Lunds Tekniska Högskola
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Study programmes boards
Directors of study of first and second cycle studies
Student council (TLTH)

Instructions for summative course evaluations at the Faculty of Engineering (LTH)

This document constitutes instructions on the comprehensive system for summative evaluation of courses within LTH's degree programmes. The instructions refer to the Policy for Evaluation of First and Second Cycle Studies (registration number U2018/787) approved by the board of LTH [SLTH] on 16 September 2003 and with minor revisions on 20 December 2018 and 21 January 2021. These instructions apply until further notice.

The instructions cover all programme courses within first and second cycle studies, except for degree project courses and the professional training courses for engineers, within LTH's programmes of at least 180 credits. The instructions also include freestanding courses at LTH.

The policy, the present instructions, other documents, information, timetables which apply for each study period and the archive of old final reports are available on http://www.ceq.lth.se/.

Operational goals

All the courses above are evaluated within the framework of LTH's joint summative course evaluation system. Only whole, completed courses are evaluated.

Before each study period, a list is made available showing which courses[1] will be subject to evaluation at the end of the period, and the conditions that apply for each course. In addition, precise dates are set for the forthcoming study period. For freestanding courses the dates in the CEQ-process are adapted to the start and end dates of the specific course.

At LTH's faculty office, there is a coordinator who is responsible for the activity.

Overall strategy

The evaluation system at LTH aims to ensure good learning among LTH students.

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[1] Retrieved from the relevant programme curricula/timetable

The summative evaluation is based on information contributed by the students through surveys, so that their experiences and ideas can be communicated, discussed and documented.

The data from the CEQ survey forms the basis of a working report [arbetsrapport] with comprehensive analysis material, including the students' comments in their own words. This working report is processed and analysed by students, lecturers and programme management. These people produce a joint course-specific final report, including basic facts, summarising results and comments and suggestions.

The final report [slutrapport] is the final result of the course evaluation and can be called a "course final report" ["kursbokslut"]. Each student who has been enrolled on a course receives a direct link to the final report via email. All final reports are published on the LTH website.

Preparatory activities

Verifying/Retrieving course directors

In order to reach the right people with appropriate information, the coordinators must have current lists of the course directors. The coordinators retrieve data on who is responsible for each course from the course syllabi[2]. The coordinators send this information for verification by the heads of department (or the director of studies at the department or the department administrator) in order to have completely up-to-date information on who is the lecturer for each course.

Preparing a list of courses

Before the start of the study period in which the evaluation is to take place, a list of current courses is drawn up. The list shows which category each course belongs to. This list also contains information on which programme director is responsible for coordinating the compulsory courses which are studied by students on several programmes, and which programme director and student council have a limited responsibility for the elective and freestanding courses.

Activities in the CEQ process

The activities to be carried out for each round are divided into:
1. Choice of online (web) or paper surveys
2. Making surveys available (in case of paper surveys)
3. Distribution, completion and collection of surveys
4. Preliminary review of survey free text responses [student councils]
5. Coding of survey responses (in case of paper surveys)
6. Generating the working report
7. Analysis of the course /course implementation
8. Writing of comments
9. Generating the final report
10. Publishing the final report (on website, communicated via email)

The following activities are listed in chronological order and the times indicated are approximate. Precise times for the activities for each study period are given on the website.

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[2] Generated from the data in LubasPP

Paper or online survey
The CEQ survey is available in both a paper and an online version. For each course, the choice of using paper or online surveys is free. The online surveys are the standard choice, but the course director, student council or programme director can request paper surveys, on condition that this is requested in good time, before the examination period. Course director, programme director and student council should agree on the choice of method, but if they cannot agree, the programme director decides. If the online version is used it is possible to add extra questions on request.

Provision of paper surveys
The coordinator is responsible for distributing the correct number of CEQ surveys for each course to the relevant course director. If the course director needs the surveys at an earlier date, or wants the surveys in English, he/she must inform the coordinator in good time.

Distribution, completion and collection of surveys
A high rate of response is not only desired but should also be considered a requirement set by the formulations in the Higher Education Act.

Online surveys
If online surveys are used, these are to be sent out at the end of the examination period, unless a different date has been requested by the course director or the programme director.

Paper surveys
The relevant programme director, in consultation with the course director, is responsible for choosing the occasion on which the students are to complete the paper survey in a manner that assures a high rate of response.

The evaluation of courses which are offered for several programmes, such as the basic courses in mathematics, have particular complications. Among the reasons for this are the fact that the evaluation is to be reported by programme as well as collectively, and that the students are mixed up at the examination. For these courses, the coordinator therefore appoints one programme director who has the coordinating responsibility for a given period of the course.

After the end of the examination period, the paper surveys are to be submitted to the LTH faculty office. The coordinator distributes special envelopes to the course directors for this purpose. The remaining, blank surveys are separated from the rest before they are handed in and sent for recycling.

