

Please note that the following document is a non-binding convenience translation. Only the German version of the document has legal validity.

## Evaluation Regulations of the Heidelberg University of Jewish Studies (HfJS)

as amended on February 11, 2026

The Senate of the HfJS has adopted the following evaluation regulations on the basis of Section 5 (3) in conjunction with Section 19 (10) LHG:

All official, status, functional, and professional designations that appear in the masculine form in these regulations apply equally to women and men and may also be used in the corresponding feminine form. This also applies to the use of university degrees, academic designations, and titles.

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## § 1 Scope, Definition of Terms

- (1) The evaluation regulations apply to the entire HfJS and govern both the evaluation of courses offered at the HfJS ("teaching evaluation") and the evaluation of degree programs as self-evaluation.
- (2) Teaching evaluation is carried out by surveying course participants. The evaluation of degree programs is carried out by surveying all enrolled students and graduates.
- (3) For this purpose, data is regularly and systematically collected, processed, and fed back in order to assess the quality of the evaluation objects using standardized procedures and instruments.
- (4) In the case of cooperative degree programs, the cooperation partners determine which university is responsible for evaluating the degree programs.

## § 2 Objective and Purpose

- (1) The regular evaluation of both courses and degree programs serves to ensure and continuously improve the quality of teaching.
- (2) The results of the evaluation are used for the following purposes:
  1. to promote communication about teaching quality, in particular through constructive feedback to individual teachers on their respective courses from the perspective of the participating students,
  2. to identify potential for development in the individual areas of the HfJS and in the fulfilment of its tasks,
  3. for the design and further development of degree programs and for the design and implementation of measures to ensure and promote quality, e.g., in agreements on quality development that contain concrete measures and priorities,
  4. to monitor the implementation and effectiveness of quality development measures,
  5. to create transparency within the university and towards the public regarding the quality of teaching.
  6. in the context of decisions on the extension of the employment relationship of an assistant professor pursuant to Section 51 (7) LHG and junior lecturers pursuant to

Section 51a (3) LHG. Those affected have the right to comment on the results of the course evaluation, which shall be included in their personnel files.

Sections 113 et seq. LBG apply.

### § 3 Responsibility

- (1) The Rector is responsible for initiating, organizing, and implementing the evaluation within the scope of his or her duties pursuant to § 5 (1) No. 4 of the University Statutes. He or she ensures the regular and systematic implementation of the evaluation in cooperation with those responsible. The Office of the Dean of Studies, in cooperation with the student council, is responsible for the design, coordination, implementation, and evaluation of the evaluations on behalf of the Rector.
- (2) The departments and persons who have access to the results of the evaluation in accordance with § 9 are responsible for using the results in the context of their duties and in accordance with § 2. The Office of the Dean of Studies is responsible for evaluating the results of the evaluation and for developing and implementing quality assurance measures, in particular for working towards quality improvement in individual courses and the various degree programs. The Dean of Studies participates in this within the scope of his or her duties pursuant to § 24 LHG.
- (3) The respective teacher is responsible for presenting and discussing the results of a course survey with the students during the current semester.
- (4) The respective Dean of Studies reports to the Rector on request on quality improvement measures based on the evaluation results, including their implementation.

### § 4 Evaluation Procedure

Evaluation procedures are carried out in accordance with the applicable legal regulations and in compliance with data protection laws; the procedural rules described below are based on data protection requirements.

### § 5 Course Evaluation

- (1) The Dean of Studies shall prepare and use a questionnaire for the survey on courses or teaching units. The questionnaires used may only contain questions whose evaluation allows conclusions to be drawn about:

1. the didactic quality of the course,
2. the subjective assessment of the workload, learning gains, and competence acquisition of the students in the course,
3. the objectives, content quality, and structure of the course,
4. the overall evaluation of a course, and
5. the organization and framework conditions of the course.

In the case of courses taught by several instructors, the survey must either make it clear which instructor the evaluation refers to, or respondents must be asked to give average values for all instructors involved in the course for questions relating to the instructor.

(2) The questionnaires used must be designed in such a way that the answers and evaluations cannot be attributed to specific or identifiable respondents, or only with a disproportionate amount of time, cost, and effort.

