

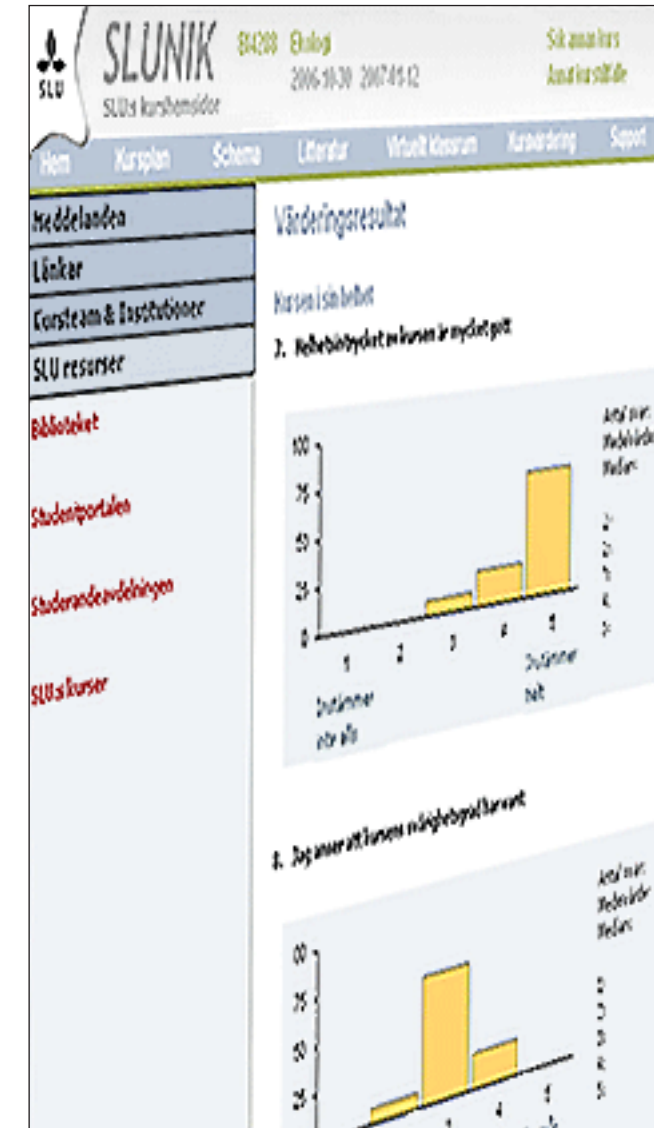
Checklist

- Complete your own course evaluation (encourage also your classmates to do the same!)
- When the course evaluation has closed – log in at <http://slunik.slu.se>. Click on the link "Studentrepresentant"
- Read the answers and the comments – compile and make appropriate notes!
- In consultation with the course administrator – summarize the text comments that seem relevant in the course evaluation.



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Student representative responsibilities in the new electronic course system Evald



With the use of the electronic course evaluation system Evald, a student representative comments on the course evaluation, and then together with the course administrator, drafts the comments that will be published on the course website.

The student representative is chosen by the course participants at the beginning of the course.

It should be possible to carry out this joint task in two to four hours of work time; for his/her participation, the student will receive a compensation of 400 SEK (before taxes*) per course. This compensation is administered by the respective course secretary for each course.

Assessment is an imperative quality-assurance task which supports the continual development of courses at SLU. The person responsible for the course receives feedback in a simple way and can thus improve the content of the course.

This type of control at the course level is important in order to give students the possibility to choose courses based on more solid grounds.

* GUR 060320 (§ 22 c) och GUR 060523 (§ 29)

In conjunction with course evaluations, student representatives should do the following:

- Read through and take notes on questions and answers.
- In collaboration with the person responsible for the course summarize/touch upon all comments that seem relevant in the evaluation report – both good and bad. It is important that unfounded and irrelevant criticism be weeded out and that all people whose opinions appear be anonymous.
- Discuss with the course administrator and/or Director of Undergraduate Studies the possible course improvements and share with him/her related personal comments and thoughts.
- Lead a discussion about course quality and evaluation results with the students that participated in the course. The student representative should not only present his own thoughts and points of view, but also anchor them in the opinions of other students.

- Together with the corresponding instructor, have the final responsibility for the “student comment section” in the evaluation report. She/he should report information in a timely manner and make sure the Personuppgiftslagen (PUL) is respected.
- If appropriate, while the course is under way, arrange a student-only discussion about the course. The discussion can, for example, be held at the end of a lecture.
- If appropriate, look over earlier evaluations or discuss the course and evaluation results with students that have previously been student representatives.

Logging in

To log in as a student representative, go to <http://slunik.slu.se>

Click on the link ”Studentrepresentant”