

Template for periodic course evaluations

Introduction

Periodic course evaluations are part of UiO's quality system. The evaluations are further described in the system description for the quality system. The evaluations should be documented in a periodic course report.

Material basis for the periodic course report

- Course description for the course
- Statistics on grades, withdrawals, appeals (FS-rapport 754.001)
- Previously conducted periodic course reports for the course
- Reports from supervision sensors
- Student feedback/midway evaluation of the course
- Participant evaluation and if applicable other teachers and administrative employees' review of the course

Content of the periodic course report

The report should include the responsible person's review and comments based on the material basis. The report should include the following points, if applicable:

1. Give a review of:
 - Syllabus (content, scope)
 - Teaching (teaching methods, number of hours, spread across the semester, compulsory activities and assignments)
 - Resources and infrastructure (classrooms, audiovisual tools, library resources, etc.)
 - Examination (form of examination, form of evaluation)
2. Does the information on learning outcome in the course description give a good description on what the students are expected to have learned after completing the exam?
3. Does the course work satisfactorily? Check the following:
 - Statistics of grades, withdrawal and appeals
 - Feedback from students, and if applicable other employees
 - How the course works in relation to its course group
 - The course description
 - If the course is placed correctly in regards to level/recommended semester
 - If the course is defined correctly in regards to recommended/required prerequisites
4. Have you made any changes since the last periodic course evaluation? Which?
5. Suggestions for improvement

