



Friedrich-Alexander-Universität  
Fachbereich Wirtschafts- und  
Sozialwissenschaften | WiSo

# Course Evaluation

Description of procedure

*Last update: September 2024*



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## 1 OBJECTIVES

The evaluation of teaching aims to stimulate an exchange between lecturers and students about good teaching and use the results to provide impetus for the continuous improvement of teaching quality.

The objectives in particular are:

- Provide feedback for lecturers to improve the quality of teaching. This includes, for example, improvements at the conceptual, curricular, organisational, didactic or personal level.
- To support students in achieving their personal learning goals and promoting their main areas of interest.
- To categorise the results of the course evaluation in the overall context of the department's quality management.
- To review the individual courses or modules with regard to the achievement of objectives, such as the intended learning objectives or competences.
- To strengthen communication about teaching at the Faculty of Business, Economics and Social Sciences.

## 2 COURSE EVALUATION COMMITTEE

The course evaluation committee is made up of at least four professors, a representative of the academic staff, two students as well as the Dean of Studies and his/her assistant. The committee is responsible for the strategic orientation of the course evaluation, the content of the questionnaires, the module selection of the modules to be evaluated in the specialisation evaluation and the supervision of the follow-up procedure. The committee meets once a semester.

### 3 PROCEDURE OF THE EVALUATION

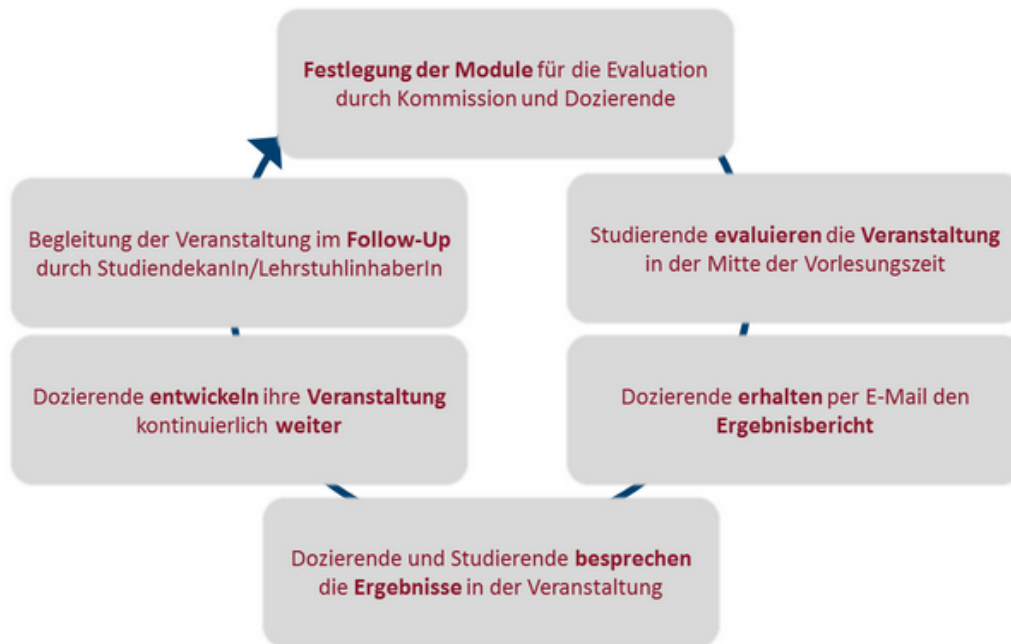


Figure 1: Course evaluation procedure at WiSo

#### 3.1 Determination of Modules for Focus Evaluation

The course evaluation committee will select specific modules for the focus evaluation based on a feasible sample size. All courses within a module will be considered within the following Bachelor's and Master's degree programs:

Bachelor's degree programs:	Master's degree programs:
<ul style="list-style-type: none"> <li>▪ Economics (B.A.)</li> <li>▪ International Business Studies (B.Sc.)</li> <li>▪ International Economic Studies (B.Sc.)</li> <li>▪ Socioeconomics (B.A.)</li> <li>▪ Business Informatics (B.Sc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Labor Market and Human Resources (M.Sc.)</li> <li>▪ Economics (M.Sc.)</li> <li>▪ Finance, Auditing, Controlling, Taxation (M.Sc.)</li> <li>▪ Health Management and Health Economics (M.Sc.)</li> <li>▪ International Business Studies (M.Sc.)</li> <li>▪ International Information Systems (M.Sc.)</li> <li>▪ Management (M.Sc.)</li> <li>▪ Marketing (M.Sc.)</li> <li>▪ Socioeconomics (M.Sc.)</li> <li>▪ Business Education (M.Sc.)</li> </ul>

Table 1: Bachelor's and Master's Degree Programs in Course Evaluation

Since the summer semester 2011, there has been a set of modules in the Bachelor's degree programs that is evaluated in each cycle. This set consists of foundational and mandatory courses.

