| Date | 2023-05-15 |
| --- | --- |
| Ref. no. | SKH 2023/306/1.2.4 |
| Template decided by | Board of Education and Research |
| Validity period | Until further notice |

# Course report for [name, incl. credits]

|  |  |  |  |
| --- | --- | --- | --- |
| Course code: |  | Academic year and semester: |  |
| Subject unit/Research centre:  |  |  |
| Freestanding course:  |  | Programme course:  | Programme:  |
| Number of registered students: |  | Number of respondents: | Response rate: |
| Course-coordinating teacher (or equivalent): |  |  |

Course evaluations are carried out in order to obtain students' views on the completed course. These views, together with the teacher's analysis, are important elements of the University's quality assurance and course development work.

The course-coordinating teacher (or equivalent) compiles a course report once the course evaluation is complete. This consists of the teacher's analysis of the responses, and suggested measures to be implemented the next time this course, or a similar course, is offered. The analysis is based on the quantitative responses, any comments made by students as free-text responses, and any supplementary oral evaluations. The compilation of the quantitative questions is attached to the course report. Compilation is carried out regardless of the number of responses.

The subject unit/research centre is responsible for ensuring that the group of responding students is given feedback on the course report and measures implemented.

The course-coordinating teacher (or equivalent) also informs a new group of students in an equivalent course about measures implemented based on an earlier course evaluation.

The course reports are archived kept available electronically.

See “Guidelines for course evaluations”.

**Teacher's analysis**

*Based on quantitative results, free-text responses and any oral evaluation.*

**Planned measures**

**Decision on possible measures**

**Appendix**

*Compilation from the evaluation system of student responses to the quantitative questions.*