



Hochschule Osnabrück
University of Applied Sciences

Regulations governing the Student Evaluation of Study and Teaching

as amended by the approval of the Academic Senate of Osnabrück University of Applied Sciences of December 17, 2014, published on December 19, 2014

Section 1 Purpose and Objective

- (1) Student evaluation is an essential element of quality management in study and teaching.
- (2) These regulations govern the procedures of internal evaluation of study and teaching in accordance with Section 5 of the Lower Saxony Higher Education Act (NHG) and the collection, storage, and further processing of data in accordance with Section 17 NHG.
- (3) The purpose of course evaluation is to reflect on the students' teaching/learning process in the context of the relevant course. The purpose of evaluating the central facilities, service facilities, and study organization is to reflect on the processes that accompany university study.

Section 2 Principles

- (1) Members and employees of the university are required to participate in the evaluation.
- (2) The following personal data may be processed for evaluation purposes, including the data specified in Section 17(1) NHG:
 - teaching-related data
 - study-related data
 - exam-related data.
- (3) The data shall be anonymized at the earliest possible time.
- (4) The University Steering Committee may take appropriate action to standardize evaluation procedures.

Section 3 Course Evaluation

- (1) ¹The courses of a module in a Bachelor's program are evaluated at least every three years, those in a Master's program at least every two years. ²In addition, students may request a course evaluation from the appropriate study committee. ³Each year, at least one-third of the courses offered in Bachelor's programs and at least half of the courses offered in Master's programs should be evaluated. ⁴If multiple lecturers are involved in a course, each lecturer will be evaluated separately.

- (2) ¹A general questionnaire is used for lectures, which can be adapted and supplemented with additional questions if necessary. ²For other teaching formats, the faculties and the Institute of Music may develop subject-specific questionnaires that are approved by the respective study commissions.
- (3) ¹In addition to the centralized procedural description, the implementation of course evaluation is governed by a decentralized procedural description adopted by the faculties and the Institute of Music. ²The University Steering Committee is responsible for the centralized procedural description; the relevant Dean's Office is responsible for the decentralized procedural description.
- (4) ¹The faculties and the Institute of Music are responsible for the organization and proper implementation of course evaluations. ²Students evaluate their courses anonymously. ³The computer-based analysis is carried in the faculties and the Institute of Music using university-wide software.
- (5) ¹The analyzed data of the evaluated course will be made available to the lecturers concerned. ²The procedure is regulated by the procedural descriptions for the evaluation of study and teaching of the university and the faculties or the Institute of Music. ³During the semester in which the evaluation takes place, the lecturers hold a feedback discussion with the students about the results. ⁴The results should be used by the lecturers to plan their individual professional teaching development.
- (6) ¹For the cross-course evaluation analysis, the data from several course evaluations are anonymized, summarized, and prepared as a basis for decisions on the further development of the quality of teaching, especially on the topics of the
- teaching process
 - student learning process
 - framework conditions.

²Further details are regulated by the faculties and the Institute of Music in their procedural descriptions. ³At least once a year, the respective study commission submits recommendations for the improvement and further development of the quality of study and teaching to the faculty management or the management of the Institute of Music for consultation.

Section 4 Evaluation of the Central Facilities and Service Facilities

- (1) ¹To evaluate study and teaching, students use a questionnaire to assess the central facilities that support teaching. ²The supporting central facilities, as defined in the Evaluation Regulations, are in particular the:
- Office of the University Registrar
 - University Library
 - Equal Opportunity Office
 - International Office
 - Careers Center
 - LearningCenter.
- (2) ¹Each facility is evaluated at least every three years. ²The university management is responsible for organizing the evaluation of the supporting central facilities. ³This includes the preparation of the questionnaires in cooperation with the respective management of

the institution, the proper implementation of the survey, and the processing of the results. ⁴It ensures that at least one institution is evaluated each year. ⁵Service facilities shall be evaluated anonymously.

- (3) The results are used by those responsible and involved to optimize the relevant processes and improve the framework conditions.

Section 5 Evaluation of Study Organization

- (1) ¹Students should have the opportunity to discuss the organization of courses, laboratory classes, and other forms of learning at least once a semester. ²It is the responsibility of each faculty management and the management of the Institute of Music to determine when and how these discussions will take place.
- (2) ¹The results are to be discussed with members of the Dean's Office during the semester in which the evaluation is conducted. ²The results and resulting actions are documented and published. ³On this basis, the University Steering Committee deals at least once a year with the issue of "Further development of the quality of study organization".

Section 6 Data Protection

- (1) The provisions of the Lower Saxony Data Protection Act (NDSG) apply.
- (2) Data in non-anonymous form may be used in procedures for renewing contracts for an indefinite period and for granting special performance-related payments.
- (3) Academic Deans may view the data in non-anonymous form in order to fulfill their legal obligations, in particular those according to Section 45 NHG.
- (4) Personal data collected under these regulations must be destroyed as soon as it is no longer needed to fulfill the requirements of the evaluation.

Section 7 Entry into Force

These regulations shall enter into force on the day after their publication in the Official Gazette of Osnabrück University of Applied Sciences. At the same time, the Regulations for the Student Evaluation of Study and Teaching of June 17, 2009, together with the amendment order of January 22, 2014, shall cease to apply.