(3) In addition to questions about the course or teaching unit and the teacher, the questionnaires contain

the following questions about the students:

- Field of study
- Desired degree
- Semester in aggregate levels (1-3, 4-6, 7-10, >10)

These characteristics may only be requested if there are enough students to ensure that the combination of subject/desired degree/semester does not allow conclusions to be drawn about individual participants in the survey. Other characteristics such as the type of university entrance qualification, native language, or gender may also only be requested if there are enough students to ensure that the combination of the characteristics requested does not allow conclusions to be drawn about individual participants in the survey. If fewer than three questionnaires are submitted by students, the evaluation will only be based on the overall results. In the case of paper questionnaires, the data collected must be destroyed immediately.

- (4) Free text fields must be marked with a note indicating that they may be assigned based on handwriting and that this can be avoided by changing the handwriting when filling out the form (e.g., block letters).
- (5) The following data is processed by the teacher:
  - Last name, first name, title,
  - Name of the course,
  - Course type,
  - the data collected for the course using the questionnaire in accordance with paragraphs 1 and 3 when surveying students.
- (6) The student survey as part of the survey on courses or teaching units can be conducted online or in writing.
- (7) If the survey is conducted in paper form, the questionnaires are distributed in the course concerned and completed by the students during the course. When collecting and forwarding the questionnaires to the body responsible for evaluating them, it must be ensured that the teacher does not gain knowledge of the completed questionnaires. The number of questionnaires distributed and returned must be recorded.
- (8) If the survey is conducted online, it must be ensured, in particular by not logging complete IP addresses and/or a time stamp and, if applicable, by not assigning the responses to a PIN/TAN or by other suitable measures, that responses and evaluations cannot be assigned to specific or identifiable respondents, or can only be assigned with a disproportionate amount of time, cost, and effort. The number of requests for the online questionnaire and the number of responses must be recorded.
- (9) If possible, the course evaluation should take place in the last third of the course period to allow for a discussion of the results in the respective course.
- (10) The course evaluation should take place every semester, if possible, but at least once per academic year.

## § 6 Evaluation of Study Programs

- (1) The HfJS regularly conducts surveys of currently enrolled and former students on study requirements, previous studies or study sections in relation to the range of courses

offered and the organization of studies. A questionnaire is used for the survey. Changes to this questionnaire are decided by the Senate.

(2) The questionnaire must be designed in such a way that the answers and evaluations cannot be attributed to specific or identifiable respondents, or only with a disproportionate amount of time, cost, and effort.

(3) The questionnaire may contain questions on the following aspects:

- a. Personal characteristics: start of studies, desired degree, existing degree, semester; in addition, for surveys of students: gender, age if necessary, origin, socioeconomic status, family situation and, if necessary, under the conditions of Art. 9 GDPR, chronic illness/disability; in addition, for surveys of former students: gender, age, origin, socioeconomic status, family situation, and, if necessary, under the conditions of Art. 9 GDPR, chronic illness/disability,
- b. general conditions of study and teaching (study requirements, study expectations, financing of studies, gainful employment),
- c. Reasons for and risk factors associated with changing degree programs and subjects, as well as leaving the HfJS prematurely before completing a degree,
- d. structure of the program (organization of studies, teaching, and examinations, modularization and equipment, workload, level of information, internships, stays abroad, internationality of teaching
- e. Teaching and learning processes (overall didactic and subject-specific quality of courses, acquisition of skills, research and practical/application relevance of teaching, study requirements, course of study)
- f. Results of the teaching and learning processes, also with regard to the requirements of professional activities (overall assessment of the program, academic success, acquisition and level of skills, application phase, professional success)
- g. Counseling and service offerings.

In the case of surveys of currently enrolled students, such questions may only be included if they do not allow any conclusions to be drawn about the identity of the respondent.

