

EVALUATION PLAN DEPARTMENT OF COMPUTER SCIENCE		
EVALUATION OF STUDY ACTIVITIES	Responsible	Spring 2024
Schedule evaluation meetings in cooperation with semester coordinator	Study secretary	February
Send questionnaire to students	Department	April 19
Plan feedback sessions (preferably plan 15 minutes in conjunction with a course).	Semestercoordinator	April 19-26
The students evaluate based on questionnaires (deadline for answers: April 26). Reminder is sent on April 24.	Student	April 19-26
Send SurveXact reports to semestercoordinators via studyboard secretariat	Department	May 2
Carry through evaluation of study activities at evaluation meeting	Semestercoordinator	May 6-16
Send draft evaluation report to teachers and students for comments	Semestercoordinator	June 3
Send evaluation report and possible comments to the study board	Semestercoordinator	June 28
Extract gradestatistics for modules at the semester	Studyboard	September 11
Send extra questionnaire to students about exam (deadline for answers: September 6)	Department	June 1
Send SurveyXact rapport with the students supplementary answers to exam to the study board	Department	September 13
Evaluation of the semester based on the semester coordinator's evaluation report, answers from extra questionnaire about exam, and grade statistics	Studyboard	September 25
Upload the study boards conclusions to the evaluation of study activities on web and inform teachers, students, etc.	Studyboard secretary	October
Follow up on the conclusions each semester on study management meetings (ULG)	Department	October 15
EVALUATION OF ENTIRE PROGRAMMES (GRADUATES ON 6TH AND 10TH SEMESTER)		
Send material to studentprogrammer (questionnaire, csv file with mailinglists)	Department	May 20
Inform semester and programme coordinators about the timeschedule for the evaluation of entire programmes	Department	May 20
Send questionnaire to graduates at 6th and 10 th semester. Deadline for answers June 28.	Department	June 1
Send SurveyXact reports to the study board and study programme coordinators	Department	August 15
The study programme coordinator prepares an evaluation report based on SurveyXact and other relevant info and sends to the study board secretariat	Studyprogramme coordinator	September 13
Evaluate bachelor's and master's programmes based on the graduates answers, the evaluation report from the study programme coordinator	Studyboard	September 25
Upload the study boards conclusions to the evaluation of the entire programmes and inform study programme coordinators, graduates etc.	Department	October/November
Follow up on the conclusions on study management meeting (ULG)	Department	December 11
CONTINUING EDUCATION (IT-VEST) COURSES/MODULES		
Prepare overview of courses and modules that must be evaluated	Department	
Set up questionnaires in SurveyXact	Department	
Inform module responsible and study board about the timeschedule for evaluation of courses/and or modules	Department	
Send questionnaire about courses/and or modules to the participants	Department	
Send SurveyXact reports to module responsible and the study board	Department	
Prepare evaluation report after exam based on Surveyxact reports for all tre courses and the entire module and send to the study board	Module responsible	
Evaluate the module based on the module responsible's evaluation report	Studyboard	
Upload the study board conclusions to the evaluation of the module	Department	