# Policy for student surveys and evaluations

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| 2.0 | Academic Senate<br>2023-01-25 | Evaluation Policy<br>(Complete Revision) | 2023-02-01 |
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| 2.2 | Academic Senate<br>2026-10-28 | Update of chapter 6 “Student Evaluation of Teaching (SET)” and minor editorial changes | 2026-11-01 |

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## 1. SCOPE OF APPLICATION

(1) This evaluation policy concerns the evaluation of learning, teaching and assessment as well as student support services through student surveys to enhance student learning in pre-degree, bachelor and master programs as well as the general student experience at Constructor University.
(2) Besides the evaluation methods determined in this policy, further methods may be used when required by special circumstances or specifics of certain study programs.

## 2. GOALS

(1) The overarching goal of all evaluation processes is the continuous improvement of education and student support services at Constructor University, ensuring that the objectives set for programs respond to the needs of students and society.
(2) The goal of this policy is to determine the nature of the evaluation processes and subsequent data handling at Constructor University.

## 3. RESPONSIBILITIES

(1) The overall responsibility for the implementation of quality management measures rests with the Academic Senate according to the Academic constitution of the University (6.4 Quality Management).
(2) As part of its responsibility to oversee the development of university quality assurance and enhancement of policies and procedures to ensure the smooth, effective and efficient functioning of the university's quality assurance system, its processes, procedures and tools within the quality assurance system the University Committee on Quality Management (UCQM) reviews all evaluation processes and proposes changes and further development as appropriate.
(3) The Quality Management (QM) department is responsible for the execution and processing of the surveys. It also advises on measures to be taken to correct any grievances that have been identified during quality management processes.
(4) All staff and faculty involved in learning and teaching are compelled to support the successful conclusion of the evaluation processes and take action for the purpose of quality assurance and quality management ensuring continuous improvement within their area of responsibility.

## 4. DATA PROTECTION

(1) The anonymity of surveyees will be ensured. The nature of the questions in the surveys may not enable an identification of respondents. Personal data (mail address, name) are used to send out the invitations and the reminders to participate in the survey. This data is only used for the implementation of the survey and is deleted afterwards. The collected survey data contains neither the mail address nor the name used. It is not possible to link the given answers with the specific person.
(2) Surveyees will be informed about the circumstances of a survey in accordance with Art. 13 GDPR ("Information to be provided where personal data are collected from the data subject").
(3) Participation in the survey is voluntary and can be terminated at any time. No disadvantage arises from not taking part or breaking off participation in the survey. The university adheres to the ethical guidelines of the ICC/ESOMAR International Code of Marketing and Social Research Practice.

(4) Because answers even to anonymous surveys may be related to identifiable individuals (such as Study Program Chairs), survey data is generally only available to respectively concerned parties and departments within the university and may not be shared with external or unconcerned internal parties. Which parties have access is specified in this document and can be extended only by the Executive Board.

## 5. STUDENT SURVEYS

(1) The QM department performs multiple types of student surveys, most in annual or semester intervals.
(2) The central goal of these surveys is to assess and ensure the feasibility of a successful course of study for all study programs and determine the quality of learning and teaching processes at Constructor University.
(3) Data will be primarily processed and analyzed by the QM department. Other concerned parties and departments may apply to the QM department and receive access to the unaggregated data for further processing and use. In case of processing of un-aggregated data, a minimum number of 5 surveyees must be respected.
(4) To receive access to the raw data, the interested party has to briefly illustrate how the data is relevant to its work and to its improvement and must give written consent to adhere to the data security policy as described under art. 5. This serves to ensure the security of the data.
(5) The QM department provides access to the data to other departments in the first instance but has to bring the access requirement to the attention of the UCQM. In case of any disagreement, the UCQM decides.
(6) The complete survey results and any open text answers are available for Study Program Chairs (SPCs), Deans, the Provost, the President, as well as for the Evaluation Board upon request. They serve as a tool for the continued improvement of the Constructor University (for specifics see 6.1(3), 6.2(3), 6.3(3), 6.4(2)) and are the basis for the yearly “Round Table” talks.
(7) The survey questions are implemented by the QM department and coordinated with the Deans, the SPCs and the UCQM. Questions concerning specific areas of interest are coordinated with the respective departments. Proposed changes to the questions are evaluated by the UCQM and the QM department. The UCQM submits the survey questions, as well as the proposed changes, to the Academic Senate for discussion.

