

EVALUATION PLAN DEPARTMENT OF COMPUTER SCIENCE			
EVALUATION OF STUDY ACTIVITIES	Responsible	Spring 2025	Fall 2025
Send questionnaire to students (deadline for answers December 1. Reminder: November 26)	Department	April 21	November 17
The students evaluate based on questionnaires	Student	April 21 - May 5	November 17 - December 1
Send SurveyXact reports to semestercoordinators (via studyboard secretary)	Department/Studyboard	May 12	December 10
Prepare and send draft evaluation report to teachers for comments	Semestercoordinator	June 2	January 14
Send final evaluation report to the study board	Semestercoordinator	June 30	February 2
Extract gradestatistics for modules at the semester	Studyboard	September 8	March 3
Send extra questionnaire to students about exam (deadline for answers: February 9)	Department	June 30	February 2
Send SurveyXact reports with the students feedback about exams to the study board	Department	September 12	February 16
Evaluation of the semester based on the semester coordinator's evaluation report, answers from the extra questionnaire about exam, and grade statistics	Studyboard	September	March
Upload the study boards conclusions to the evaluation of study activities on web and inform teachers, students, etc.	Studyboard / Department	October	April
Follow up on the conclusions each semester on study management meetings (ULG)	Department	October	May
EVALUATION OF ENTIRE PROGRAMMES (GRADUATES ON 6TH AND 10TH SEMESTER)			
Send material to studentprogrammer (questionnaire, csv file with mailinglists)	Department	May 19	
Inform semester and programme coordinators about the timeschedule for the evaluation of entire programmes	Department	May 26	
Send questionnaire to graduates at 6th and 10 th semester (deadline for answers June 30)	Department	June 2	
Send SurveyXact reports to the study board and study programme coordinators	Department	August 18	
Prepare evaluation report based on SurveyXact and other relevant info and send to the study board secretariat	Studyprogramme coordinator	September 12	
Evaluate bachelor's and master's programmes based on the graduates answers, the evaluation report from the study programme coordinator	Studyboard	September 26	
Upload the study boards conclusions to the evaluation of the entire programmes and inform study programme coordinators, graduates etc.	Department	October/November	
Follow up on the conclusions on study management meeting (ULG)	Department	December 11	