ONLINE EVALUATION

Proces Online Evaluation

1. First of all the student fill in the online evaluation
2. Then the professors can view the results and add some context and comments before the programme director sees the results. If necessary the programme director discusses the results with the responsible professors.
3. All results are discussed in a subcommittee of the programme committee. If the results are representative, the professor gets one of the four appreciations (Outspoken appreciation, Appreciation, Appreciation with remarks, Reviewing needed) for student appreciation. If any other content (contextualization, other surveys, peer evaluation,…) the subcommittee takes that also into account and formulates a global appreciation.
4. These appreciations are saved in the education file of the professor and are taken into account when a professor wants to make promotion or gets an evaluation.
5. Based on the results professors can make changes to their courses.

Representativeness and final appreciations

For groups less than or equal to 50 students a response rate of 50% is required to give appreciations. For the results to be representative for groups with more than 50 students, a response rate of 40% is adequate. For large groups (population> 200 students) an absolute response of 80 students is sufficient.

Final appreciations are pronounced
- If 3/6 of the items + the 7th item greater than or equal to 4.5 → Outspoken appreciation
- If 3/6 of the items + the 7th item is greater than or equal to 4.0 → Appreciation
- If 3/6 of the items + the 7th item greater than 3.3 → Appreciation with remarks
- If 3/6 of the items + the 7th item is less than or equal to 3.3 → Reviewing needed

The POC subcommittee, which largely remains stable for four years, can however, based on the input of teachers and students, always decide to deviate from the proposed rules and give another motivated final appreciation. If a professors gets ‘reviewing needed’ or ‘appreciation with remarks’ the subcommittee decides if an additional hearing of students.

Periodicity

Each year, one third of the compulsory and elective courses of all programs will be evaluated based on the questionnaire. All instructional approaches will (anonymously or not) be questioned. In following cases the courses will be (re)evaluated:
- When a professor gets appreciation ‘reviewing needed’ and ‘appreciation with remarks’
- New courses
- New teachers
- By a motivated request of the professor.