### 5.1 STUDENT EXPERIENCE SURVEY

(1) The Student Experience Survey (SES) is distributed to all students of bachelor and master programs.
(2) The evaluation begins each year before the end of the summer semester, participation is possible for several weeks. Precise dates and durations can be adjusted by the QM department in cooperation with the UCQM as needed.
(3) Goals of the SES are to:
- understand student satisfaction in general and in various specific areas to provide feedback to concerned parties;

- identify strengths and areas of improvement in learning, teaching, assessment and the wider student experience at Constructor University;
- establish a basis for comparison between study programs to ensure a constantly high-quality standard;
- to identify the needs of students and to enhance continued improvement to student support services.

(4) Data will be processed and analyzed by the QM department. Department-specific data will be sent to the respective departments for their attention.

(5) University-wide survey results of the latest SES will be presented to and discussed in the UCQM in November of each year. Any critical issues identified from these results will be further analyzed by the departments directly involved, and if necessary, actions for improvement will be defined. In such cases, the outcomes of the implementation of the improvement actions will be reported to the UCQM.

### 5.2 ALUMNI SURVEYS

(1) In coordination with the Alumni & Career Service Department, regular alumni surveys will be conducted.

(2) Goals of the Alumni Surveys are

- to understand alumni satisfaction with Constructor University in general and in various specific areas to provide feedback to concerned parties
- Keep track of the destination of former students and the influence Constructor University had on shaping it
- Involve alumni in the development in and improvement of Constructor University.

### 5.3 UNIVERSITY WITHDRAWAL SURVEY

(1) A University withdrawal survey invitation is sent to each Bachelor or Master's student who withdraws from Constructor University without completing a degree, as soon as the decision to becomes final.

(2) Goals of the University withdrawal survey are:

- to collect information about the circumstances and reasons resulting in the early withdrawal from studying at Constructor University.
- to identify potential obstacles in a student's course of study and help to overcome them.

## 6. STUDENT EVALUATION OF TEACHING (SET)

(1) For all modules or module components, Constructor university performs regular teaching evaluations.

(2) Normally, the surveys are open for two weeks at the end of the teaching period. Block modules and modules in the intersession have their evaluations immediately after classes have finished. Precise dates and durations can be adjusted by the QM department as needed.

(3) Goals of the SETs are to:

- provide instructors with feedback about different aspects of their teaching methods and enable them to improve on shortcomings;

- enable instructors, SPCs, Deans and Provost to identify any pressing issues specific to a module and intervene accordingly;
- enable QM to do research on different factors influencing learning success and student satisfaction with various aspects of teaching.

(4) Data will be processed and analyzed by the QM department.
(5) Results and open text answers of modules and module components are available to lecturers of the respective module, the SPCs responsible for study programs using the respective modules, the QM department, the Deans, the Provost and the President. They are used as a basis for the Yearly Orientation Talks.
(6) Where a module is shared across multiple study programs, the SPC of the responsible study program is in charge of the module feedback and potential changes / improvements. SPCs of other study programs who receive evaluation data are asked to channel any observations or concerns through this responsible SPC.
(7) To UCQM and students, results are only available in a limited, aggregated form that does not allow association with individual lectures. Results will be aggregated on a meaningful level.
(8) The survey questions are developed and implemented by the QM department and coordinated with the Deans, SPCs and the UCQM.
(9) The main body of questions is identical between all study programs. Lecturers can develop additional questions in cooperation with the QM department, that are specific to their modules or interest.
(10) Proposed changes to the questions are evaluated by the UCQM and the QM department.

## 7. STUDY PROGRAM ANALYSES

(1) Besides survey data, academic data will be used for analyses of the feasibility of study of the various study programs. This use of data is regulated via the BremHG §11 NO. 9 (Verarbeitung personenbezogener Daten – Hochschulplanung, Evaluation und Akkreditierung).
(2) Data will be processed by the QM department, its analysis may involve the Evaluation Board. The results are available for SPCs, Deans, the Provost and the President.

## 8. DOCUMENTATION AND DISTRIBUTION

### 8.1. ROUND TABLES AND ROUND TABLE REPORTS

(1) Each study program has an annual Round Table event.
(2) The purpose of round tables is the presentation and in-depth discussion of survey results with students and faculty. The survey dataset is enhanced by the feedback of students and faculty based on hands-on experience concerning organization of the study program.
(3) All students of a program are invited to the round table of their program by the Deans, and are asked to submit further discussion points. Participation is voluntary.
(4) Each Round Table is organized by the QM department and the Dean's office.
(5) The event is moderated by a member of the QM department. The QM department records potential "improvement actions" that have been identified by the participants.

(6) Improvement actions are topics that need immediate attention by the administration or other responsible parties. These improvement actions and the planned measures to address them are noted in the Round Table report, which is published on the University's intranet.