

Evaluation of Courses

Why evaluate?

All courses of the University of Vienna are evaluated in a mandatory three-semester cycle ([evaluation plan](#)). Outside of mandatory semesters, it is possible to evaluate courses voluntarily. The aim is, in particular, the quality assurance and quality improvement of teaching. Course evaluation serves

- as a feedback instrument for course instructors,
- as a feedback and planning instrument for the directors of studies,
- as a data basis for the further development of studies and for the evaluation of faculties and centres,
- as a part of individual evaluations of (tenure track) professors and senior lecturers.

Setting up evaluations

The online evaluations can be set up via [u:space](#). You can find step-by-step instructions [here](#).

Evaluations take place “Online in Presence” (duration 48 hours). For this you should allow the students around ten minutes of time during the course to participate in the survey.

In some study programmes multiple types of questionnaires are available. You can find out which **type of questionnaire** is suitable for your course on the [Quality Assurance’s page specific to your directorate of studies](#).

You will receive the **results** automatically by email after the survey is closed. Our best practice example is to carry out the evaluation before the last unit so that you can discuss the results with the students again. Our recommendation is to carry out the **evaluation after two thirds of the course have been completed**.

Best Practice

