

## Evaluation of Courses

### Why evaluate?

All courses of the University of Vienna are evaluated in a mandatory three-semester cycle ([evaluation plan](#)). Outside of mandatory semesters, it is possible to evaluate courses voluntarily. The aim is, in particular, the quality assurance and quality improvement of teaching. Course evaluation serves

- as a feedback instrument for course instructors,
- as a feedback and planning instrument for the directors of studies,
- as a data basis for the further development of studies and for the evaluation of faculties and centres,
- as a part of individual evaluations of (tenure track) professors and senior lecturers.

### Setting up evaluations

The online evaluations can be set up via [u:space](#). You can find step-by-step instructions [here](#).

Via **Type of Evaluation** you can choose between “Online in Presence” (48 hours) and “Online” (14 days). The Unit for Quality Assurance recommends conducting the evaluation “Online in Presence”, as the response rates are particularly high here. With “Online in Presence”, you should allow the students around ten minutes of time during the course to participate in the survey.

In some study programmes multiple types of questionnaires are available. You can find out which **type of questionnaire** is suitable for your course on the [Quality Assurance’s page specific to your directorate of studies](#).

You will receive the **results** automatically via mail after the survey has been closed. When setting up the evaluation, please take into consideration whether you still want to discuss the results with the students.

### Best Practice

