



Rules for course evaluations

Governing document	
Heading	Rules for course evaluations
Classification	Rule
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Responsible for document	Chairperson, the Research and Education Board (FoUN)
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Document being replaced	Ö 614/2018
Number of appendices	1. Course assessment template
Brief summary	<p>The rules regarding the process for course evaluations, course analysis and course assessments at FHS. The rules cover students at the first, second, and third-cycle levels. If credit-bearing contract education courses/programmes conduct course evaluations, these rules shall be applied.</p> <p>In these rules, the terms student/doctoral student will be used.</p>

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1. General provisions

In accordance with Chapter 1, Section 14 of the Higher Education Ordinance (1993:100), the university shall enable students who are participating in or have completed a course to express their experiences of the course and their opinions about it through a course evaluation organised by the university. The university shall compile the course evaluations and provide information about their results, as well as about any decisions regarding measures instigated by the course evaluations.

The Higher Education Act and the Higher Education Ordinance thus attribute responsibility and influence to the students/doctoral students for the quality assurance of higher education courses and programmes. Course evaluations shall be conducted anonymously and in the teaching language of the course. A course evaluation shall be conducted after each course module. Another course evaluation shall be sent out at the end of the course, when all parts of the course can be evaluated.

It is voluntary for students/doctoral students to respond to a course evaluation, whereas it is an obligation that the Swedish Defence University (FHS) provides the opportunity to do so. It is important that course evaluations are designed and implemented in such a way as to promote high response rates.

1.2. The purpose of course evaluations

At FHS, course evaluations are used to ensure the quality of education and to improve and develop courses. In order for the results of a course evaluation to promote quality and contribute to educational development, the results must be analysed and discussed.

1.3. Terms

A *course evaluation* is the student's/doctoral student's evaluation (experiences and views) of the course, obtained, e.g., through a course survey.

A *course analysis* is the analysis carried out by the course coordinator and examiner, based on the teaching team's analyses and experiences (teacher evaluation) from the completed course and based on the students'/doctoral students' completed course evaluations.

A *course assessment* consists of the results of the students'/doctoral students' course evaluations and proposals based on the course analysis for measures that can be taken prior to the next implementation of the course. A course assessment is published on the FHS website.

2. Content of course evaluations

FHS uses a university-wide course evaluation template based on an evidence-based tool for course evaluations, the Learning Experience Questionnaire (LEQ), developed by KTH Royal Institute of Technology.

LEQ is a web-based questionnaire that is used to assess the learning environment in the course. The questionnaire is available in three variants, with either 6, 12 or 22 questions. Furthermore, the form also contains four general questions as well as three questions

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about the student's/doctoral student's profile. As a teacher, you can also add free text questions if necessary. This should be done restrictively, as the number of questions should not be too great. Too many questions can adversely affect the response rate.

As a complement to the written course evaluation, oral evaluation may also be carried out, e.g., in the form of a meeting with the student group. The oral comments submitted by the students/doctoral students should be included in the course analysis but cannot replace the written course evaluation.

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

Have you or any student/doctoral student you know in the course been subjected to discrimination or harassment, e.g., in the form of derogatory comments, gestures, or unwelcome touching or compliments?

- No, neither I nor anyone else I know of have been subjected to discrimination or harassment.
- Yes, I myself have been subjected to discrimination or harassment.
- Yes, I know of someone who has been subjected to discrimination or harassment.

Free text field: If you have responded that you or someone else have/has been subjected to discrimination or harassment, describe what happened and whether you have taken any action.

If any student answers "yes" to this question, and since the evaluation is anonymous, the Director of Studies and the Equal Treatment Officer at the Student and Education Department (FUS) should be contacted.

If the information in the free text field, de-anonymises the respondent, see the Swedish Defence University's *Procedure for handling suspected harassment, sexual harassment, retaliation and abusive treatment directed at students*.

3. Course analysis

The course coordinator (in VFU courses, the examiner) is responsible for conducting a course analysis. The course analysis is carried out by at least the course coordinator and examiner.

During the course analysis, the results of the students'/doctoral students' course evaluations and the teacher evaluations are discussed and analysed. Furthermore, the course analysis shall result in proposals for possible revisions and changes to the course. A course analysis shall be conducted for third-cycle courses whenever possible, taking into account the number of course evaluations submitted.

The privacy of employees and students/doctoral students shall be taken into account when working with course evaluations, especially in the analysis and course assessment work.

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4. Course assessment

The course coordinator compiles the course analysis into a course assessment that includes a compilation of the students'/doctoral students' course evaluations, a compilation of teacher evaluations and a brief justification for any revisions and changes to the course. A course assessment shall be compiled for third-cycle courses whenever possible, taking into account the number of course evaluations submitted.

The course coordinator is responsible for conveying course assessments to the Director of Studies.

The course assessment must be made available to the responsible Director of Studies no later than eight weeks after the conclusion of the course. All students/doctoral students who are enrolled in a course and all prospective students shall have access to the course assessment. The respective Director of Studies is responsible for ensuring that the course assessment is made public and published on the website so that all students/doctoral students enrolled in a course and all prospective students have access to the course assessment. If the course assessment concerns a credit-bearing contract education course, it does not need to be made public and published on the website.

The students/doctoral students who start the course the next time it is offered will also have access to information about the changes made to the course since the previous implementation of the course. This information can be provided in a course description. If no such description exists, it may be provided orally at the start of the course.

5. Division of responsibilities

The course coordinator (in VFU courses, the examiner) is responsible for:

- Informing the students/doctoral students about the changes made to the course since the previous implementation of the course.
- Design and conduct course evaluation.
- Conduct course analysis.
- Submit the course assessment to the responsible Director of Studies no later than eight weeks after the conclusion of the course.
- Report the course evaluations and course assessment to the Director of Studies.
- The course assessment is archived in a course binder in the FHS archives.

The Director of Studies is responsible for:

- Ensuring that the course assessment is published on the FHS website.
- If necessary, reporting to the relevant programme council.