



University-wide course evaluation in the summer semester 2025 -brief information for lecturers

When will the survey be conducted?

Survey period:	Monday, April 28 th - Saturday, May 31 st , 2025
Start of the surveys:	from 04/28/2025 (or individually)
End of the surveys:	05/31/2025(or individually)

As in previous semesters, the surveys will be conducted online. A **solution-based online survey** will be conducted this semester.

What is a solution-based online survey?

Solution-based surveying means that there is one access code (in the form of a link and a QR code) for the survey for all students in a course, which will be sent to you by email shortly after your course has been registered.

What is the process?

The access data will be sent to you in good time for the start of the survey period for each course (LV) in the form of a password (= link) and a QR code (-> contains the solution) by serial email from evasys (evaluation software).

This email also contains an explanation of how the survey can be conducted and completed.

You communicate the access code to your students as a link or as a QR code image (e.g. for scanning with a mobile phone) in your course (online or in person) from April 28th (or individually).

In order to get a good response, **the board recommends conducting the survey in class.**

Therefore, please encourage your students to take part in the survey for the corresponding course, **preferably at the beginning of the online or face-to-face course.**

All questionnaires used (questionnaires: lecture, seminar, practical training/lab/exercise) **are always bilingual** (German/English) in the online version.

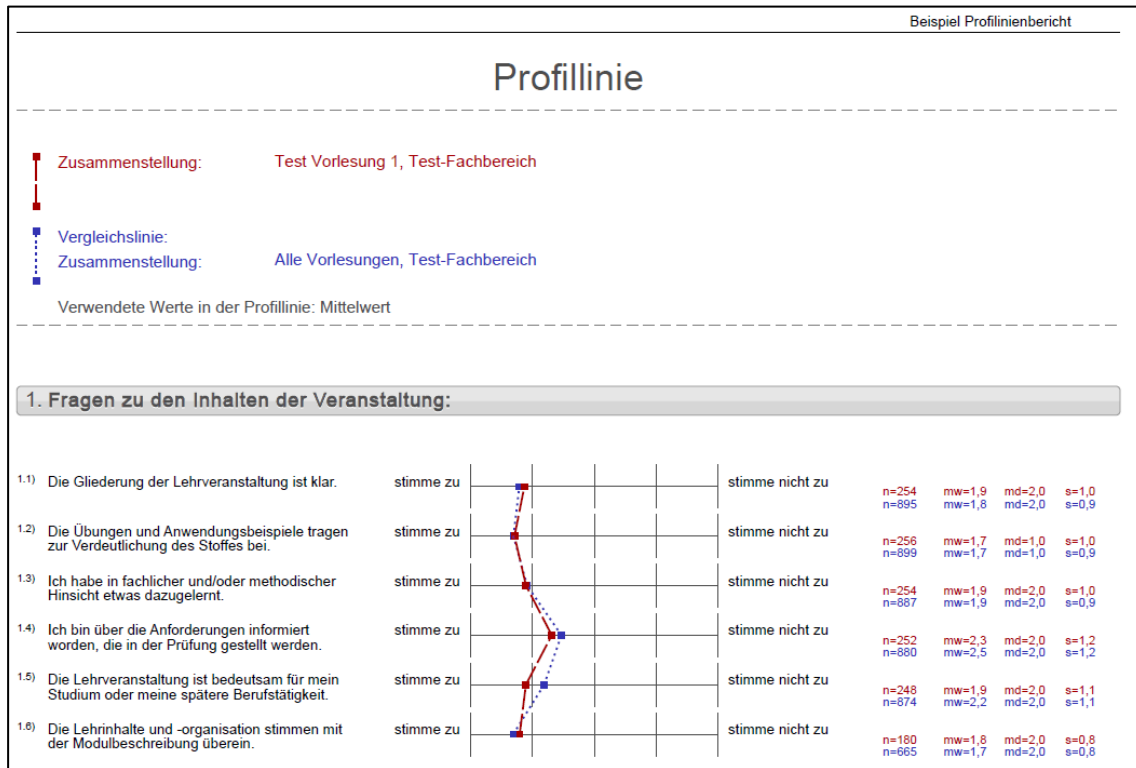
Completing the survey: You notify HP/QS by email when the survey can be ended. You will then receive your report immediately, which you can discuss with the students.

When do you receive the reports?

The reports will be sent to you by email **after the survey is completed.**

After **July 1st**, mean values for the respective checkboxes will be calculated for your teaching unit across all surveys. These mean values will be compared with the results of your personal survey in a profile line and sent to you personally by email as comparison reports **from July 2025.**

What does a profile line report look like?



What information is shared with others?

Reports are prepared for the relevant deans, deans of studies and the member of the university management responsible for studies and teaching, which contain an overview of the evaluated courses in the teaching unit (information on the mean value and dispersion of the question regarding the **overall grade**, as well as the **calculated mean workload** of the students in the respective course).

Further information you find here:

Prozessportal HELPP

[course evaluation](#)

[system for evaluating the teaching](#) (in german)