

University-wide course evaluation in the winter semester 26/27 -brief information for lecturers

When will the survey be conducted?

Survey period:	Monday, November 2 nd - Monday, November 30 th , 2026
Start of the surveys:	from 11/02/2026 (or individually)
End of the surveys:	11/30/2026 (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 November 2nd (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.

Closing the survey: Please notify OE/QM by email when the survey can be closed. You will then receive your report straight away, which you must **discuss with the students.**

In accordance with [Section 6\(7\) of our Evaluation Regulations](#) and the **NHG** ([Section 5 NHG – Evaluation of Research and Teaching](#)), we, as a higher education institution, are obliged to carry out regular evaluations and to discuss the results with the students.

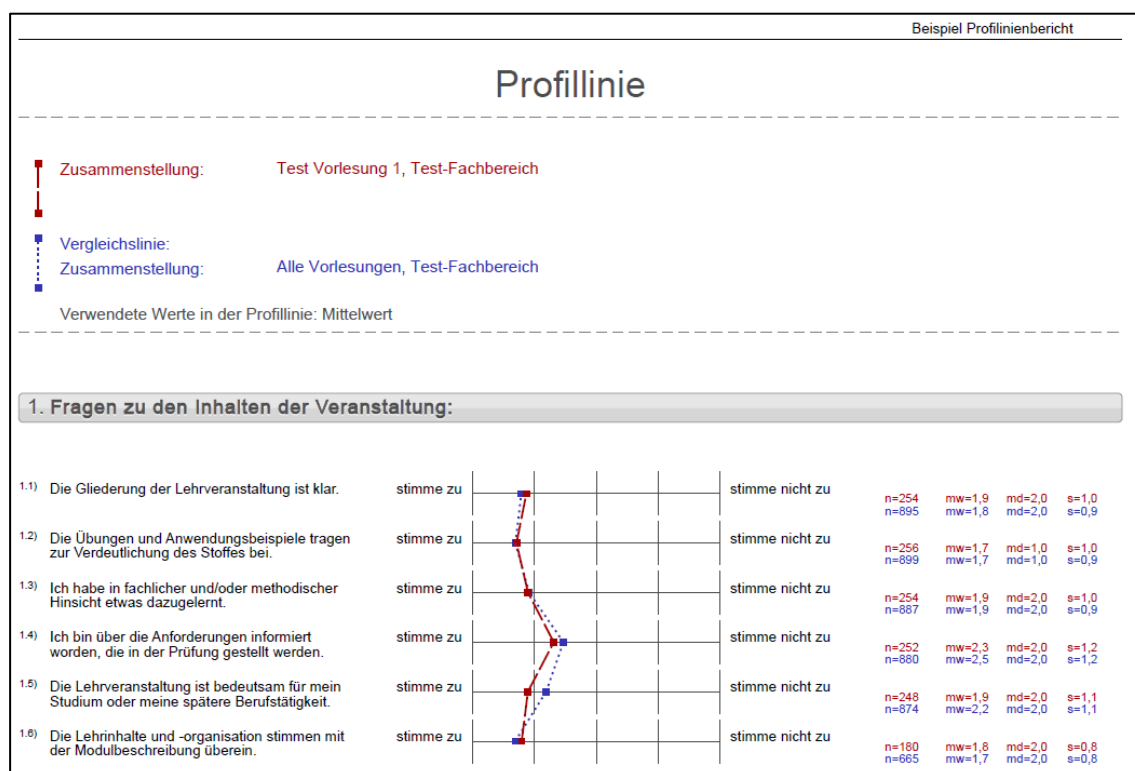
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When do you receive the reports?

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

After **January 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 January 2026**.

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)