

Handout for Conducting Course Evaluations Winter Semester 2026/27

Dear Teaching Staff,

these guidelines provide an overview of the options available for requesting and conducting course evaluations and explain how the Quality Management team can support you. Detailed information on the evaluation process and the questionnaires available can be found from page 2 of this document onwards.

The following course evaluation options are available in the winter semester 2026/27:

- For **online courses**: Online evaluation
- For **in-person courses**: Paper-based evaluation or online evaluation (preferably conducted during the in-person session).
Please note: From now on, paper-based evaluations will only be offered at the KIT departments of CIW, MACH, MAT and Business and Economics (WiWi), as well as HECTOR School.
- For **hybrid courses**: Online evaluation

The Quality Management department is supported by the Evaluation Team, which consists of student assistants. They generally work two days per week. Please take this into account when planning your schedule.

You can find the Evaluation Team's contact details here: <https://www.stab.kit.edu/english/4918.php>.

If you encounter any problems or have questions that go beyond the standard evaluation process, please feel free to contact the Course Assessment Coordinator, Magdalena Jentsch (evaluation-qm@stab.kit.edu) or by phone at +49 721 608 41141).



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General information on course evaluations

What is evaluated?

According to the KIT Evaluation Statutes, all compulsory courses should be evaluated every semester. A comprehensive evaluation of all courses is conducted every four semesters.

When does the evaluation take place?

The evaluation is to take place from the second half of the course sessions onwards, yet early enough to allow the results of the teaching evaluation to be discussed with the students.

What happens afterwards?

Teaching staff will receive their results by email in a timely manner. In accordance with the Evaluation Statutes, teaching staff is expected to discuss the results with the students.

What happens if there are not enough students in the course to conduct an evaluation?

Please let us know if you are unable to conduct an evaluation, either via the Campus Portal (see the guidelines for using Campus: [instructions for registering for the course evaluation](#)) or by contacting the responsible member of the [Evaluation Team](#).

What evaluation options are available?

You can choose from the following options:

➔ Online evaluation:

The evaluation will be available for the period you specify. Once the period has ended, you will automatically receive the PDF report via email.

- **Online survey - link/QR code:** The Evaluation Team will provide you with a link and QR code that leads directly to the online survey. On the day of the evaluation, you can forward it to students, share it via presentation slides and/or publish it on ILIAS.

➔ Paper-based evaluation:

The Evaluation Team will send you the paper questionnaires via internal mail (Hauspost).

Please have students or staff members collect the completed questionnaires. For data protection reasons, it must be ensured that teaching staff do not have access to completed questionnaires.

Please place the completed questionnaires and the completed cover sheet¹ in the envelope. You or the students can return the envelope to us as follows:

- Via internal mail (Hauspost) to the Evaluation Office (Evaluation Office, Building 11.40, Room 226).
- Deliver it in person to the Evaluation Office.
- Place it in our mailbox in Building 11.40. The mailbox is located in the entrance area of the side entrance on Englerstrasse.

You will generally receive your evaluation report by email within one week.

Please note: The [KIT Evaluation Statutes](#) prohibit the analysis of evaluations with fewer than six participants. This means that if an insufficient number of student responses is received, we will unfortunately be unable to provide you with a report. If this applies to your evaluation, you will be notified.

How does the evaluation process work?

If you would like to conduct an evaluation, please contact Quality Management. You can do so as follows:

- **Preferred registration method:**

Register a course evaluation via the KIT Campus Portal: <https://campus.kit.edu/>

Guidelines for registering a course evaluation can be found in the appendix to this document or here: <https://www.stab.kit.edu/english/5976.php>.

Please note: Once you have completed and submitted the form, the responsible team member will receive an email containing the information. The evaluation link cannot be generated automatically when the form is submitted; it is created manually by the responsible team member.

- By email to the responsible member of the Evaluation Team (<https://www.stab.kit.edu/english/4918.php>). Please be sure to provide the following information, otherwise, processing your request may be delayed²:
 - First and last name and email address
 - Teaching unit/KIT Department
 - Course name and course number
 - Type of questionnaire (see below) and language (German/English) in which the survey is to be conducted
 - Type of evaluation (paper-based, online survey: link)
Please note: From now on, paper-based evaluations will only be offered at the KIT Departments of CIW, MACH, MAT and Business and Economics (WiWi), as well as HECTOR School.
 - For online evaluations:
 - Evaluation period (start and end dates and times)
 - If applicable, email addresses of additional report recipients
 - If applicable, consent to further use of the results, for example for consideration in connection with a department teaching award
 - For paper-based evaluations: Number of questionnaires required
- **Collective registration by a KIT Department/teaching unit:** If desired, teaching units/KIT Departments may submit their planned evaluations collectively to the Evaluation Team (directly to Ms Jentsch), including all relevant information (see template) This requires the consent of the teaching staff.³

¹ Cover Sheet: https://www.stab.kit.edu/downloads/QM/Lehrevaluation/Deckblatt_allgemein_eng.pdf

² Form: https://www.stab.kit.edu/downloads/QM/Lehrevaluation/Formular_Meldung_Lehrevaluation_eng.pdf

³ Form: https://www.stab.kit.edu/downloads/QM/Lehrevaluation/Meldung%20Lehrevaluation_KITFakultaet_Lehreinheit_eng.xlsx

Which questionnaires can you use?

