

FAQ „COURSE EVALUATION“

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1 BASIC QUESTIONS

1.1 IS THERE A MINIMUM NUMBER OF PARTICIPANTS ABOVE WHICH I MAY HAVE A COURSE EVALUATED?

- According to the data protection regulations of the [evaluation regulations of Ruhr University Bochum](#), results may only be viewed in evasys if at least three students have participated in the evaluation.
- Alternative feedback methods are therefore recommended for smaller events, e.g. [TAP - Teaching Analysis Poll](#).

1.2 CAN I USE EVASYS EVEN IF MY FACULTY IS NOT PARTICIPATING IN THE EVASYS PROCESS THIS SEMESTER?

- Yes, this is possible. For more information, please contact evasys@uv.rub.de.

1.3 WHERE DO I FIND MY EVASYS ACCOUNT?

- You can access your evasys account [here](#).
- Please use your LoginID and the corresponding password to log in.

2 PARTICIPATION (REQUIREMENTS)

2.1 WHAT DO I NEED TO DO IF I LIKE TO USE EVASYS?

- In order to process your data, we require a one-off [application](#) for the use of evasys.
- **Within the deadline for new lecturers:** If you have not yet used evasys, please send the application form directly to helpdesk-ecampus@ruhr-uni-bochum.de. As soon as the courses have been imported and you can start the evaluation, you will receive an e-mail from us.
- **Outside the deadline for new lecturers:** If you have not yet used evasys, please send the application to evasys@uv.rub.de and also complete the so-called late registration form for each course to be evaluated. You can find the [late registration form](#) in the service portal (VPN access required).

2.2 WHICH DATA WILL BE USED TO IMPORT THE COURSES?

- At the beginning of each semester, we import your data from eCampus to evasys.
- Therefore, please make sure that your contact data is completely stored and that your courses have been entered into the campus system.
- **Required personal data of lecturers:** a) Name and b) Personal e-mail address.
The personal data need to be marked as public visible and each lecturer needs to be assigned to an organizational unit. Please set multiple entries to inactive.
- **Required course data:** a) Lecturer(s) conducting the course, b) Course number & c) Course needs to be marked as confirmed by the institution.

If there are several lecturers: Mark one lecturer as responsible for the course evaluation (NOT persons who do not carry out the course, but are only formally responsible). They will be invited to the course evaluation by e-mail at the start of the evaluation.

- **Important:** Please have changes regarding e-mail address, room, title etc. adjusted in eCampus as soon as possible. Please contact your dean's office.

2.3 WHERE CAN I CHECK IF MY DATA IN ECAMPUS ARE COMPLETELY STORED AND UP TO DATE?

- If you would like to check by yourself if your data are entered completely, you can search yourself [here](#).

2.4 DO I NEED TO REGISTER EVERY SEMESTER TO USE EVASYS?

- No, once you have completed the application, it is valid until revoked.
- You automatically take part in the course evaluation whenever your faculty does so. Completely stored data in eCampus is a prerequisite for an automated process.

2.5 CAN TUTORS ALSO HAVE THEIR COURSES EVALUATED WITH EVASYS?

- Yes, this is possible. Tutors simply need to fill in an application to use evasys. They will then be integrated into the process just like all other lecturers.
- It is important that the tutorials are entered in eCampus by the eCampus subject coordinators (usually located in the dean's office) as an independent course under the name of the tutor.

3 QUESTIONNAIRE

3.1 IS THE QUESTIONNAIRE ALSO AVAILABLE IN ENGLISH?

- Yes, the questionnaires for the student course evaluation are available in German and English. In the online procedure, students can decide for themselves in which language they would like to answer the questionnaire.
- Faculties that work with their own questionnaire or questionnaire variants are responsible for the translation of their questionnaire. They send the translation to the evaluation coordinator (Dezernat 1). The coordinator then implements the translation in evasys.

3.2 ARE THERE QUESTIONNAIRES FOR DIFFERENT TYPES OF COURSES?

- The „Universitätskommission für Lehre (UKL)“ provides a standard questionnaire, which is available in the basic version and in one variant each for seminars and introductory courses.
- However, faculties can also develop their own questionnaires and variations.
- It is not necessary to explicitly select the questionnaires. The questionnaires are assigned to specific course types and are automatically stored in the system accordingly.

3.3 THE QUESTIONNAIRE DOES NOT FIT TO MY COURSE OR I AM MISSING IMPORTANT QUESTIONS. IS THERE A POSSIBILITY TO MODIFY THE QUESTIONNAIRE?

