

# Institutstudienævn og Kursusevalueringer

**Institutstudienævn (ISN)** er et DTU-organ som har ansvaret for udvikling af kursusudbuddet og kvalitetssikring af kurserne på det givet institut. Dvs. evaluering, tiltag og opfølgning på tiltag for et givet kursus. Derudover har ISN også ansvar for den daglige kvalitet af undervisningen - imens de to uddannelsesdekaner har ansvaret for uddannelserne og den samlede uddannelsesproces. Blandt mange centrale aktører er også studerende, og derfor er dit input som studerende essentielt.

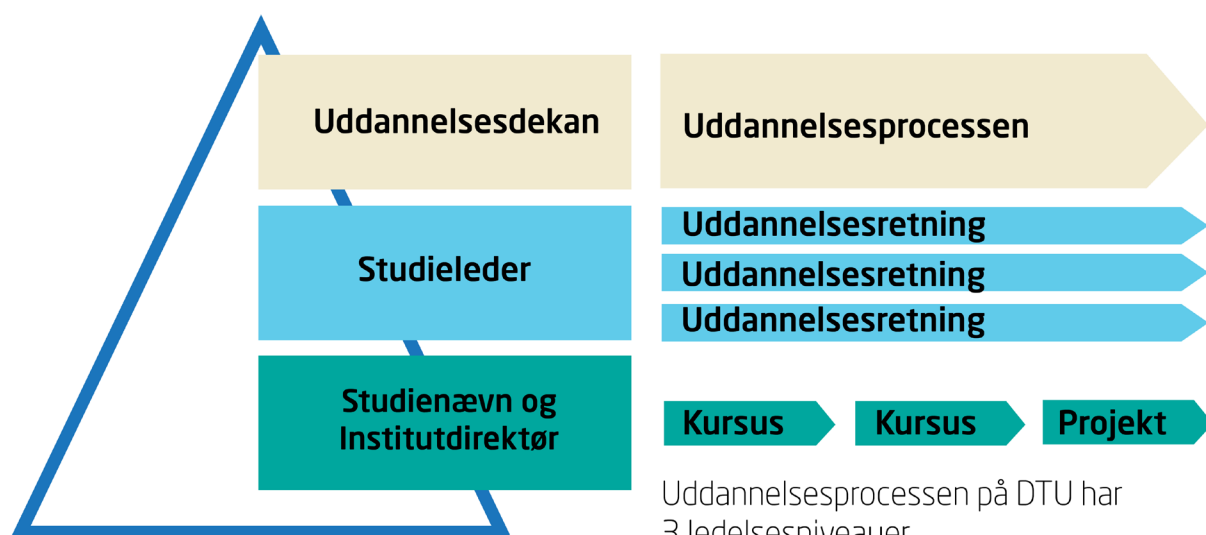
## ISN struktur og dets arbejde

I et ISN sidder der mellem 6-10 medlemmer, 50% studerende og 50% institutpersonale / institutprofessorer. Dette gør også at studerende har lige så stor indflydelse som institutpersonalet har.

De studerende, der sidder i et ISN, bliver valgt gennem studierådene, der repræsenterer uddannelser, der har kurser knyttet til instituttet.

Institutpersonalet er valgt på en 3-årig periode og de studerende sidder 1 år ad gangen.

Helt konkret arbejder ISN med gennemgang af kursusevaluering, godkendelse af kursus og kursusbeskrivelser, evt. ændringer og meget mere. F.eks., hvis der sker ændringer i kurser efter en givet deadline, skal de godkendes af ISN og studerende på kurset.



Uddannelsesprocessen på DTU har 3 ledelsesniveauer.

Oversigt over ledelsesniveauer i uddannelsesprocessen.

## Hvorfor laver vi evalueringer og hvad bruges de til?

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Hvad du skriver i dine evalueringer, bliver læst af undervisere og medstuderende. Dette er dog fuldstændig anonymiseret. Din stemme og indsigt kan være grundlaget for beslutningen om et kursus skal kigges helt i sømmene, eller om det kan fortsætte i samme stil, fordi det bare er verdensklasse.

Gennem evalueringer produceres viden om de studerendes oplevelser af og syn på DTU's undervisning og uddannelser. Derfor er dit perspektiv og holdning vigtigt, og inddrages i udviklingen af vores undervisning, uddannelser og studiemiljøet.

## Hvad er en god evaluering af et kursus?

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Desto mere uddybende dine kommentarer er til dit kursus, om det er underviseren, opgaver, eller selve strukturen, desto mere er der for den enkelte underviser til at blive bedre. Især påpegning af negative aspekter ved undervisningen er vigtige, og disse skal helst være konkrete, så ISN har mulighed for at diskutere en løsning på den bedste måde, så disse ting kan undgås i fremtiden. Dog er det også vigtigt at pointere når undervisningen er god - fordi din underviser læser feedbacken!

## Hvad kan dit ISN hjælpe dig med?

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Er der problemer i undervisningen, som din underviser f.eks. ikke er modtagelig overfor, er det dit ISN du skal kontakte. ISN er også til for at kvalitetssikre under semestret, og ikke kun efterfølgende.

