SAMPLE SELF-REPORT– COURSE EVALUATIONS

**Introduction**

The self-report is prepared by lecturers whose courses were rated «insufficient» during the evaluation. In this self-report, the lecturers are asked to comment, in writing, on the evaluation results of the first final evaluation, the subsequent interim evaluation and the repeated final evaluation. The self-report should be submitted to the persons specified by the respective faculty. If you are not sure who to submit the self-report to, please contact your faculty's QM-representative.

**Purpose of the self-report**

The self-report is a tool that is meant to enable lecturers to:

1. identify strengths and weaknesses of their own teaching;
2. comment on the results of the course evaluations;
3. identify modifiable and modified fields of action and determine their scope of action;
4. express the need for support or advice.

The report captures the most crucial elements of the students' feedback. The lecturer's opinion may differ from that of the students. If this is the case, this perception can be explained.

My comment on the results of my course evaluation in terms of the conditional factors and/or the achievement of the target criteria. Do I share the students' impression? How can I explain the results? How have the results of the interim evaluation and/or the repeated final evaluation changed? For what reasons?

What were the strengths of my course? Which aspects were judged positively by the students?

Where do I see room for improvement based on the students' feedback on my course?

What specific measures for improvement have I implemented or will I still take?

To what extent do I need further assistance in the implementation of measures for improvement or in the planning of courses within or outside my faculty in the future (e.g. advice from the Educational Development Unit of the University of Bern)?

To what extent do I need further advice on interpreting the evaluation results?