- **Questionnaire with questions on digital teaching – currently being revised**
 - Questionnaires for your KIT Department/**Teaching Unit**: An overview of the available questionnaires can be found here: [Questionnaires](#)

How can an online Evaluation be integrated into a Course?

Experience in recent years has shown that response rates for online evaluations are often lower, for example when the evaluation cannot be integrated directly into the course (asynchronous teaching).

In general, we recommend making the online survey available for a short period defined by you. This can help prevent participation by students who do not regularly attend your course.

The following options are available for integrating the online evaluation-:

➔ In-person course

- Share the link by email during the course session
- Display the QR code during the session, for example via a projector, and/or include it in presentation/teaching materials

➔ Online course

- Share the link by email during the course session or via the chat function
- Display the QR code during the session via screen sharing

Appendix:

Registration of a course evaluation via the campus portal

Dear members of KIT,

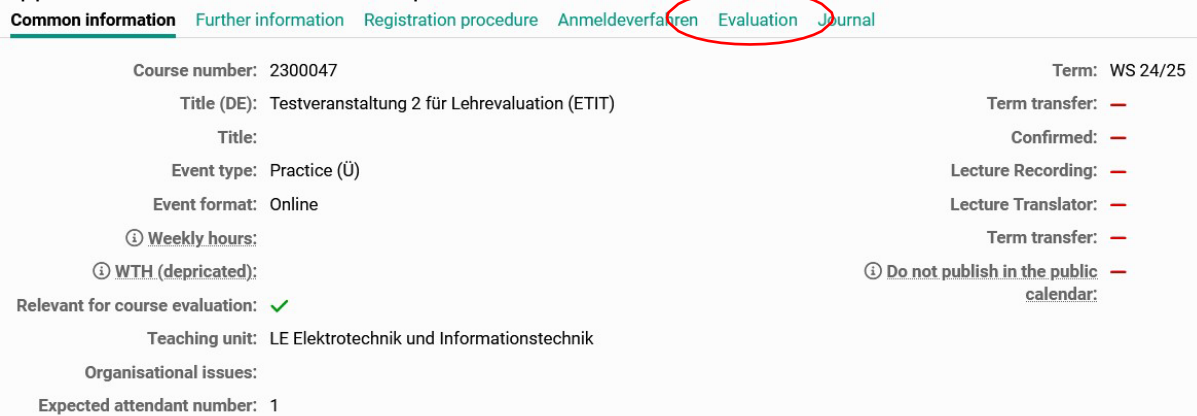
with this handout we would like to provide you assistance on how to register your courses for teaching evaluation via the campus portal.

If you do not have enough students in the course (less than six people) and therefore cannot carry out an evaluation, you can also report this via the campus portal (see note at the end of the handout).

Step 1: Please log in to the campus portal: <https://campus.kit.edu/>

Step 2: Please select „Events“ in the left bar and then the corresponding semester in the top bar.

Step 3: Now please select the course you would like to register for teaching evaluation. Various tabs appear in the course details. Here please select the Evaluation tab



The screenshot shows the course details page for course number 2300047. The 'Evaluation' tab is selected and circled in red. The page displays various course details and evaluation options.

Common information	Further information	Registration procedure	Anmeldeverfahren	Evaluation	Journal
Course number: 2300047	Title (DE): Testveranstaltung 2 für Lehrevaluation (ETIT)	Event type: Practice (Ü)	Event format: Online	① Weekly hours:	① WTH (depricated):
Relevant for course evaluation: ✓	Teaching unit: LE Elektrotechnik und Informationstechnik	Organisational issues:	Expected attendant number: 1	Term: WS 24/25	Term transfer: —
				Confirmed: —	Lecture Recording: —
				Lecture Translator: —	Term transfer: —
				① Do not publish in the public calendar: —	

Step 4: A form will now appear (similar to the form that was available on the QM website until summer 2024). The advantage of using campus portal now is that some of the required information is already pre-filled (information about the course).

In order to submit the form, the following fields must be filled out:

Please enter the following information in order to submit the form:

- Mandatory: Please enter name of lecturer
- Mandatory: Please select the type of evaluation
- Mandatory: Please enter a start date
- Mandatory: Please enter an end date

Send

Note: According to Paragraph 6 Section 5 of the KIT evaluation regulations, an evaluation of events with five or fewer participants is not permitted for data protection reasons.

If this applies to your event, you can tick the appropriate box in the registration form. STAB-QM will be informed about this.

☐

Number of participants too small (≤ 5)

If the number of your course is too small to carry out an evaluation please tick this box.

Contact persons in the evaluation team: <https://www.stab.kit.edu/english/4918.php>

For overarching topics and questions: evaluation-qm@stab.kit.edu

Our website: <https://www.stab.kit.edu/english/5556.php>