

<b>EVALUATION PLAN DEPARTMENT OF COMPUTER SCIENCE</b>			
<b>EVALUATION OF STUDY ACTIVITIES</b>	<b>Responsible</b>	<b>Spring 2024</b>	<b>Fall 2024</b>
Schedule evaluation meetings in cooperation with semester coordinator	Study secretary	February	September
Send questionnaire to students	Department	April 19	November 11
Plan feedback sessions (preferably plan 15 minutes in conjunction with a course).	Semestercoordinator	April 19-26	November 11-20
The students evaluate based on questionnaires (deadline for answers: November 20). Reminder is sent on November 18.	Student	April 19-26	November 11-20
Send SurveyXact reports to semestercoordinators via studyboard secretariat	Department	May 2	November 27
Carry through evaluation of study activities at evaluation meeting	Semestercoordinator	May 6-16	December 2-10
Send draft evaluation report to teachers and students for comments	Semestercoordinator	June 3	January 3
Send evaluation report and possible comments to the study board	Semestercoordinator	June 28	February 5
Extract gradestatistics for modules at the semester	Studyboard	September 11	February 5
Send extra questionnaire to students about exam (deadline for answers: February 10)	Department	June 1	February 5
Send SurveyXact rapport with the students supplementary answers to exam to the study board	Department	September 13	February 3
Evaluation of the semester based on the semester coordinator's evaluation report, answers from extra questionnaire about exam, and grade statistics	Studyboard	September 25	March
Upload the study boards conclusions to the evaluation of study activities on web and inform teachers, students, etc.	Studyboard secretary	October	April
Follow up on the conclusions each semester on study management meetings (ULG)	Department	October 15	May
<b>EVALUATION OF ENTIRE PROGRAMMES (GRADUATES ON 6TH AND 10TH SEMESTER)</b>			
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	