



PLAN FOR EVALUATION OF TEACHING, SEMESTER AND EDUCATION ART STUDY BOARD - CAT School

The present plan is an appendix to the overall AAU standard procedure for evaluation of teaching, semesters and educations. The plan is approved by the Art Study Board 15th of January 2014
The following methods of evaluation are applied for the BA in Art and Technology

Methods of Evaluation:

Evaluation:	Teaching	Semester Including project	Education
Questionnaire		X	X
Semester meeting		X	
Dialogue	X	X	
Report from teacher	x		

In semester evaluations it is a standard requirement that both quantitative and qualitative evaluation methods are applied.

Who, what and when:

Annual cycle

When	Type	What	Administration	Completion
September October November December January	Semester	Evaluation of courses and modules is ongoing. 3 semester group meetings every semester		Semester Coordinator
September October November December	Teaching	At the end of each course a short written report following the teaching evaluation agenda is produced and sent to the Semester Coordinator	Semester Coordinator	Teacher
September	Semester	On the basis of the qualitative and quantitative data collected through the spring semester the semester coordinator generates a status report for the approval of the Study Board	School admin	Semester Coordinator
October November	Semester	The Study Board processes the spring semester evaluations based on the semester coordinators' status reports	School admin	Semester Coordinator
November	Semester	Based on the status reports an overall status for every semester is generated	School admin	Head of Study Board
November	Semester	In connection with the planning of the spring semester the previous spring evaluations are forwarded to the semester coordinators	Study admin	Semester Coordinator
December	Semester	Quantitative data from the students evaluations and the overall status report is published		Schooladmin/Study admin



		on the website		
December-January	Semester	On the date for the project hand-in and until the date for the first exams the SurveyXact form with the semester and project evaluation sent to the students	School admin	Students
January-March	Semester	The responsible semester coordinator is forwarded the data from SurveyXact semester/project evaluations	School admin	School admin
February-March-April-May-June	Semester	Evaluation of courses and modules is ongoing 3 semester group meetings every semester		Semester Coordinator
February-March-April-May	Teaching	At the end of each course a short written report following the teaching evaluation agenda is produced and sent to the Semester Coordinator	Semester Coordinator	Teacher
February March	Semester	On the basis of the qualitative and quantitative data collected through the spring semester the semester coordinator generates a status report for the approval of the Study Board	Study admin	Semester Coordinator
March April May	Semester	The Study Board processes the fall semester evaluations based on the semester coordinators' status reports	Study admin	Study Board
May June	Semester	Based on the status reports an overall status is generated	School admin	Head of Study Board
May	Education	On the date for the bachelor hand-in and until the date for the first exams the SurveyXact form with the education evaluation is made accessible for future bachelor candidates.	School admin	School admin
May	Semester	On the date for the project hand-in and until the date for the first exams the SurveyXact form with the semester and project evaluation is made accessible.	School admin	School admin
June	Semester	Quantitative data from the students evaluations and the overall status is published on the website	Study admin	School admin
July August	Semester	In connection with the planning of the fall semester the previous fall evaluations are forwarded to the semester coordinators	School admin	Semester Coordinator
September October November	Semester	Evaluation of courses and modules is ongoing	Semester Coordinator	Teacher

**Including relevant parties in the evaluation process:**

Apart from the responses from the students the employees connected to the semester must actively participate in the evaluation process. Relevant parties being teachers, planners and administrative staff.

Semestermeetings: The semester coordinator is responsible for including teachers, planners and administrative staff in the semester meetings or in other ways to ensure their contribution to the semester status report.

Projectevaluation: The semester and project evaluation is distributed to the relevant supervisors and the head of Study Board and the Head of Department have access to the evaluations.

Documents forming the basis for processing in the Study Board:

Teaching evaluation:	Teaching evaluation report
Semester/project evaluation:	SurveyXact data reports and semester coordinator's status report
Education evaluation.	SurveyXact data report

Analysis and follow-up:

It must be clear how the cooperation between the head of studies and the relevant head of Department(s) are ensured in order to guarantee the application of the relevant information in connection with future semester - and the educational planning, also to ensure follow-up on the conclusions.

1. In connection with the work with the Study Board reports (Studienævnsrapporter) and the strategy and plans for action the Study Board collects the main points from the teaching, semester- and education evaluations. Head of Department and Faculty receives these and participates in the meeting with the head of studies where the reports and plans are approved.
2. Semester and Project(supervisor) evaluations are made accessible for Head of Department and Head of Study board
3. The Status report and the Data report from the previous semester are sent to the semester coordinators.

Feedback:

It is central that the participants in an evaluation receive feedback after the processing of the evaluation

This means that the students must receive feedback regarding

1. The results of the evaluations
2. The processing of the results
3. Initiatives based on the evaluations
4. Status on initiatives

All students must be informed orally or in writing, also employees must receive feedback and be offered support as follow up on the evaluations.

No later than six months after the completion of the semester the quantitative data from the student's evaluations must be published on the Study Board's website:

- Data reports from all semester evaluations
- Combined qualitative status report from semester coordinators
- Data report from all education evaluations
- Study Board report
- Strategy and Plan of Action



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The current plan for evaluation must be published on the website and reviewed by the Study Board every third year.