

Evaluation Regulations (EvO) for Teaching and Studies at Pforzheim University of Applied Sciences from 03 February 2022

Based on § 8 paragraph 5 sentence 1 in conjunction with § 5 paragraph 2 and § 19 paragraph 1 sentence 2 number 10 Landeshochschulgesetz Baden-Württemberg (hereinafter LHG) of January 1, 2005 (GBl. p. 1), last amended by Article 1 of the Act on the Further Development of Higher Education Law (HRWeitEG) of March 13, 2018 (GBl. p. 85 ff.), the Senate of Pforzheim University adopted the following Evaluation Regulations on February 3, 2022 as the statutes of Pforzheim University.

§ 1 Scope and obligation to participate in the evaluation

- (1) The Evaluation Regulations (EvO) apply to the entire Pforzheim University of Applied Sciences and its degree programs as well as institutions involved in teaching and regulate the procedure for evaluating studies and teaching, including the evaluation of electronic forms of teaching.
- (2) The university regularly carries out self-evaluations and external evaluations to assess the fulfillment of its tasks according to § 2 and § 13 para. 9 LHG (§ 5 para. 2 LHG).
- (3) On the basis of § 5 para. 2 LHG, the university may collect data from its members and affiliates that are necessary for the purpose of evaluation. All members and affiliates of Pforzheim University are obliged to participate in evaluations and accreditations in accordance with § 5 para. 2 LHG.
- (4) The Evaluation Statutes apply to all members and affiliates of Pforzheim University in accordance with § 9 paragraphs 1 and 4 LHG in conjunction with § 3 of the Basic Regulations of Pforzheim University as amended.

§ 2 Definition and purposes of the evaluation

- (1) Evaluation is the systematic collection and processing, in particular aggregation, of data based on surveys and datasets to assess the quality of teaching and study programs in higher and further education, as well as services supporting these. Evaluation also includes the analysis, interpretation and reporting of this data.
- (2) Evaluation is an instrument of quality assurance and development. It serves to systematically and regularly determine, evaluate and further develop the services to be provided by the university in teaching and studying. The collected

data is also used to fulfill reporting obligations of the university according to § 5 para. 1 and § 13 para. 9 LHG and for publication according to § 5 para. 2 sentence 5.

- (3) Levels of evaluation at Pforzheim University are:
 1. Evaluation of individual lectures (course evaluation)
 2. Evaluation of study programs.
- (4) Evaluation on the level of courses has the goal of reflecting on teaching and promoting dialogue between students and the teacher about teaching and learning processes. Course evaluation is a feedback tool that gives teachers the opportunity to learn about the quality of courses as perceived by students and to identify potential for improvement.
- (5) Evaluation on the level of the study programs serves to gain knowledge about the quality of study programs (especially related to the achievement of study objectives, the organization of teaching and examinations, the coherence of the overall teaching program, the course of studies and examinations, the advising and support of students), the identification of potential for improvement and the derivation of measures for the further development of the study program. The evaluation contributes to a desired sustainable development of communication within the teaching unit as well as the faculty. The self-evaluation of study programs complements an external accreditation, which determines whether the study program or teaching unit meets certain standards set by the accreditation organization. The successful accreditation of study programs fulfills the obligation according to §30 para. 4 LHG.
- (6) The results of the evaluation of Pforzheim University are collected for the following purposes:
 1. Provide constructive feedback to individual teachers on teaching success,
 2. Establish transparency about the quality of teaching and promote discourse among university members about the quality of teaching and learning,
 3. Recognizing problems and perspective areas as well as ensuring and increasing the quality and efficiency of both individual courses and the entire range of courses offered,
 4. Conception of development and modernization plans of study programs and contribution to long-term, sustainable, strategic development planning and profile building of faculties and the university as a whole,
 5. Use in the context of accreditation procedures,
 6. to review and ensure equal opportunities in accordance with §4 LHG.

§ 3 Responsibilities

- (1) The faculty board of the schools of Pforzheim University are responsible for initiating, organizing, and conducting evaluations as defined in §§ 4 and 5.
- (2) For the temporal and organizational coordination of the evaluation procedures and the evaluation of the results, the Dean's Office or the Rector's Office can commission a quality management office or evaluation office.
- (3) The rectorate is responsible for the quality management of the university, including self-evaluations, without prejudice to the responsibility of the deaneries according to § 23 para. 3 sentence 6 no. 5 LHG. To carry out an external evaluation of an organizational unit, the rectorate commissions an external body on the basis of a senate resolution.

