

Evaluation of faculties 1, 2, 4 and 6 in the Summer Semester 2005

Procedural Suggestion for the Evaluation of Teaching and Study in the Faculty Compilation of Teaching Reports

Teaching evaluations analyse content and general conditions of individual teaching units. They provide only little indication of the total situation of teaching and study in the faculty. As a supplement to teaching evaluation, therefore, it is recommended that a teaching report be compiled jointly by both teachers and students.

A. Objective

Teaching reports are intended to stimulate in particular communication in the faculty about the teaching and study situation and about the strengths and weaknesses, with the aim of assuring and improving quality.

Teaching reports are intended to

- portray the current situation of teaching and study in the faculty
- establish an effective dialogue between students and teachers about the situation in the faculty and improvements to teaching and study
- provide suggestions for the development and implementation of measures to improve the quality of teaching and study.

B. Procedure

- The report, including statistics, should be a maximum of 15 pages.
- The report should be compiled jointly by students and teachers.
- The report should contain information about teaching units completed: execution, participation and summary results.
- Priorities of the teaching report are the descriptive and evaluative sections, supported by presentation of data (course beginners numbers, course length, graduate quotas etc.) together with explanation and interpretation.
- Statistical data are available from the faculty administration.
- The finished report will be submitted to the Office of the President. The measures suggested by the faculty will be discussed by the faculty and the Office of the President and will be incorporated into joint agreements to improve and assure quality in teaching and study.

A. Suggested structure

0. Compilation of the Teaching Report

Period of report

Courses evaluated, participating groups and committees

1. Courses offered: Goals and Profile

Training and educational goals
Profile, priorities and special characteristics

2. Teaching and Study in Practice

Teaching units planning, coordination of teaching units
Teaching and study forms (projects study, e-learning, projects, tutorials...)
Professionally oriented consideration of future areas of employment
Preparation for professional independence
Imparting of key competences
Integration of research into teaching
Organization, practice and requirements of examinations
Advisory and supervisory services for students
Quality assurance/evaluation measures
Internationalization, promotion of study abroad
Measures for the advancement of women

3. Resources

Personnel, rooms and equipment, materials (impacts on teaching and study)

4. Students and the Period of Study

Development of student numbers
Length of study, graduate quotas, drop-out quotas

5. Assessment of Study Conditions

Execution and results (summary) of teaching units evaluation
Assessment of the teaching and study situation by students, teachers and graduates

6. Conclusion

Strengths and weaknesses of the faculty/subject
Quality assurance measures taken and to be taken
Prospects for courses offered, development plans, international courses