Preliminary review of survey responses
In the free text comments, inappropriate comments on individual lecturers may appear, which should not be included in the working reports. A preliminary review and any changes ("censorship") that are made are only trustworthy if they are done by the students themselves, through the student council. The student council is to go through the surveys for its courses and delete or reformulate any inappropriate text. For the elective and freestanding courses, this review is taken care of by the student council whose programme director is responsible for coordination.

Coding of survey responses (only for paper surveys)
The coordinator organises the coding of the surveys and issues instructions for how this is to be carried out.

Generating the working report
The coordinator creates the working reports and sends them out via email to the course director and to the relevant programme director and student council. If the department wishes, it is possible to have the report sent to, for instance, the director of study of first and second cycle studies. On the elective and freestanding courses for which a student representative is appointed through the course director's initiative, it is the course director's responsibility to forward the working report to the student representative.

Generating the final report – meetings, analysis and comments
The programme director is to convene a follow-up meeting in which the course is discussed on the basis of the working report, among other things. For courses that are common to several programmes, the responsible programme director is to coordinate these meetings in such a way as ensure that the workload on the relevant department is reasonable. The meetings must be planned in good time. For elective and freestanding courses, it is the course director's responsibility to convene the meeting. This meeting is primarily to be between the course director and the student representative, but the programme director and the student council are always to be summoned, so that they can choose to take part if they wish.

The final report is produced by the student council/student representative, the lecturer and the programme director writing their comments and suggestions on the website. The course director retrieves his or her own password which is sent to the email address that has been verified by the head of department as belonging to the course director. The coordinator generates the final report after the published deadline for adding comments. By then, all parties are to have written their contributions.

Publishing the final report
The final report is published on the website and all students registered on the course and the lecturer, the programme director and the head of department are alerted via email that the evaluations are ready, with a direct link to "their" evaluation.

The course director reports the result to the students the next time the course is given, for instance during one of the first lectures.

Compulsory courses
On the compulsory courses, it is always the programme director, the course director and the student council who are the so-called agents. For courses that are studied by students on several different programmes, the coordinating programme director arranges the meeting times for all programmes involved.

For courses which feature as compulsory for several programmes, a working report and a final report are generated for all programmes, as well as a working report and a final report for each programme for which the course is compulsory. The separate programme reports only include data from the relevant programme's students. The course director/s can choose to write comments for the whole course group and/or for each programme.

If the programme director, the course director and the student council do not enter their comments by the stated deadline, the final report will state that "comments were not submitted within the appointed time".

Elective and freestanding courses

For the elective and freestanding courses, the appointed coordinating student council is responsible for the review of the free text responses. Subsequently, it is mainly the course director's responsibility to follow the rest of the procedure leading up to the final report.

The student representative is primarily appointed by the student council, but if this does not happen, the course director is to ask the student group whether one of them would like to be student representative for the course (this is known as an external course representative).

The working reports are to be sent to the programme director, the student council and the course director (who forwards the report if there is an external course representative). The programme director and the student council can be present at the meetings and write comments if they wish. The course director is to notify the programme director and the student council of the times for the meetings, but is not required to coordinate these in advance.

The course representative is primarily to write comments for the final report. If the student council chooses to add comments, these apply instead of the course representative's comments.

Complementary surveys when CEQ surveys on paper are used

Sometimes there is a wish to complement the CEQ survey with additional course specific questions and therefore boards, departments and student councils are to be able to add questions to the CEQ survey. This is permitted under the following conditions:

1. Additional questions can be distributed together with the CEQ surveys but may not be stapled together with the latter
2. There is no central support for the compilation of responses to additional questions

Additional questions/surveys are not allowed to entail a drop in the rate of response to the CEQ surveys.

Appendix: Summary of the various evaluation methods

Which courses	Compulsory courses	Elective and freestanding courses
CEQ-survey	Yes, on paper or online	
Standard survey method	Online (Paper survey available on request)	
Other survey produced by the course director	Course director can complement survey with additional survey if desired, for example for the operative course evaluation	
All students are to have had an opportunity to express their views through a survey	Yes, CEQ survey (paper or online)	
Working report	Yes	
The reports are divided according to programme (except for one common to all students)	Yes, for each programme in which the course is compulsory	No
Who writes comments[3]	Course director, student council, programme director	The course director, student representative (who is primarily appointed by the student council, and otherwise elected from among the students on the course, on the initiative of the course director)
Comments on the final reports	One comments box per agent (plus, in the case of paper surveys, additional question on when the surveys were completed for the course director and the programme director)	
Final report	Yes. Basic data, CEQ scales and comments	

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[3] The programme manager and the student council can always choose to take part in the meetings and write comments, but it is not compulsory for them on the elective and freestanding courses