



Gazette

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At its meeting on 18 August 2021, the Executive Board of the University of Veterinary Medicine Hannover adopted extensive changes to the procedural guidelines for the implementation of internal evaluations in the areas of study and teaching dated 23 November 2017. The procedural guideline is hereby re-published.

internal evaluations in the

Procedural guidelines for conducting internal evaluations in the areas of teaching and learning

Preamble

The TiHo regards internal evaluations as an important instrument for reviewing its own performance with the aim of developing quality in the areas of study and teaching. The evaluations and their documentation of results thus form the basis for improvement measures and funding opportunities. The personal evaluations are orientated towards the principles of expediency, efficiency and transparency. The requirements for the protection of personal data and information are taken into account in all areas and the requirements of data protection are observed.

I. General information

§ 1 Scope and subject matter

(1) In accordance with the "Regulations for Internal Evaluation at the University of Veterinary Medicine Hannover", this guideline regulates the procedure for carrying out

areas of study and teaching (hereinafter: evaluations).

(2) The evaluations take into account the applicable service agreements on the principles of the introduction and use of data-processing systems at the TiHo as well as the IT procedure description of the evaluation software in the currently valid version.

§ 2 Responsibility and competences

(1) The Executive Board bears overall responsibility for the evaluation procedures in the areas of study and teaching.

(2) The staff representatives and the data protection officer must be involved in the introduction of evaluation procedures and instruments within the scope of their statutory responsibilities.

(3) The Vice President for Teaching and the Dean of Studies for Biology are responsible for the quantitative teacher survey based on the determination of the utilisation of academic staff with teaching in accordance with § 6a) in cooperation with the respective study committee (teacher survey).

(4) The relevant committees for each degree programme are responsible for the qualitative evaluation by students and graduates in accordance with § 6b):

a. Veterinary Medicine: Study Commission for the Veterinary Medicine degree programme

- b. MSc Animal Biology and Biomedical Science: Master Commission
- c. PhD programmes: respective PhD commission.
- d. Continuing education programmes: respective committee

§ 3 Participation

(1) All members and affiliates of the TiHo are obliged to participate in internal evaluations. Graduates of TiHo degree programmes are included on a voluntary basis (see Evaluation Regulations § 3).

(2) Students must be involved in the qualitative evaluation of teaching and further development of the degree programmes in accordance with § 6b). The survey results of the graduates are included in the continuous monitoring and further development of the degree programmes.

(3) Teachers and teaching support staff are obliged to participate in the implementation of the resulting measures.

§ 4 Sustainability

(1) The results of internal evaluations are taken into account in the interests of sustainable quality development in the areas of study and teaching.

(2) The responsible committees in accordance with § 2 assess the results of the evaluations, develop appropriate measures to improve quality and report to the Executive Board.

(3) The Executive Board assesses the results of evaluations, takes into account the binding reporting of results by the responsible committees and, based on this, incorporates development goals and requirements into future measures (e.g. target agreements).

(4) The Executive Committee reviews the implementation of the measures at appropriate intervals.

(5) The results of the evaluation procedures are included in accreditation procedures and must be published in accordance with NHG § 5 para. III.

§ 5 Data protection

All persons involved in the implementation of evaluation procedures are obliged to comply with all data protection regulations.

II. Procedure

§ 6 Evaluation in studies and teaching

The evaluation refers to the teaching activities of all lecturers at the university as well as the organisational and content-related study structure. It is carried out by

- a. determining the teaching load of academic staff by the Vice-President for Teaching in collaboration with the Department of Student and Academic Affairs and the respective study commission (quantitative evaluation)
- b. the assessment of the courses and the organisational and content-related study structure by the students and graduates (qualitative evaluation).

§ 7 Quantitative evaluation

(1) The quantitative evaluation of academic staff from permanent positions is carried out by comparing the teaching obligation based on the Teaching Obligation Ordinance and the actual capacity utilisation based on the course catalogue and the respective number of students.

(2) The quantitative evaluation takes place regularly at intervals of approx. five years or earlier if necessary.

§ 8 Qualitative evaluation by the students and graduates

(1) The questionnaires for the qualitative evaluation are developed for each degree programme by the responsible committee in accordance with § 2. Content-related and organisational aspects, including the student workload, must be taken into account.

(2) The evaluation by students and graduates is carried out separately for each degree programme. In the case of online surveys by students, the evaluation period extends from the first third of the semester to one month after the end of the lecture period.

time. Students can access the evaluation forms for the courses of the respective semester with password protection. Alternatively, the survey can be carried out on paper forms during or after the end of the course. Graduates are asked to submit their evaluations online or in paper form at regular intervals after graduation.

(3) The surveys cover all courses of the respective degree programme.

(4) The anonymity of the interviewees must be preserved. For events with fewer than 5 participating students are free to participate. In these cases, teachers and students should decide together on the use of a questionnaire. In the event that no questionnaire survey is carried out, a structured and recorded discussion about the course should take place, the content of which is orientated towards the questions of the course evaluation. In individual cases, a representative of the responsible committee in accordance with § 2 may be consulted. The procedure is conducted upon request by the lecturer or from the group of students. An anonymous and data protection-compliant online or paper-based procedure is offered for graduates.

(5) Multiple participation of one respondent per survey cycle is not permitted and must be ruled out.

(6) As far as possible, the data collected is automatically processed into a results report. Results on impersonal questions are made available to the Executive Board. In the subject of veterinary medicine, the results relating to specific persons can be viewed by the lecturers concerned and the Vice President for Teaching or a person appointed by him or her from the respective committee in accordance with § 2 (4). In other degree programmes, the results are discussed in the relevant committees.

(7) The responsible committees can make recommendations to the Executive Board on study conditions based on the evaluation results.

§ 9 Entry into force

This guideline replaces the version of 23 November 2017 and comes into force on the day after its publication in the announcement journal of the University of Veterinary Medicine Hannover.

Hanover, 24 September 2021

The President
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