



Registration of a Course for Evaluation

Teaching Unit / KIT-Department:			
Lecturer, Mail:			
Course Title, -Number:			
Type of course (Lecture, Exercise, ...)			
Requested Questionnaire:	☐ Lecture	☐ Exercise	
	☐ Seminar	☐ Practical course	
	☐ Excursion	Others	
Language:	☐ German	☐ English	
Type of Evaluation	☐ Paper-based Evaluation*: Number of participants _____ (Attention: From the winter semester 2026/27 onwards, paper-based evaluations will only be possible in the Departments of Chemical and Process Engineering, Mechanical Engineering, Mathematics, Business and Economics and at the HECTOR School)		
	☐ Online Evaluation – Link/QR-code**		
Online Evaluation only: Evaluation period (Period during which students can complete the survey)			
Start (date, time)			
End (date, time)			
Name(s) of the other lecturer(s):		Mail:	Only for paper-based evaluation: Handwritten signature:
1.			
2.			
3.			

* In the case of paper-based evaluations, it is essential that a cover sheet is submitted to the evaluation office together with the completed questionnaires. Otherwise, it will not be possible to match the responses and therefore carry out the evaluation. You can find the template for this here: [Cover sheet for paper evaluation](#)

** We will send you a link and a QR code, which you should please pass on to the students.