

Guide to student feedback on teaching

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

The goal is to receive respectful and substantive feedback that helps improve teaching and helps cultivate faculty, students, and teachers.

1. Focus on the teaching, not the personality

Evaluate the teaching, not the teachers as persons (e.g.: The teaching was interesting and inspiring, rather than: the teacher is interesting and inspiring; the seminars were poorly organised, rather than: the teacher is unable to organise the seminars well).

The aim of the feedback is to improve the quality of teaching, not to evaluate the personality or character of the teacher. Comments on the teacher as a person do not always lead to desirable changes. Please formulate your experience as concrete suggestions what the teacher specifically should or should not do.

2. Give substantive feedback

Focus on specific aspects of teaching, such as clarity of presentation, teaching methods, structure and content of lectures or use of study materials, and express yourself clearly. Such feedback is constructive because it helps the teachers better understand what works well and what needs to be improved.

3. Be specific

Provide more specific examples of what you appreciate about the course, what you suggest improving, or what was or was not be useful for your learning and academic success. This will help solve problems and improve the teaching.

4. Provide respectful comments

Your feedback should be clear and respectful. Posts containing offensive language or hate speech cannot be published.

5. Safety

*If you encounter any behaviour in the classroom by any teacher or student that you consider to be unsafe or hurtful, you will find contacts and advice on how to **respond** in the [Safe and Respectful Environment](#) section on the faculty website. In such cases, you may contact the Vice Dean for Internal Relations PhDr. Dana Bittnerová, CSc. (dana.bittnerova@fhs.cuni.cz).*

Our goal is to build a **safe and respectful environment** which creates space for **sincere feedback** which can **used for further development**. Among other things, we rely on the [Code of Ethics](#) of Charles University, which is a binding standard for members of the academic community, so for both the students and the teachers. „...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)

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