

Evaluation plan Department of Computer science		
Spring 2026	Evaluation of study activities	Responsible
April 7	Inform semestercoordinators and study administration about evaluation plan	Department
April 20	Send questionnaire to students (reminder: April 27)	Department
April 20 - May 4	Plan feedback sessions (plan 15 minutes in conjunction with a course)	Semestercoordinator
April 20 - May 4	The students evaluate based on questionnaires (deadline for answers: May 4)	Student
May 11	Send SurveXact reports to semestercoordinators	Department/Studyboard
June 1	Prepare and send draft evaluation report to teachers for comments	Semestercoordinator
June 30	Send final evaluation report to the study board	Semestercoordinator
September 7	Extract gradestatistics for modules at the semester	Studyboard
June 30	Send extra questionnaire to students about exam (deadline for answers: September 8 )	Department
September 14	Send SurveyXact reports with feedback about exams to the study board	Department
September	Evaluation of the semester based on the semester coordinator's evaluation report, input from exam questionnaire, and grade statistics	Studyboard
October	Upload the study boards conclusions to the evaluation on web and inform teachers, students, etc.	Studyboard / Department
October	Follow up on the conclusions each semester on study management meetings (ULG)	Department