



Evaluation

at the Mozarteum University Salzburg

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GENERAL QUESTIONS

Which areas/topics are evaluated?

In addition to the evaluation of teaching, studies and service facilities by the students, the university asks its graduates about their completed studies and incoming and outgoing students about their study visit. Other evaluations are carried out in numerous areas, e.g. in the context of tenure/appointment procedures, personnel development courses, courses at the Career Center, in the Pre-College Salzburg and at the International Summer Academy.

Why evaluate?

In addition to the clear legal requirement that all Austrian universities must carry out regular evaluations, a key quality objective of the Mozarteum University Salzburg is to offer its students excellent teaching at the highest international level and to train internationally competitive and recognized young artists, scientists and teachers.

The evaluation serves as an important tool for the university to ensure the quality of its range of services regularly. It also acts as an important feedback opportunity for students and teachers and offers them the chance to help shape their everyday study and work life actively.

The results serve, among other things, as a feedback instrument for teachers on their lessons, for curricular committees on the design of the studies and for the service facilities to develop their range of services further.

Who can evaluate?

All students of the Mozarteum University Salzburg who are registered for courses via MOZonline (online evaluation of teaching, studies and service facilities), who have completed their studies (graduate survey) or who are visiting the Mozarteum University (incoming survey) or a foreign university (outgoing survey) as part of a semester abroad are invited to participate in the evaluation.

Non-degree students and students of "Uni 55-PLUS" are also welcome to evaluate their courses. Students at the Pre-College Salzburg are excluded from the evaluation of teaching, as their range of courses is assessed separately.

Who or what is being evaluated?

The subject of the evaluation differs depending on the respective survey. The main evaluation processes and their topics are described in more detail below:

Evaluation	Subject
Online evaluation (annually)	<ul style="list-style-type: none">- All teaching staff who held classes during the current academic year at the university. It is an evaluation of the respective teacher, not their individual courses.- University service facilities- Studies at the university
Graduate survey (annually)	Satisfaction with the degree course
Incoming and Outgoing survey (annually)	Satisfaction with the study visit at the Mozarteum University Salzburg (Incoming) or a foreign university (Outgoing)
Voluntary personal evaluation (upon need)	Teacher who undergoes voluntary evaluation and held classes during the current academic year at the university. It is an evaluation of the respective teacher, not their individual courses.

How is the online evaluation handled?

At the end of each summer semester, students receive links to the surveys for the past academic year by e-mail to their MOZ addresses. They can then fill out the survey(s) online at any time within the evaluation period (usually 2 months).

After completing the survey, the evaluation team analyses the results and forwards a report to the chancellor's office, the respective teachers and any other stakeholders or committees necessary (e.g. department heads, curriculum committees).

How are the results of the online evaluation created?

At the end of the evaluation period, the evaluation team statistically processes the collected feedback and creates a report. However, this only happens if at least 4 replies have been received for the respective teacher. If this is not the case, the teacher will not receive any results in order to protect the anonymity of the students (see "*Is the survey anonymous?*", p. 4).

If a teacher reaches the anonymity threshold of 4 feedbacks within two years, they will receive a summarized result of these years (see "*What is a „summarised evaluation result“?*", p. 6).

How are the evaluation results processed?

The focus of the university is to handle the evaluation results responsibly. Therefore, the outcomes of all surveys are taken very seriously.

In case of the evaluation of teaching, they are passed on to both the evaluated teacher and the chancellor's office. Additionally, the results of the teaching evaluation are viewed in a quality circle of the chancellor's office with the department for university development and quality management. The chancellor's office then arranges meetings with individual teachers, department heads or curricular boards when necessary. If needed, heads of administrative departments are also consulted on service and infrastructure issues.

Is the survey anonymous?

Data protection is a major concern of the university and has the highest priority, especially in the context of evaluation. Therefore, the answers of the participants are treated with the utmost care in order to protect their anonymity.

The questions included in the survey, a defined response threshold (see "*What is an „anonymity threshold“?*", p. 4) and the design of the results ensure that no conclusions can be drawn about individual students. Any handwritten comments will be transcribed without exception. Any personal information is used for statistical analysis by the evaluation team only, and will not be passed on to the lecturers under any circumstances.

What is an "anonymity threshold"?

A statistical analysis of the feedback is only carried out if at least 4 students have evaluated a teacher. This minimum limit serves to protect the anonymity of the participants. If fewer than 4 people take part in a survey, their feedback will not be passed on to the teacher or the chancellor's office.

However, it is possible to create a summarized evaluation result if teachers were evaluated by a total of at least 4 students within two consecutive academic years (see "*What is a „summarised evaluation result“?*", p. 6)

Whom can I contact if I have further questions?