- Marketing
- Accounting
- Empirical Social Research I
- Empirical Social Research II
- Fundamentals of Public and Civil Law
- Financial Statements
- Macroeconomics
- Microeconomics
- Production, Logistics, Procurement
- Sociology I
- Sociology II
- Statistics
  - Data Science: Statistics
  - Data Science: Data Analysis
  - Statistics
- Companies, Markets, Economics
- Business Private Law
- Economy and State

These modules are supplemented each semester by additional modules selected by the committee for one-time evaluation. In the Master's degree programs, the modules to be evaluated have been proposed by the Master's coordinators since the summer semester of 2011. Additionally, since the winter semester of 2016/17, students, through their student representatives, can also suggest modules for evaluation. The dean of studies informs the selected module coordinators about the selection and requests them to enter the course information into the online form provided via a link in the email.

### 3.2 Voluntary Evaluation

In addition, all instructors have the option to voluntarily participate in the written evaluation. To do this, instructors need to enter the course information into the online form, which is provided via a link in the email.

### 3.3 Individual Question Option

Instructors have the option to include up to four individual questions (a maximum of two open-ended and two scaled questions) in the standardized questionnaire. To do this, you can check the box for "Individual Additional Questions" in the online course evaluation form.

Before the evaluation, you will receive an email with a link that allows you to enter the desired questions into a submission form. These questions will then automatically appear at the end of the evaluation questionnaire.

### 3.4 Documents for Evaluation and Implementation

Before the start of the evaluation period, instructors will receive all necessary documents for conducting the evaluation via email. These include:

- A PowerPoint slide with access details (QR code and link) (see Attachment 1)
- Instructions for conducting the evaluation
- A guide for discussing the evaluation results with students (see Appendix 2)

Once instructors have received all the documents, the evaluation can be conducted. All essential details for carrying out the evaluation will be provided in the email.

### 3.5 Evaluation of Results

After the completed questionnaires are submitted to the EvaSys software, they will be analyzed and then automatically sent to the instructor via email.

### 3.6 Reflection and Discussion of Results with Students

After reflecting on the results, possibly considering the self-assessment questionnaire mentioned in Section 3.4, discussing the results with students is a key part of the evaluation follow-up. By discussing the results with students and outlining the resulting actions, students will see that their feedback is taken seriously. This encourages continued participation in the evaluation process. If needed, instructors can use the provided guide for discussing evaluation results (see Appendix 3).

### 3.7 Comparison of Profile Lines

At the end of the lecture period, after all results have been analyzed, instructors will receive a separate report in addition to their individual results. This report includes a comparative profile line, which reflects the average for the respective course type (lecture/seminar/exercise) and academic level (Bachelor/Master). This allows for a comparison of personal results with the average results achieved in the department.

### 3.8 Publication of Results

The individual profile lines of instructors from the focus evaluation (not the voluntary evaluation) will be published on StuDoN at the following path after the evaluation period is completed:

[Angebote 2. RW 2.2 Wirtschafts- und Sozialwissenschaften Gremien, Entwicklung und Qualität Qualitätsmanagement V\) Lehrveranstaltungsevaluation.](#)

Access to the results is restricted to the university network. Instructors from the focus evaluation also have the option to provide a statement regarding their evaluation results and send it to [wiso-evaluation@fau.de](mailto:wiso-evaluation@fau.de) (within one week after the end of the lecture period).

The statement will then be published together with the evaluation results on StuDoN.

### 3.9 Follow-Up of Course Evaluation

The course evaluation committee has developed a follow-up procedure aimed at supporting and addressing courses with poor evaluation results. The committee has defined target values that provide instructors with a benchmark for interpreting their results and give the committee feedback on the quality of teaching within the department. These target values establish a range in the grading scale within which instructors can deviate up to five times. If deviations exceed five, the course will be included in the department's follow-up process. At the professor level, this involves a meeting with the dean of studies, and at the level of research staff, a meeting with the respective chairholder takes place. During these meetings, individual follow-up actions are formulated and specific measures for improving teaching are developed. Additionally, affected instructors may utilize the individual coaching services offered by the FBZHL, designed as a personal support tool for instructors and conducted in a confidential setting. The course will be re-evaluated within a specified period.

The defined target values are composed as follows:

- For items with a scale from 1 (Strongly Disagree) bis 4 (Agree):  $\geq 2,5$
- For items with a scale from 1 (Much Too Low) to 5 (Much too High) liegt der Sollwert zwischen 2 und 4
- For the overall course grade, the target value is  $\leq 3$

Items with a different scaling are not included in the follow-up analysis. Additionally, in Bachelor-level practical courses, the question regarding the research relevance of the course is not considered in the follow-up. Courses that enter the follow-up procedure will NOT be published. Instructors receive absolute confidentiality.

