**FINAL EVALUATION REPORT TEMPLATE:**

**Final evaluation report for courses at the Department of XX**

The completed form must be sent to the head of department ([xx@cas.au.dk](mailto:xx@cas.au.dk)) no later than 30 May (in spring semesters) or 20 December (in autumn semesters).

***The name of the teacher:***

***Semester:***

***Course name and degree programme:***

***Official number of registered students/number of participants in the Blackboard evaluation:*** *xx/yy*

(If possible and desired, the teacher can add information about the number of students actually participating in the course to avoid including ‘ghost students’).

1. Summary of the final evaluation, including issues mentioned during the discussion of the evaluation results, with particular focus on what went well and what can be improved:
2. Comments which the students wish to include:
3. Comments by the teacher:

***Date:***

***Student representative Teacher***