

The studentrepresentatives guide

With the use of the course evaluation system Evald, a student representative comments on the course evaluation and after a discussion with other students and the course leader, the student writes the final comments that will be published on the course website.

The student representative is chosen by the course participants at the beginning of the course. It should be possible to carry out this joint task in two to four hours of work time; for his/her participation, the student will receive a compensation of 400 SEK (before taxes) per course. To get the compensation the student should hand in a filled in form called "Timlön för tillfällig anställning" to the course leader.

Assessment is an imperative quality-assurance task which supports the continual development of courses at SLU. The person responsible for the course receives feedback in a simple way and can thus improve the execution and the content of the course.

This type of control at the course level is important in order to give students the possibility to choose courses based on more solid grounds.

In conjunction with course evaluations, student representatives should do the following:

- Read through and in a first draft take notes on questions and answers in the evaluation.
- Lead a discussion about the course quality and evaluation results with the students that participated in the course. The aim with the discussions are that the student representative also should present other students points in the final comments.
- Discuss with the course leader and/or Director of Undergraduate Studies the possible course improvements and share with him/her related personal comments and thoughts.
- Last of all the comments in the evaluation and the comments from the other students should be summarized and put together in the final comments.

Unfounded and irrelevant criticism should be weeded out in the final comments and all people who are mentioned should be anonymized in respect of the Personuppgiftslagen (PUL).

www.slu.se/sluss

