

<b>Policy note</b>	<b>Evaluation of education</b>	
Last update: 26 July 2013	Approval by Rectorate on date: 27 August 2013	Author(s): Education Bureau

## 1. Introduction

Evaluation of education is the third and fourth step in a systematic and cyclic process of programme implementation, which includes the collection of data (quantitative and qualitative) from various sources, analysis of the results, establishment of criteria, making judgments and drawing conclusions and recommendations for improvements.

At UNESCO-IHE annually the Plan-Do-Check-Act (PDCA) cycle is applied:

1. Plan: description of programmes in programme handbook;
2. Do: implementation of the programme according to the description;
3. Check: evaluate whether the programme is implemented according to the description; and
4. Act: taking corrective actions by responsible bodies

Plan: Education programme description



Act: Take corrective actions

Do: Implement the programme

Check: Evaluate the programme

## 2. Responsibility Master programmes

Programme committees are responsible for maintaining the level and the quality of the master programmes and to regularly evaluate all courses and modules for which students can earn credits.

## 3. Module evaluations

All modules are evaluated by the students via a standard questionnaire.

The Education Bureau is responsible for the preparation of the questionnaires, the organization of the evaluation sessions, and drafting a summary report.

The reports of the module evaluations are sent to the module co-ordinators.

At the end of a module the module co-ordinator drafts a reflection report for consideration by the programme committee.

A reflection report focuses at least on:

- whether the learning objectives were met;
- whether the module was coherent in terms of contents and doable in time;
- the performance of the lecturers; and
- possible adaptations for next year.

The content of this report is based on the following items:

- 1) Analysis of the module evaluation by the students;
- 2) A statistical and/or qualitative analysis of the marks obtained by the students;
- 3) Own observations; and
- 4) (Possible) observations by other colleagues

#### **4. Programme evaluations**

Programme evaluations are carried out every year at the end of the programme.

All programmes are evaluated by the students via a standard questionnaire.

The Education Bureau is responsible for the preparation of the questionnaires, the organization of the evaluation sessions, and drafting a summary report.

The reports of the evaluations are sent to the programme co-ordinators.

#### **5. Discussion of results and corrective actions**

Once received, programme committees discuss the module reports prepared by the module coordinator and the summary programme report of the education bureau.

In case of negative evaluations programme committees are required to take corrective actions.

#### **Reference documents**

1. Module evaluation questionnaire
2. Programme evaluation questionnaire
3. Module evaluation report
4. Programme evaluation report