Most of the university's evaluations are conducted through the department for university development and quality management's evaluation team, who are happy to answer your questions. The best way to do this is to send an e-mail to evaluierung@moz.ac.at.

STUDENTS

Is student participation mandatory?

The student's participation in the university surveys is always voluntary. Nevertheless, it is a valuable opportunity to give feedback and to help shape everyday student life. Every participation and the associated positive comments or constructive criticism helps to keep the university's range of services at its high level and to improve it continuously!

Why should I participate in the evaluation surveys?

If you take part in the university surveys, you have the opportunity to convey your experiences to the university and to actively help shape your everyday student life. The Mozarteum University Salzburg takes your feedback very seriously and strives to use as much potential as possible for further development. Even if some issues cannot be resolved immediately, your feedback will still help positively influence the study experience for future generations of students.

It is important to participate in the surveys even if you are satisfied with the range of services offered by the university and do not have any specific complaints. Positive feedback or an expression of satisfaction are just as important for the university and can ensure that certain aspects remain the way they are.

Can I suffer a disadvantage from participating?

No. Since no conclusions about individuals can be drawn, no negative consequences can arise for you from participation.

Can teachers draw conclusions about me from the results?

No, that is not possible (see also "*Is the survey anonymous?*", p. 4).

TEACHERS

Is teacher participation in the evaluation mandatory?

Yes. The evaluation is mandatory for teachers insofar as they have to have their teaching or courses evaluated. As members of the university, they are legally required to participate in the evaluations according to the Austrian University Act (§ 14 Abs. 6 UG).

Can I be evaluated voluntarily?

If you want your teaching to be evaluated outside of the planned intervals, this is possible after approval by the chancellor's office. To do this, contact the university development and quality management's evaluation team (evaluation@moz.ac.at).

How do I know when I am being evaluated?

In the course of the annual online evaluation, you will receive online information in advance to your MOZ e-mail address.

How do I get my evaluation results?

After completion of the respective survey and the statistical analysis of the results, you will receive a report via e-mail to your MOZ e-mail address. Please note that delivery to a private e-mail address is not possible.

Who gets to see my evaluation result?

The chancellor's office and the head of your department will receive the result of the evaluation of your teaching.

No evaluation result could be created for me – why?

It is likely that the response threshold set by the university could not be reached for your course(s) because fewer than 4 people took part in the evaluation (see also "*What is an 'anonymity threshold'?*", p. 4) . While this is unfortunate, the threshold is a basic requirement for a reliable evaluation process that protects students.

It might encourage students if you explicitly point out this important opportunity during the next evaluation and ask them for their feedback in the survey in order to achieve a higher response rate.

What is a „summarised evaluation result“?

If a teacher does not reach the anonymity threshold (see "*What is an "anonymity threshold"?*", p. 4) in the annual teaching evaluation, but receives 4 or more responses within two consecutive years, they will receive a summarized result for these years.

While this kind of feedback is less representative and must be interpreted with caution, it can still provide valuable input for your teaching.

Example: In the 2019/20 academic year, 3 surveys were filled out for you, and 2 more in the 2020/21 academic year. Due to the anonymity threshold, it is not possible to create a report for you in either year. In order to still be able to offer you feedback, while at the same time protecting the anonymity of the students, the evaluation team summarizes the results of these two years. You will therefore receive feedback of a total of 5 questionnaires from both 2019/20 and 2020/21.

How should I proceed with my evaluation results?

The evaluation should serve you to get valuable feedback from your students on your teaching. We ask you to inform the students that you have received your evaluation result.

It is at your discretion whether and to what extent you discuss the results with the students any further. If you have difficulties interpreting the result of your evaluation, it can be helpful to reflect on it together with the students. Of course, the anonymity of the students must continue to be maintained – please refrain from asking a student about their particular statements in the survey.

When interpreting your individual evaluation result, please also take into consideration how many students took part in the survey. Although the results usually contain valuable tips to improve your teaching, they might stem from a small proportion of your students. The more people take part in the survey, the more representative the results will be. Ultimately, you might have little influence on some aspects of your evaluation result (e.g. the framework conditions). Nevertheless, the information provided by the students can be useful for both you and the university management.

Can I comment on my evaluation result?

Yes, you are explicitly invited to do so! After the report has been sent to your MOZ e-mail address, you have the opportunity to comment on the result (ideally in writing to evaluierung@moz.ac.at). Your comment is then passed on to the chancellor's office together with your evaluation results.

If you have any questions or suggestions, or would like to arrange an individual appointment on the subject of evaluation, please contact the department for university development and quality management's evaluation team.

*The best way to do this is to send an e-mail to
evaluierung@moz.ac.at.*

Imprint:

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Department for University Development and Quality Management

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