§ 4 Course evaluation procedure

- (1) After approval by the Faculty Council, the Faculty Board decides on the concretization of the evaluation criteria (usually questionnaire items), taking into account subject-specific features. The decision requires the approval of the Associate Dean of Academic Affairs.
- (2) The Associate Dean of Academic Affairs proposes the courses to be evaluated to the Faculty Board in consultation with the responsible Study Committee. The goal is that each course and each teacher is evaluated at regular intervals. The decision is binding for the teachers and is communicated to them at the end of the semester preceding the evaluation. First-time and last-time courses will only be evaluated with the consent of the respective teacher.
- (3) Evaluations are to be conducted at the beginning of the last third of each event period.
- (4) A questionnaire with university-wide core questions is used to survey students. In addition to surveys, group discussions, feedback interviews, workshops or similar can be used.
- (5) The questionnaire for course evaluation may only contain questions whose evaluation allows a statement about:
 - a) the didactic concept and the structure of the teaching,
 - b) The subjective assessment of the student's workload, learning success, and skill acquisition in the course in question,
 - c) the achievement of objectives in the course and methods used,

- d) Additionally, in the case of online teaching formats, accessibility and user-friendliness of the virtual learning environment
- e) the organization and the framework of the course
- f) The overall evaluation of the course.

In addition, the following data are processed as part of the course evaluation:

- a) Name, first name, title of the teacher,
- b) Course Name,
- c) Course Type,
- d) School,
- e) Survey Date.

- (6) The surveys and the evaluations may only be carried out in such a way that the answers and evaluations cannot be assigned to specific or identifiable respondents or can only be assigned to specific or identifiable respondents with a disproportionately large effort in terms of time, costs and manpower. If there are five or fewer students, the survey shall not be conducted by means of questionnaires. If five or fewer questionnaires are submitted, no evaluation will take place and the data collected must be destroyed immediately. The students are informed that their handwriting can be distorted when filling in the free text fields (e.g. by block letters). The free text fields are to be recorded electronically immediately after completion and destroyed.
- (7) Student surveys can be completed online or in paper form.
- (8) If the survey is conducted in paper form, the questionnaires are handed out by the teacher and filled out by the students during the course in the absence of the teacher. Afterwards, they are either collected by two trusted persons designated by the students and given to the evaluation center or collected directly by the evaluation center. The questionnaires, including an electronic form of the completed questionnaires, are to be destroyed by the office in charge of the evaluation by the end of the semester following the evaluation of the course.
- (9) If the survey is conducted online, safeguards must be provided to prevent identification of the students concerned. In particular, by refraining from logging complete IP addresses and/or a time stamp and, if necessary, assigning the responses to a PIN/TAN or by other suitable measures, it must be ensured that the responses and evaluations cannot be assigned to specific or identifiable respondents or can only be assigned to specific or identifiable respondents with a disproportionate expenditure of time, costs and manpower. § Section 4, Paragraph 8, Sentence 3 shall apply accordingly.

- (10) During the evaluation, it must be ensured that the evaluated teacher is not involved. The university provides an automated procedure.
- (11) The teacher receives the statistical analysis of the evaluation of his/her course, in which all individual questions with results as well as the information given in free text fields are listed. He/she analyzes the results and derives improvement measures if necessary.
- (12) The teacher discusses the results of the evaluation among the students in the course or makes them available to the students in another way (e.g. learning management system).
- (13) The evaluation of courses taught by lecturers is initiated by the responsible Associate Dean of Academic Affairs or the responsible program director. The lecturers will be informed about the result of the evaluation.
- (14) The teacher (in the case of lecturers, the Associate Dean of Academic Affairs or the head of the study program) informs the Study Commission that the evaluation has taken place, what findings have been made, and what concrete measures will be taken. These findings can be discussed with the Study Commission at the request of the teacher or a member of the Study Commission as well as at the request of a student. The teacher has the right to comment in writing on the findings from the evaluation of his/her course. The statement is to be attached to the aggregated evaluation result at the request of the teacher and kept with it.
- (15) The data collected during individual course evaluations can be combined into comparison groups if clustered appropriately. This serves to inform the teacher how he/she is assessed relative to the comparison group. The results of third-party course evaluations may not be revealed in the process. The aggregated and anonymized results may be kept for comparison purposes with future evaluations. They must be deleted as soon as the data are no longer needed, after five years at the latest.

