Appendix 1
Evaluation of the education in the Faculty of Humanities

Course and curriculum evaluations are aimed at improving the quality of the education. Vrije Universiteit Amsterdam has a number of key performance indicators that are measured by means of course evaluations. These concern the scores for the quality of the course content, the quality of teaching provided by teachers and the examination.

Questionnaires in the Faculty of Humanities are sent electronically. That guarantees anonymity of students and enables the PDCA cycle – which is intended to improve education – to take place correctly.

When the results of the evaluation have been written up in a report, the course coordinator is notified. The course coordinator draws up a response to the results of the evaluation and may also inform the students of any changes he/she will make to the course in the following academic year in view of the results. Students are given access to a selection of the results of the evaluation and the course coordinator’s response.

The evaluation reports are available to the Programme Committee, the Programme Director and the Dean of Education. The Education Office is responsible for correct distribution of the evaluation reports. In the case of the Programme Committees this takes place through the evaluation contact persons. The annual evaluation plan states when the evaluation reports will be available; the Programme Committees can schedule their meetings accordingly if desired. The Programme Committees present an analysis of the evaluations in their annual report.

Courses to be evaluated
The following criteria are applied when designating a module as requiring evaluation:

- each course is evaluated (at least) once every three years. This means that in any event one-third of all courses will be covered.
- courses taught by new teachers;
- all newly developed (or fundamentally altered) courses;
- courses that are included in the Examination Committees’ annual plans;
- all courses in new or renewed programmes of study;
- all less well rated courses, with scores of < 3.5 for questions 6 (overall rating of the quality of the course content), 17 and 39 (overall rating of the teaching qualities of the teacher) and/or 23 (overall rating of the exam);
- all courses in the faculty’s university minors;
- courses with more than eight enrolled students which were designated as requiring evaluation in the previous year, but for which no evaluation results are available.

Curriculum evaluations
The basic principle is that a programme of study is evaluated in any case before the start of a mid-term review or visitation and after every (major) change to the programme of study. BA and MA questionnaires are sent electronically. The Director of Education may add additional questions to the questionnaire. The period in which the questionnaire is sent is determined in consultation with the programme. The
results of curriculum evaluations may be discussed with the Work and Employment Advisory Committee, as well as with the Programme Committee.

**Available digital questionnaires**

- BA programme of study Year 1 (BA1)
- BA programme of study Year 2 (BA2)
- BA programme of study, final questionnaire (BAX)
- MA programme of study, final questionnaire (BAX)
- Work placement (ST)
- Thesis (SC)
- Final project - combination of work placement and thesis (AF)

**Other ways of evaluating education**

There are other ways of evaluating education besides digital evaluations. The chapter about evaluation of education in the Quality Manual of the Vrije Universiteit offers an overview of qualitative methods that can be used to evaluate and improve education, such as: panel discussions, peer review and quick summary of strengths and suggestions. These evaluation methods are encouraged in the faculty.

**National Student Survey**

Vrije Universiteit Amsterdam takes part in the National Student Survey, which is conducted every spring. The National Student Survey can provide useful information on how students view their programme. The results of the National Student Survey are considered in the programme annual reports.