

Evaluation plan Department of Computer science			
Spring 2026	Fall 2026	Evaluation of study activities	Responsible
April 10	November 6	Send material to studentprogrammer (questionnaire, course list, csv file with email addresses)	Department
April 7	November 2	Inform semestercoordinators and study administration about evaluation plan	Department
April 20	November 16	Send questionnaire to students (reminder: April 27)	Department
April 20 - May 4	November 16 - November 30	Plan feedback sessions (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
May 11	December 10	Send SurveXact reports to semestercoordinators	Department/Studyboard
June 1	January 18	Prepare and send draft evaluation report to teachers for comments	Semestercoordinator
June 30	February 1	Send final evaluation report to the study board	Semestercoordinator
September 7	March 3	Extract gradestatistics for modules at the semester	Studyboard
June 30	February 1	Send extra questionnaire to students about exam (deadline for answers: September 8)	Department
September 14	February 15	Send SurveyXact reports with feedback about exams to the study board	Department
September	March	Evaluation of the semester based on the semester coordinator's evaluation report, input from exam questionnaire, and grade statistics	Studyboard
October	April	Upload the study boards conclusions to the evaluation on web and inform teachers, students, etc.	Studyboard / Department
October	May	Follow up on the conclusions each semester on study management meetings (ULG)	Department
Evaluation of entire programmes (graduates on 6th and 10th semester)			
May 18		Send material to studentprogrammer (questionnaire, csv file with mailinglists)	Department
May 26		Inform semester and programme coordinators about the timeschedule	Department
June 1		Send questionnaire to graduates at 6th and 10 th semester (deadline for answers: June 30)	Department
August 18		Send SurveyXact reports to the study board and study programme coordinators	Department
September 14		Prepare evaluation report based on SurveyXact and other relevant info and send to the study board secretariat	Studyprogramme coordinator
September		Evaluate bachelor's and master's programmes based on the evaluation report from the study programme coordinator	Studyboard
October/November		Upload the study boards conclusions to the evaluation and inform study programme coordinators, graduates etc.	Department
December		Follow up on the conclusions on study management meeting (ULG)	Department