



To the lecturers of
University Medical Center Mainz

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Description of the procedure for face-to-face teaching/synchronous teaching (procedure "online during the course time")

It is advisable to inform the students in advance about the lecturer evaluation so that all students have a mobile device (smartphone, tablet, laptop) with them on the day of the survey. It is recommended that the lecturer evaluation be conducted within course hours to ensure as many participations as possible. Students may complete the lecturer's evaluation either via the QR code or via the link (incl. password). You may integrate the access option (link, QR code) to his evaluation into PowerPoint presentation, for example. **If we have been informed of a course time in the registration mask, participation in the lecturer evaluation within the event time is generally possible for the duration of the event plus 30 minutes (e.g. event time from 10-12 am / closing time of the survey at 12.30 pm). If no closing time and/or no event time has been communicated, the survey will close at the end of the lecture period.**

After the survey has been closed, the result will be sent to you by automated mail via our evaluation system. After the end of the current semester, the scientific board receives an overview of the individual results of those lecturers who took part in the lecturer evaluation in this semester.

Procedure for digital teaching (asynchronous teaching such as video recordings)

In the case of asynchronous teaching, the invitation to the lecturer evaluation should be announced within the event recording. With the mail you receive a QR code or a link incl. password to the online survey. Students may evaluate the lecturer's course either via the QR code or via the link (incl. password). You may integrate the access option (link, QR code) to your lecturer evaluation into your PowerPoint presentation, for example. For this purpose, you find a corresponding slide template in the mail. To motivate students to participate, you should again refer to the evaluation possibility at the end of the lecture and emphasize the necessity of the feedback for your purposes (habilitation procedure, APL procedure and as feedback for improving your own teaching).

The survey is usually open until the end of the lecture period, unless otherwise agreed.

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