### 3.10 Result Report from the Dean of Studies

The Dean of Studies reports regularly on the progress of the course evaluation to the departmental council and publishes the aggregated overall reports on StuDoN at the following path: [Angebote 2. RW 2.2 Wirtschafts- und Sozialwissenschaften Gremien, Entwicklung und Qualität Qualitätsmanagement V\) Lehrveranstaltungsevaluation.](#)

## 4 TIMELINE

Wintersemester 24/25	To Do	Responsibility
bis 04. November 2024	Determination of Modules by the Committee in Coordination with the Master's Coordination and Student Representatives (in a Circular Procedure)	Course Evaluation Committee, Master's Coordinator, Student Representatives
04. – 15. November 2024	Registration of Courses (Details about the course, number of participants, etc.) via Online Form	Instructors
bis 1. Dezember 2024	Generation of Surveys, Sending of Documents and Links to Instructors	Deans' Office
<b>02.- 20. Dezember 2024</b>	<b>Conducting the Evaluation</b>	<b>Instructors</b>
bis spätestens 17. Januar 2025	Data Analysis, Creation of Result Reports for Instructors; Sending of Result Reports to Instructors	Deans' Office
bis Vorlesungs-ende WiSe 24/25	Reflection and Discussion of Results in the Course	Instructors
Februar 2025	Publication of Focus Evaluation Results on StudOn	Deans' Office
März 2025	Follow-Up for Courses with More than 5 Negative Deviations from the Critical Value	Dean of Studies; Chairholder; Instructors



## **APPENDIX**

Appendix 1: PowerPoint Slide with Access Details

Appendix 2: Guide for Discussing Evaluation Results with Students

## Lehrevaluation –

*Bitte nehmen Sie unter  
folgendem Link oder  
über den QR Code an  
der Lehrevaluation teil:*

<https://www.eva.fau.de>

**Losung:**



## Orientierungsleitfaden für die Besprechung der Evaluationsergebnisse mit den Studierenden

Auf Wunsch einiger Dozentinnen und Dozenten wurde ein Vorschlag erarbeitet, wie die Ergebnisse mit den Studierenden besprochen werden können.

### 1. Phase: Selbsteinschätzung

- Wie bewerten Sie Ihre Veranstaltung: Was hat sich in der Veranstaltung bewährt? Wo sehen Sie Handlungsbedarf?
- Für diese Reflexion können Sie z.B. den beigefügten Fragebogen zur Selbsteinschätzung heranziehen, welcher sich an dem Lehrveranstaltungsevaluationsbogen orientiert.

### 2. Phase: Sichtung der Evaluationsergebnisse

- Wie bewerten die Studierenden die Veranstaltung?
- Deckt sich Ihre Einschätzung mit dem Feedback der Studierenden?
- Lassen sich mögliche Diskrepanzen zwischen Ihrer Einschätzung und jener der Studierenden aus den Evaluationsergebnissen erklären?
- Wo sehen Sie Diskussionsbedarf?

### 3. Phase: Besprechung der Ergebnisse mit den Studierenden

Die Besprechung kann beispielsweise nach folgendem Muster erfolgen:

- 1) Zunächst einen **Grobüberblick schaffen**, indem Sie die Ergebnisse insgesamt interpretieren, z.B. *„Über Ihr positives Feedback bin ich insgesamt sehr erfreut. Annähernd die Hälfte von Ihnen gab der Veranstaltung die Gesamtnote „xxx“ oder besser.“*
- 2) Im zweiten Schritt bietet es sich an, nicht jede Frage separat vorzustellen sondern **Schwerpunkte zu bilden**, z.B. *„Im Bereich der Planung und Darstellung freute mich besonders, dass ich Ihnen die Lernziele insgesamt sehr gut näher bringen konnte. Verwundert hat mich, dass Sie das Lernmaterial als zu wenig unterstützend empfanden.“*
- 3) **Fragen** Sie nun durch offene Fragen nach, wenn Sie nicht nachvollziehen können, warum Studierende etwas in bestimmter Weise bewertet haben, z.B.: *„Was konkret haben Sie bei den Lernmaterialien vermisst?“*
- 4) Wenn Sie nun alle für Sie wichtigen Ergebnisse mit den Studierenden besprochen haben, halten Sie die **Konsequenzen** fest, die Sie aus den Ergebnissen ziehen werden. Was konkret soll sich aufgrund der Ergebnisse verändern? Wo sehen Sie sich in Ihrem Vorgehen bestätigt?

### 4. Phase: Umsetzung der Maßnahmen

Dafür wünscht Ihnen die Kommission der Lehrveranstaltungsevaluation viel Erfolg!