(4) Where appropriate and possible, the response option "no answer" should be included in the questionnaires. If free text fields are used in the questionnaires, the questionnaires

- must include a note stating that no data should be entered in the free text fields that could be used to identify the respective student or third parties, including teaching staff.
- (5) The surveys should preferably be conducted online. If the survey is paper-based, care must be taken to ensure that data protection regulations are complied with. Free text fields must be marked with a note indicating that they may be traced back to the respondent's handwriting and that this can be avoided by changing the handwriting when filling out the form (e.g., block letters). If the survey is conducted online, no data that could be used to identify the respondents should be logged. In particular, neither complete IP addresses nor timestamps or PINs/TANs may be linked to responses; the assignment of email addresses to a PIN/TAN may not be stored beyond the respective usage process. The number of invitations to participate in the online survey and the number of responses must be recorded. When surveying former students, the cohort of students who have left the university in the last one to two academic years is generally taken into account. Telephone surveys of former students are also possible, provided they do not object.
- (6) If there are fewer than three students in a degree program, the written survey (online or paper-based) of students must not be conducted or may be conducted if a group size of three or more students is achieved by aggregating several degree programs. If fewer than three questionnaires are submitted by students, no evaluation will be carried out. In the case of paper questionnaires that have been submitted, the data collected must be destroyed immediately.
- (7) The following data will be processed for the purpose of conducting and evaluating the surveys:
- a. To verify the target group and remove duplicate entries when retrieving data from the student database: matriculation numbers and surnames, first names of (former) students; when surveying students, this data is not used for further surveys; when surveying former students, only the surname and first name are used for further surveys for the purpose of personalized cover letters.
  - b. for salutation in the cover letter: surname, first name, title of former students,
  - c. For salutation in the cover letter: gender of former students.

- d. Email addresses of (former) students.
- (8) The surveys must be designed in such a way that no activities are evaluated that are only performed by individual persons. If this is not possible in order to achieve the evaluation purpose, surveys that allow statements to be made about the activities of individual persons are permissible in exceptional cases with regard to:
- a. Responsibility,
  - b. organization and framework conditions of the activity,
  - c. the subjective assessment of task performance from the perspective of the respondents.

Those affected have the right to comment on the results of the surveys, which must be included in their personnel files. Sections 83 ff. LBG apply, in conjunction with Section 15 (4) LDSG, if applicable.

- (9) The surveys shall be conducted once a year, if possible, but at least every two years.

#### § 7 Access to the Results of the Evaluation, Publication, and further Use

- (1) The teacher concerned shall receive a report with the results of the course evaluation of their courses, in which all individual questions from all parts of the questionnaire in accordance with § 5 (1) are listed with the results for each course. The results may be broken down by degree program or other parameters of the respondents.
- (2) The Dean of Studies and the Rector shall receive a report containing the results of the course evaluation for all courses, in which all individual questions from the general compulsory questionnaire section pursuant to § 5 (1) are listed for each course, together with the results. Paragraph 1, sentence 2 shall apply accordingly. In order to perform their duties under the State Higher Education Act, the Dean of Studies and the Rector have the right to examine in detail the statements contained in the evaluation results and to use this data to the extent necessary to fulfill their duties within the framework of the objectives of the teaching evaluation. In this case, the Rector shall consult with the Dean of Studies and may request a written statement on quality development in accordance with § 3 (4).

- (3) The results of the evaluation of the degree programs are presented to the Senate in compliance with data protection regulations. They are also incorporated into regular discussions between the Dean of Studies and the student council for the further development of the degree programs. The parties involved are informed of the results and the measures taken in compliance with data protection regulations.

#### § 8 Duty of Confidentiality, Duration of Storage of Evaluation Data

- (1) Persons who obtain knowledge of evaluation results, in particular on the basis of § 6, must treat them confidentially and protect the results relating to individual persons made available to them against access by unauthorized persons and delete them in due course in accordance with this provision.
- (2) The body responsible for conducting and evaluating the evaluation must ensure that the completed questionnaires are deleted. Evaluation questionnaires must be deleted without delay after they have been handed over to the Office of the Dean of Studies. Until this time, questionnaires in electronic form must also be deleted. Section 5 (5) remains unaffected.
- (3) The body responsible for the evaluation must ensure the confidentiality of personal data and is not authorized to pass on data outside the reporting forms specified in the evaluation regulations without the consent of the persons concerned.
- (4) The Dean of Studies must delete the data received in accordance with § 6 (2) no later than 5 years after the end of the evaluation. Access to the data in electronic form is only permitted until this point in time.

#### § 9 Entry into Force

These evaluation regulations shall enter into force on the day after their publication on the HfJS website. At the same time, the version of the evaluation regulations dated August 15, 2024, shall cease to be valid.

Heidelberg, February 11, 2026  
signed Dr. Andreas Brämer