + six questions about supervision (form C). These processes will not be dealt with further in this procedure description.
2. The process of writing a Bachelor's project on the basis of *pure supervision processes* is that the student chooses/is allocated a supervisor, who (as a rule) offers individual supervision in connection with the individual projects. These processes are evaluated by use of a form developed for evaluating pure supervision processes (form D). They follow the same procedure as the evaluation of Master's thesis supervision, which is described below.

3.2   Evaluating the supervision in connection with pure supervision processes (Bachelor's projects and Master's theses)

The evaluation of pure supervision processes in connection with Bachelor's projects and the evaluation of supervision processes in connection with Master's theses follow the same procedure described in the following section.

3.3   Form for evaluating supervision processes

Supervision processes are evaluated by use of form a developed to evaluate pure supervision processes. The form contains 22 closed questions and two open questions (form D). You can find the questionnaire on the website for course evaluation at Aarhus BSS.

The joint questions serve to collect information on the following course elements:
1. Expectations for the supervision process
2. Supervision in connection with various elements in the process: developing the problem statement, searching for literature, etc.
3. Feedback
4. Relationship between supervisor and student
5. General satisfaction and outcome
6. The student's own contribution
7. Other factors.

3.4   The data collection process in the 2016 pilot project

1. Shortly after the students have submitted their Bachelor's project or Master's thesis, they will receive an email with a link to the evaluation form (Form D: 22 closed and two open questions). This link can also be accessed through Blackboard.
2. One week after the students have received the evaluation form, they will receive a reminder that the evaluation will close for response in 24 hours. In this email, the students are also encouraged to take part in the evaluation.

The students' evaluation of the supervision process is withheld and will not be submitted to the supervisors before after the marks have been given and the deadline for complaints has expired.

4 Data processing

4.1 Reports for the supervisors

Following the marking and when the deadline for complaints has expired, the supervisors receive an evaluation report for each of their supervised students.

4.2 Reports and key figures for the directors of studies and boards of studies

When the evaluation reports from the individual supervision processes are submitted to the supervisors, they will also be submitted to the digital evaluation mailbox of the respective board of studies. The local procedures specify who has access to this mailbox: the directors of studies, chairmen of the boards of studies (if these do not overlap with the director of studies), deputy chairmen of the boards of studies, members of the boards of studies, heads of departments, course coordinators, board of studies secretary and/or department secretary

4.3 Special reports with in-depth analyses

By contacting CUL directly, lecturers may order special reports with aggregated numbers for several of their supervision processes in the same semester or - in time - across semesters.

Lecturers, course coordinators, programme boards of studies, directors of studies, heads of department, the school board of studies and the faculty management team all have access to the data and may order special runs in accordance with the guidelines described in the memo; *Principles for handling evaluation data at Aarhus BSS* (find it on the website)*.*

5 Discussion and follow-up

The directors of studies and the boards of studies establish local procedures for discussing and following-up on the supervision processes.

6 Evaluating the procedure for evaluating supervision processes

In August 2016, the pilot project for evaluating 2016 supervision processes will be evaluated and adjusted as necessary. This process follows the evaluation of *Procedure for the evaluation of courses on the Bachelor's and Master's degree programmes at Aarhus BSS*. The technology, questions and procedures are subsequently evaluated on an ongoing basis and will be discussed at least once a year at an ordinary meeting of the school board of studies.

The discussion will usually take place at the first meeting of the school board of studies after the summer holidays.