



February 2019

Procedure for course evaluations and the publication of course evaluation reports

The evaluation procedure applies to the faculty's bachelor and master's programmes, all of which comply with the *Ministerial Order on Bachelor and Master's Programmes at the Universities*. The faculty complies with the University of Copenhagen's *Guidelines for Course Evaluations and the Publication of Evaluation reports*.

Purpose

Course evaluations are conducted to assure the quality of teaching and supervision on both full- and part-time programmes in the Faculty of Theology. The faculty believes that high-quality teaching and supervision are essential to the quality of education. The faculty places particular emphasis on conducting course evaluations from a development-oriented perspective. In other words, the objective is the continuous enhancement of teaching and supervision in order to ensure good conditions for students' learning and completion of studies, as well as maintaining the lecturers' commitment to the development of the courses.

The Head of Studies is responsible for communicating the purpose of the course evaluation to the lecturers at departmental meetings, and the lecturers are responsible for passing this information to the students during the actual course evaluations. Information is also made available to both lecturers and students on the website and on the study pages on KUnet.

Course evaluation

The procedure and form of the evaluation are laid down by a committee consisting of Head of Studies, lecturers and students. Final evaluations are done online via Absalon or in writing, using forms. The course evaluations assess the extent to which courses meet the following criteria:

1. The course's achievement of general learning objectives
2. The relationship between the expected amount and form of work and the benefits of the course
3. The relationship between the expected amount and form of work and the assessment criteria.
4. Other

All courses are evaluated midway (in writing or orally) and at the end (in writing). BA theses, master's theses and academic internships (including field studies) are evaluated in the same way as the rest of the faculty's courses. Where relevant, lecturers' language skills are evaluated (i.e. English language courses). The faculty aims for a minimum response rate of 25%.

The Study Board secretaries call for final evaluation reports at the end of the semester. The lecturer collates and submits the results of the evaluation, along with any comments. The Study Board discusses the final evaluation reports in relation to the four points above. The Head of Studies drafts a public report using the A, B, C categories, in accordance with University practice, based on the percentages given. The Head of Studies, in collaboration with the Heads of section and centre, is responsible for intervening with individual lecturers where necessary. The Study Board is responsible for following up on changes to the courses. Where considered necessary, the Study Board requests further information and calls for an explanation and (if appropriate) proposals for revision of the curriculum from the research groups.

Compulsory programme elements outside the Faculty of Theology

The Faculty of Theology is part of the joint Nordic master's programme The Religious Roots of Europe, along with Aarhus University, Lund University and the University of Oslo. A *Programme Committee* with representatives from each of the participating universities plans the range of courses offered and conducts quality assurance of them. Quality assurance of the courses provided by the faculty on this joint programme is on an equal footing with the procedures for other courses offered by the faculty.

Communications and publication

In accordance with the UCPH guidelines the evaluation reports are published every year on the Study Boards' websites. The Head of Studies is responsible for the publication of evaluation reports, and communications with the Heads of section and Head of centre on the outcome of evaluations and the follow-up work done on them. Heads of section and Heads of centre are responsible for passing this information on to the lecturers at department meetings. The Head of Studies is responsible for ensuring that the results of evaluations and the follow-up work done on them is shared with the students on the study pages on KUnet. Evaluation results and follow-up actions may also be discussed at the dialogue sessions with the students (student assemblies).