

## Course evaluation & improvement cycle

1. Feedback after each lecture by the students is encouraged by the lecturer, who could for instance ask for volunteers at the start of the lecture.
2. 'Courses that require attention' is a separate agenda point in each of the regular meetings of the educational committee (OC), which happen typically once every three weeks. The lecturer is approached afterwards if necessary.
3. Oral evaluations halfway each semester, in the form of a lunch meeting with all lectures and students of that semester. Note: OC representatives should stimulate student attendance to make these meetings worthwhile!
4. Written evaluations of individual courses are obtained via standard evaluation forms:
  - a. Produced by ICLON and handed to lecturer before the final exam.
  - b. Filled in by students after the exam and handed to the onderwijscoördinator (Chequita Bhoendie) by the OC student (preferred) or by the lecturer.
  - c. Processed by ICLON; evaluation report returned to education assistant.
  - d. Education assistant (Daniëlle Verhoeff-van Raaij) forwards evaluation report to lecturer and asks for self-reflection report.
5. Lecturer writes self-reflection report and sends it to education assistant. This report contains a personal impression of the course, the assistants, and a summary of the student comments. It also contains an analysis of the strong and weak points of the course and ways to improve upon the course next year.
6. Educational director informs the Scientific director every year on the educational achievements of each lecturer (input for ROG). The relevant evaluation reports are attached to this personal note, but the self-reflection reports are treated confidentially and are not shared with the scientific director.
7. Semester overview of course evaluations is produced twice a year, for easy comparison between courses and results from former academic years. These overviews are presented and discussed in the OC, where they are also compared with semester overviews from previous years.