

Evaluation plan Department of Computer science			
Evaluation of study activities	Responsible	Spring 2026	Fall 2026
Inform semestercoordinators and study administration about evaluation plan	Department	April 7	November 2
Send questionnaire to students. Reminder is sent: April 27	Department	April 20	November 16
Plan feedback sessions (preferably plan 15 minutes in conjunction with a course).	Semestercoordinator	April 20 - May 4	November 16 - November 30
The students evaluate based on questionnaires (deadline for answers: May 4).	Student	April 20 - May 4	November 16 - November 30
Send SurveXact reports to semestercoordinators (via studyboard secretary)	Department/Studyboard	May 11	December 10
Prepare and send draft evaluation report to teachers for comments	Semestercoordinator	June 1	January 18
Send final evaluation report to the study board	Semestercoordinator	June 30	February 1
Extract gradestatistics for modules at the semester	Studyboard	September 7	March 3
Send extra questionnaire to students about exam (deadline for answers: September 8)	Department	June 30	February 1
Send SurveyXact reports with the students feedback about exams to the study board	Department	September 14	February 15
Evaluation of the semester based on the semester coordinator's evaluation report, input from exam questionnaire, 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 18	
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 1	
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 14	
Evaluate bachelor's and master's programmes based on the graduate's answers, the evaluation report from the study programme coordinator	Studyboard	September	
Upload the study boards conclusions to the evaluation and inform study programme coordinators, graduates etc.	Department	October/November	
Follow up on the conclusions on study management meeting (ULG)	Department	December	