§ 5 Procedure of self-evaluation of study programs

- (1) A self-evaluation of each study program according to § 5 para. 2 sentence 1 LHG usually takes place every four years. The exact timing is decided by the responsible Faculty Board in consultation with the Associate Dean of Academic Affairs in the school's Faculty Board.

- (2) A survey of the students of the semester and study program to be evaluated is carried out. The questionnaire for the student survey refers to the study program (e.g. questions on the achievement of study objectives or learning outcomes, teaching and examination organization, coherence of the overall course offering, study and examination procedures, student advising and support) and is to be designed in such a way that no personal data is to be provided. The Dean's Office decides on the questionnaire to be used after approval by the Faculty Council, taking into account subject-specific features. The decision requires the approval of the Dean of Academic Affairs in the Dean's Office of the school. § Section 4 (6) to (9) shall be applied accordingly. Aggregated and anonymized results of the student survey are included in the program evaluation.
- (3) A special element of quality assurance at Pforzheim University is the graduate survey. The Faculty Board decides on the questionnaire to be used after approval by the faculty council, taking into account subject-specific features. The decision requires the approval of the Dean of Academic Affairs in the Dean's Office of the school. § Section 4 (6) to (9) shall be applied accordingly. Aggregated and anonymized results are included in the program evaluation.
- (4) The survey of graduates, newbies, prospective students or applicants is carried out as needed (e.g. to determine the goals and motivation of the respondents, to obtain information about used information channels or information offers).
- (5) Statistical evaluations can be made available to the responsible Faculty Board from central data stocks, which serve the pursuit of the evaluation goal (e.g. course of studies, study success, socio-demographic data) and are not personal.
- (6) At regular intervals, the aggregated and anonymized results of the surveys according to § 5, paras. 2 to 4, as well as central data sets according to § 5, para. 5, are discussed in the Central Academic Commission or the study commission of the respective study programs as well as in the responsible quality circles and, if necessary, improvement measures are derived.
- (7) The self-evaluation concludes with a report describing the current state of the evaluated study program, assessing it from the perspective of the evaluated unit, and documenting planned changes. The report must not contain any personal data. It represents an update of the last report within the scope of the self-evaluation.
- (8) After completion of the self-evaluation, the responsible Dean of Academic Affairs submits a catalog of measures to the Faculty Board.

- (9) The main results of the self-evaluation are made available to the members of bodies according to § 15 para. 1 LHG and committees of Pforzheim University. These bodies must ensure the confidentiality of the data collected for the purpose of the evaluation and ensure that the results made available to them are deleted in accordance with the regulations applicable to them.
- (10) The relevant Faculty Board decides on the form of publication in consultation with the relevant study committee.

§ 6 Data protection

The provisions of data protection law must be complied with when conducting evaluations. In particular, the State Data Protection Act shall apply. The university's data protection officer must be given the opportunity to comment on evaluation procedures.

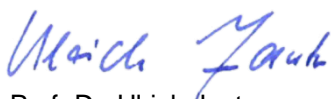
§ 7 Quality development

Four years after the entry into force of these regulations, the study commissions shall deliberate on the question of whether the evaluation procedure has proved its worth and provide the Dean's Office of the school with a brief reasoned assessment of this. After approval by the Faculty Council, the Dean's Office shall pass on these assessments with its own evaluation to the Senate, which shall decide on possible amendments to these Evaluation Regulations.

§ 8 Entry into force

The Evaluation Regulations (EvO) shall enter into force on the day following their publication.

Pforzheim, 03.02.2022



Prof. Dr. Ulrich Jautz

(Rector of Pforzheim University)

Proof of public announcement: *Start of*
publication: 15.02.2022 End of publication:
01.03.2022
for notarization:

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