

## Guide to student evaluation of teaching

The feedback we receive from students is very important and we would like as many learners as possible to be involved in the evaluation process. This is sometimes difficult. Here are some tips to make the evaluation process easier for you and also for us to make the most of your feedback.

Our goal is to build a **safe and respectful environment** which creates space for **sincere feedback** which can be **used for further development**. We want the evaluation of teaching to have a **clear framework**, within which we can **further work with its results effectively**.

*Offensive evaluation attacking the personality of the evaluated teacher is not real feedback, it can be hurtful to the person concerned and it definitely does not motivate positive change.*

What do we refer to? It is [the Code of Ethics of Charles University](#), which is a binding standard for members of the academic community, including students. „...They respect the principles of cooperativeness and academic collaboration“ (Part 1.9) „...Any critical observations they present must be well founded.“ (Part 1.10)....“ They present criticism and alternative opinions with fairness.“ (Part 1.12)

### Guide to Evaluation Comments

*By following the recommendations below, you will contribute to a respectful culture both in the evaluation of teaching and in the general atmosphere of the entire faculty.*

#### 1. Give substantive feedback

*Evaluate the teaching, not the teachers as such. You avoid the risk of hurting someone, and you have a better chance that the teacher will work constructively with your feedback.*

#### 2. Be specific

*Give a concrete example of what you liked or disliked, what was or was not useful for your learning and academic success. This will help the teacher to solve problems and improve the teaching.*

#### 3. Be polite

*Feedback is not a good place to vent frustration. If you need to express emotions, always speak in the first person from the position of your own experience. Posts containing offensive language or hate speech of any kind will not be published.*

#### 4. Remember to praise

*Teachers also need to know what is working well, what you find useful, interesting and most helpful for your studies.*

#### 5. Reminder

In the [Safe and Respectful Environment](#) section of the Faculty's website you will find important contacts and useful advice on how to recognise inappropriate behaviour, how to respond and where to find advocacy. The Faculty Ombudsperson is the Vice Dean for Internal Relations, PhDr. Dana Bittnerová, CSc., who can be contacted in such cases. ([dana.bittnerova@fhs.cuni.cz](mailto:dana.bittnerova@fhs.cuni.cz)). However, please feel free to contact anyone you trust.

**Evaluating and giving feedback well is a skill that needs to be cultivated and developed.  
Can you help us with that?**