

Focus of Evaluation	Course evaluation
Objective	Educational development
Type of Data	Quantitative, questionnaire-based

1. Method

An online, questionnaire-based survey of a lecture, seminar or module which is answered by the students in the respective class.

2. Process

2.1. Selection

- **Full-time teaching staff** select which lectures and seminars they would like to receive feedback for and register their selection with ZaQ.
- **Part-time teaching staff** are evaluated every fourth semester.
- ZaQ will email staff at the beginning of the semester, informing them of the upcoming evaluation.
- Courses led by teaching staff that are new to a faculty of HWR Berlin will receive a complete evaluation in the first and second semester.
- For the legal basis of course evaluations, please see the charter on evaluations from 13.11.2018.

2.2. Date of Evaluation

- The evaluation takes place at an appointed time during the course, to be agreed upon beforehand.
- **Full-time teaching staff** shall provide their desired time upon registration.
- **Part-time teaching staff** shall receive suggested appointed times from ZaQ. Teaching staff may change this appointed time by emailing ZaQ. Appointed times for the course evaluation may be chosen from the middle of the semester onwards.

2.3. Implementation

- The course evaluation will be conducted in a supervised manner during the lesson, with the survey itself being answered online. Students load the evaluation survey via a link on their computer or mobile device. They should then answer the survey immediately, it takes around 10 minutes. The teaching staff can decide the exact moment to conduct the survey during the lesson.
- At the time of the evaluation, the teaching staff will receive an explanation of the procedure from ZaQ.

3. Results

- Teaching staff automatically receive the results of the evaluation at the end of the lecture or seminar. However, if fewer than six students have taken part, then the evaluation is invalid and no results are given.
- At the end of the semester, the dean's office of each faculty will receive all individual results for the sake of quality assurance. In each case, a printed copy of the results (excluding additional written comments) will be available to read at the library of the respective campus.

Further Informationen

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