PLAN FOR EVALUATION

MODULE

Three days before the last lesson, a reminder is sent to the relevant teacher (and a questionaire link is sent to the students), who are informed that the questionnaire can be completed by the students in connection with the last lesson.

Time February-July/

Responsible Party AAUBS Quality Unit / September-January Teacher during last lesson

STUDY START

Shortly after the intro period is over a link with a questionnaire is sent to the students. There are two types of questionaries – one for the first semester of the bachelor programs and one for the first semester of each master program. The one aimed for the bachelor programs is made by the central Study Administration. The one aimed for each master program is made by the Administration of Aalborg University Business School. The results from the master program evaluations will be processed for each specialization.

Time **Responsible Party** October **AAUBS Quality Unit**

PROJECT & MODULE PROJECT

Two types of questionnaires are sent out on the day of project submission and they will be closed just prior to the exam. One type for project evaluation only, and another type for evaluating modules where the students write a project incl. lectures.

Responsible Party March-June/October-January AAUBS Quality Unit

PROJECTBASED BUSINESS COOPERATION

Questionnaires is sent out before the end of the semester. There are two types of questionnaires - one for the students and one for the Business Cooperations.

November/December/January

Responsible Party AAUBS Quality Unit

SEMESTER AND STUDY PROGRAMME (INCL STUDY ENVIRONMENT)

Questionnaire is sent out during the semester and closed before the start of the project examination period

Time June/January Responsible Party **AAUBS Quality Unit**

Conduct of qualitaive evaluation meetings (one for each semester) with students.

Time

June/January

Responsible Party Academic Coordinator

FEBRUARY JANUARY MARCH AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER IUNE IUIY

FEEDBACK CONCERNING STUDY ENVIROMENT

TASK

Feedback for students concerning study environment is uploaded to AAUBS website, Quality Assurance.

Time December/June Responsible Party **AAUBS Quality Unit**

PROCEDURE FOR PROCESSING EVALUATIONS

The study board processes the non-anonymised reports the minutes from the qualitative evaluation meetings and the grade point average for each module. If the study board finds that there are problems or a need for significant changes on the basis of the evaluations, the head of studies / HoBS is getting involved. The Staff Manager is involved in personnel-related matters. The feedback forms are filled in by the study board. The feedback forms are posted on AAUBS website, Quality Assurance. The chair of the study board discusses the points from the forms that require action with the head of studies. The chair of the study board and the head of studies fill in the status field in the feedback forms from the previous semester, which are then uploaded to the AAUBS website, Quality Assurance.

Time

September-October/April-May

Responsible Party

Study Board/The Chair of the Study Board. Head of education and Vice Head of Institute

PROCESS OF DISTRIBUTING EVALUATION RESULTS

The academic coordinator receives the relevant non-anonymised reports (module, project, semester and study programme).

The module evaluations are sent directly to the module responsible who distributes the evaluations to the affiliated teachers in order to ensure that the study board's conclusions are incorporated into the further development of

The project evaluations (individual versions) are sent directly to the Project Supervisor in question.

Time September-October/ April-May

Responsible Party AAUBS Quality Unit, Module

responsible

FEEDBACK FROM EVALUATIONS

Two versions of each report are produced - one anonymised version (graphs only) and one non-anonymised version. The anonymised versions are uploaded to the AAUBS website, Quality Assurance no later than six months after the end of the semester (only reports with

three or more replies are to be uploaded). The minutes from the qualitative evaluation meetings are distributed to the students via Moodle.

The non-anonymised reports and the minutes are forwarded to the head of studies and the chairman of the study board.

Time July-August/ Responsible Party AAUBS Quality unit

February-March



AALBORG UNIVERSITY