**Template for minutes from the dialogue-based meeting between the student representative and the person responsible for the course at UiA**
cf. checklist for student evaluation of courses at UiA adopted by the head of the Academic Affairs Committee 26 August 2021

Subsequent to a digital evaluation or a plenary conversation between the student representative and the students, the student representative and the person responsible for the course, are to carry out a dialogue about the evaluation. The student representative writes minutes from the dialogue and sends it to the person responsible for the course. The person responsible for the course adds possible comments before publishing the minutes.

Proposals in the minutes are important to the follow up in the programme committee and the lecturers´ meeting.

The minutes should not contain sensitive information.

**Study programme:**

**Course code and name:**

**Person responsible for the course:**

**Student representative:**

1**. Academic content and learning outcomes**

**2. Work – and assessment methods**

**3. The learning environment**

**4.. Workload and individual effort**

**5. Information and administrative support**

**6. Other**

**Proposals for improvements regarding the points above**

1.

2.

3.

4.

5.

6.

**Comment from the person responsible for the course:**