- A direct modification of the questionnaire(s) is not possible. If you have suggestions for improvement, there are two different addressees.
- **Addressee for faculty-specific questionnaires:** If your faculty uses a specially developed questionnaire, please contact your evaluation commission.
- **Addressee for UKL sample questionnaire:** If your faculty uses the UKL sample questionnaire, please contact the [UKL](#).

4 EVASYS USER ACCOUNT

4.1 WHERE CAN I FIND MY EVASYS ACCOUNT?

- To access your evasys account, click [here](#).
- Please use your LoginID and the corresponding password to log in.

4.2 WHICH USER NAME AND PASSWORD CAN I USE TO LOG IN TO EVASYS?

- You can log in to evasys with your personal loginID and the corresponding password. This is the login ID that you also use to check your RUB mail.
- Usually, the LoginID consists of the first five letters of the surname (in the case of Mustermann, "muste"). This is followed by the first letter of the first name (in Max's case "m") and two random characters. In the case of Max Mustermann, the LoginID could therefore be "mustem2t".
- For more information on the LoginID, please visit the website of [IT.Services](#).

4.3 ONE OF MY COURSES IS NOT LISTED IN MY ACCOUNT, BUT I WOULD LIKE TO EVALUATE IT. IS THAT POSSIBLE?

- The courses are imported from eCampus to evasys at the beginning of each semester. One of the following reasons often causes missing courses:
- **The course is held by several lecturers:** If there are several lecturers, one person will be marked as responsible in eCampus. The evaluation for the respective course will be created in the user account of the responsible lecturer. Other lecturers will usually be stored as secondary lecturers.

Secondary lecturers will also find the results in their evasys account as soon as at least three students have participated in the evaluation.

- **Missing data in eCampus:** If the data in eCampus are incomplete (e.g. missing course number), the import to evasys will not take place.
- In order to register the missing course, please fill in the so-called [late registration form](#) (VPN access required).

4.4 I FORGOT MY PASSWORD. WHAT CAN I DO?

- You can reset your password if a mobile phone number is stored in your account. If this is not the case, you can have your password reset by the IT.Services Service Centre.

- For both cases, there is a more detailed explanation on the [website of IT.Services](#).

4.5 IF I TRY TO ACCESS MY RESULTS, NOTHING HAPPENS OR FILES ARE SAVED WITHOUT FILE EXTENSIONS THAT I CAN'T OPEN. WHAT AM I DOING WRONG?

- You have probably activated the pop-up blocker of your internet browser. This means that the window with the result report cannot open.
- Switch off the pop-up blocker or allow pop-ups for the evasys page in your internet browser.

5 TIMETABLE

5.1 MY COURSE TAKES PLACE AS A BLOCK COURSE OR OUTSIDE THE NORMAL LECTURE PERIOD. CAN I STILL EVALUATE MY COURSE WITH EVASYS?

- Yes, this is possible. If your course takes place before or after the normal lecture time, please contact evasys@uv.rub.de.

5.2 WHEN DO I RECEIVE MY EVALUATION RESULTS?

- In the "online-in-presence" procedure, the results are available in "real time". This means that you can access the current status of the responses and results in your evasys account at any time.
- The reports can be downloaded by responsible lecturers and secondary lecturers as soon as at least three students have taken part in the evaluation.

6 RESULTS

6.1 IS IT ALLOWED TO PUBLISH THE RESULTS OF THE COURSE EVALUATION ONLINE?

- If these are your own results, there is nothing wrong with this. **However, students' answers to open-ended questions need to be removed.** Just as you must not be identifiable as an individual in the aggregated reports even at the faculty level, this applies to students at the course level.
- The evaluation commissions, which have access to all data of their own faculty and evaluate them on an aggregated level, may only publish or pass on such results from which no individual lecturers or courses can be identified.
- If the results are to be published by the commission in a "personalized" form, the evaluation regulations require a written declaration of consent from the individual lecturers.

6.2 WHEN CAN I ACCESS THE RESULTS OF MY EVALUATION? WHEN WILL THE EVALUATION BE CLOSED? WILL I RECEIVE A NOTIFICATION?

- The evaluations will not be closed at all. This means that responses are possible until the regular deletion of all data in evasys (at the beginning of a new semester).
- Since there is no fixed point in time in the online procedure from which the results can be accessed, there is also no notification of the availability of the results. They are

available in "real time" and can therefore be accessed in the user account from the time of the evaluation.

FOR QUESTIONS OR COMMENTS

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