Information on the paper-based teaching evaluation process at HTW Berlin

At HTW Berlin, excellent teaching is a matter of priority. Students therefore have the opportunity to evaluate the strengths and weaknesses of their courses with the help of a questionnaire developed by the university. The process of completing the questionnaire runs as follows:

**Preparation**  
An envelope containing the following documents is prepared for each course: (a) Information sheet, (b) An allocation of student questionnaires based on the number of students enrolled on the course, (c) A cover sheet with the code number of the relevant course which is required for the electronic processing of the student questionnaires.

**Distribution**  
The envelopes are distributed to the teacher responsible via the departmental administration (the name is given on the envelope). The teacher is then obliged to conduct the filling in of the questionnaire during the course’s next scheduled session.

**Completion**  
Where possible, the questionnaires should be filled in at the beginning of the session (completion time approx. 15 minutes).

**Filling in**  
The completed questionnaires are automatically scanned. In order to ensure anonymity and successful processing of the questionnaire, open questions should be answered in block capital letters. It is very important to carefully place crosses in the intended boxes!

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The questionnaires cannot be processed manually. If the boxes are not correctly marked, successful automatic processing of the answers cannot be guaranteed. This can distort the credibility and quality of the result.

**Returning**  
A student should collect the completed questionnaires and place them together with the cover sheet in the prepared envelope. The envelope should be carefully sealed and returned to the central evaluation office directly or via the departmental administration before the start of the first examination period. Superfluous questionnaires should be returned to the evaluations office by the teacher via the departmental administration office.
Special cases
If a course requires English language questionnaires, these are available from the evaluation office or the departmental administration. As data for the evaluation questionnaires is imported from the LSF, and its system does not support categorisation of courses according to teaching language, it is not currently possible for the questionnaires to be sent out in the correct language automatically.

Processing
Course teachers shall receive an email with the basic data from each course as soon as its questionnaires have been processed. The teaching evaluations are primarily intended to measure levels of satisfaction and gather constructive criticism – their key purpose is to help teachers identify areas and opportunities for improvement. As stipulated by the Academic Senate, the quantitative results of individual courses will be published internally at the university.

Questions
The questionnaires are prepared and processed by the HTW’s central evaluation office.

If you have any questions, please contact:

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