*Ændringer i eksamensform er også en ændring i kursusbeskrivelsen og skal derfor overholde de nedenstående deadlines.*

Undervisningsperioder	Deadline for ændringer/rettelser
13-ugers, efterårssemestret	25. juni
3-ugers, januar	1. november
13-ugers, forårssemestret	25. november
3-ugers, juni/juli/august	15. april

## Har du lyst til at vide mere?

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- Tag fat i dit lokale ISN – især de studerende!
- Hiv fat i [uddannese@pf.dk](mailto:uddannese@pf.dk), og få uddybende svar fra PF.
- Eller læs den gældende [forretningsorden](#) for studienævnene.

# Board of Studies and Course Evaluations

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**The Board of Studies** (DK: institutstudienævn, shorthand ISN) is a university body at each department with the responsibility of developing the course offering and general quality assurance of the courses at each given department. That is evaluations, measures, and follow-ups of these for a given course. Additionally, ISN is also responsible for the day-to-day quality of the teaching - while the two deans are responsible for the study programs and the overall education process for all DTU. Among many key players within this process are the students, whose input is invaluable and crucial.

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## Structure of ISN and its work

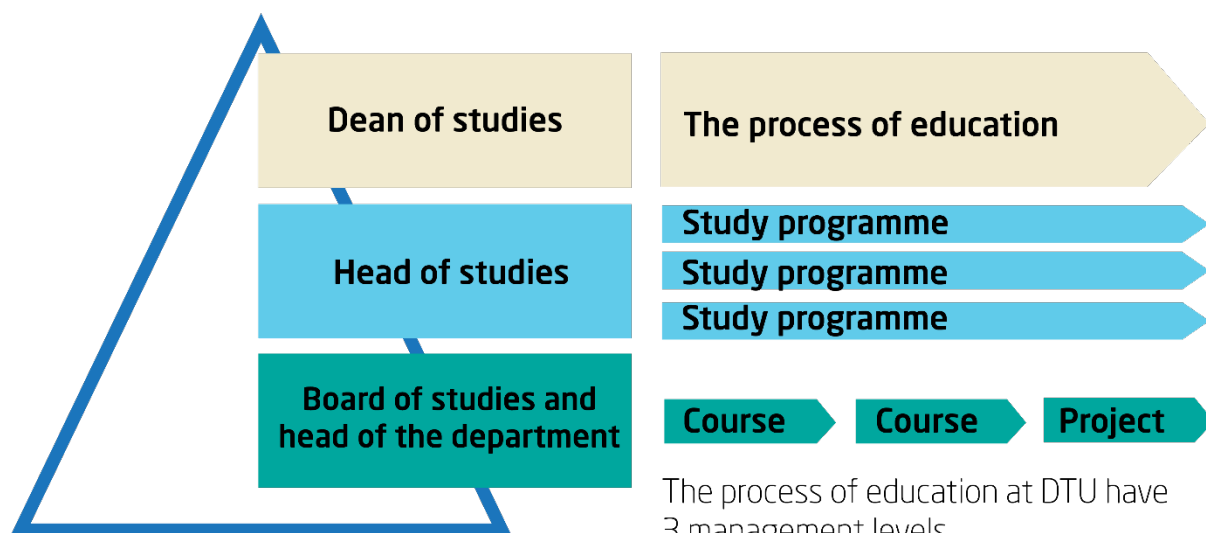
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An ISN consists of between 6-10 members, 50% students, and 50% teaching staff from the department. This ratio ensures that students have as much influence as the staff.

Student members of an ISN are democratically elected through the study councils, who represent programs, which are associated with the department.

They are elected for a 1-year period, while the staff is elected for a 3-year period.

More precisely, each ISN works with course evaluations, approval of courses and course descriptions, as well as eventual changes, and much, much more. As an example, if any changes for a course occur after a given deadline, these must be approved by the ISN, and the students enrolled in the course.



The process of education at DTU have 3 management levels.

Overview of management levels in the education process.

## Why do we make evaluations and what are they used for?

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What you write in your evaluations is read by teachers and fellow students, though completely anonymized. Your voice and insight could be the basis for deciding whether a course needs to be looked at the seams, or whether it can continue due to its high quality.

It is through evaluations that knowledge is gathered about the students' experiences and views of DTU's teaching and programs. Therefore, your perspective and view are essential, as this is used in the continued development of our teaching, programs, and study environment.

## What is a good course evaluation?

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The more thorough your comments are, be it regarding the teaching, assignments/exercises, or simply the structure, the more input is given to your teacher to improve. Especially pointing out negative aspects of the teaching is important, and these must be as in-depth as possible. This allows the ISN to discuss and find the best possible solution, such that these things are avoided in the future. However, it is also important to emphasize when the teaching is good - because your professor reads the evaluations!

## What can your ISN do for you?

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If problems occur during the teaching, and you mention this to your course responsible, and they are e.g., not receptive to these comments, then you should contact your ISN. The ISN will then reach out to the course and handle the case.

*Any changes in the format of the exam are also a change in the course description and must follow the deadlines seen below.*

Teaching period	Deadline for changes/corrections
13 weeks, autumn semester	June 25th
3 weeks, January	November 1st
13 weeks, spring semester	November 25th
3 weeks, June/July/August	April 15th

## Would you like to know more?

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- Reach out to your local Board of Studies - especially the students!
- Contact the Coordinator of Educational Politics at [uddannelse@pf.dk](mailto:uddannelse@pf.dk), and get a thorough response from PF, the student organization at DTU.
- Alternatively, read the [rules of procedure](#) for ISN (in Danish only).