

PRINCIPLES OF CONDUCTING AN EVALUATION OF THE QUALITY OF EDUCATION AMONG STUDENTS AND POST-GRADUATE STUDENTS

§ 1 General information

1. This document contains rules and information on the procedure of conducting an evaluation survey among students and postgraduate students, including in particular:
 - 1) evaluation of the quality of classes at WSB University,
 - 2) assessment of satisfaction with studying at WSB University, including assessment of the quality of work of the University's administrative units,
2. The conclusions from the surveys conducted among students and postgraduate students are used to take action aimed at improving the quality of education at the university.
3. Depending on the needs, the conduct of evaluation studies other than those specified in section 1 (1-3) among students and postgraduate students is allowed, in particular the evaluation of remote education.
4. Assessment of the quality of classes helps in particular:
 - 1) a university teacher to obtain knowledge of how he / she is assessed by students,
 - 2) a head of the department to obtain knowledge of how university teachers employed in a given department are assessed by students. The head of the department takes into account the conclusions from the teacher's evaluation survey questionnaire in the periodic employee appraisal, in the promotion policy and in the course assignment plan,
 - 3) university authorities to obtain knowledge of the student assessment of the quality of classes conducted at the university.
5. The study satisfaction survey is used in particular by:
 - 1) employees to obtain knowledge of how the work of individual administrative departments is assessed by students,
 - 2) heads of administrative departments to obtain knowledge of how students evaluate the efficiency of the department's work,
 - 3) University authorities to obtain knowledge of the assessment of the degree of student satisfaction in selected areas of the University's operation.
6. The survey is conducted with the use of electronic versions of surveys, by means of the virtual university system or external survey platforms. Paper versions may be used. The questionnaire templates are included in the Annex. The quality of classes conducted as part of e-learning courses is evaluated by means of the OnlineWSB e-learning platform.
7. The conduct of qualitative research in the form of interviews, focus groups or other methods of qualitative data collection is also allowed.

§ 2 The frequency of the survey

1. The quality of classes is evaluated every semester.
2. The study satisfaction survey, including the evaluation of the quality of work of individual administrative units, is conducted every two years.
3. The frequency of conducting the survey may change if the increase thereof serves the purpose of improving the quality of education.

§3. The subject of the survey

1. In the case of the survey referred to in § 1 sec. 1 (1), the classes conducted within a given field of study and specialization, type and system of studies after their completion in a given semester shall be assessed. In the case of seminars, students evaluate them after completing the entire seminar cycle.
2. In the case of the survey referred to in § 1 sec. 1 (2), the following shall be assessed: the selected aspects of the education process, educational infrastructure, the quality of work of employees representing all administrative units directly providing services to students, and the information system.
3. Classes conducted by all university teachers are evaluated, while the general rule is that each teacher is assessed at least once a year.
4. Classes conducted by university teachers who:
 - 1) conduct classes in a given subject for the first time,
 - 2) started their cooperation with WSB University in a given academic year,
 - 3) obtained low grades in the evaluation of the quality of classes in the previous survey
 - 4) obtained low results from class observation,
 - 5) were selected at the request of the head of the department or submitted an application for evaluation of their classes.
5. If the teacher conducts tutorials, laboratory classes or project classes in several groups, but within one topic, the classes conducted in at least two different student groups are assessed.

§4. Description of Conduct

1. The list of classes covered in a given semester by the teaching quality assessment procedure is prepared by the Deputy Deans and, after the Dean's approval, they are handed over to the Scheduling Department.
2. An authorized employee of the Scheduling Department places the electronic versions of the survey questionnaires in the Virtual University, specifying their validity period, which is tantamount to determining the time when students can fill them in. In the case of the evaluation of classes conducted on the e-learning platform, the survey process is coordinated by an employee of the Center for Modern Educational Methods and Technologies.
3. The survey questionnaires are analyzed when a given teacher was evaluated by at least 50% of the students who he conducts classes with in the case of lectures and 70% in the case of tutorials, laboratory classes, foreign language classes and seminars.
4. Completed questionnaires are confidential. In the case of the assessments of the quality of classes, access to them is granted to the Rector, Dean, Deputy-Deans, heads of departments and Head of the Department of Foreign Languages, the Rector's Proxy for Education Quality and persons authorized by the Dean to prepare the results of the questionnaires. In the case of unit performance assessments, the data may be published in the form of collective summaries.
5. The teacher whose classes were assessed has access only to the individual results related to the classes that he or she conducts.
6. In the case of the assessment of the quality of classes, the results are confidential and should be prepared in the form of a departmental ranking and individual results for individual teachers.
7. The Rector's Proxy for Education Quality provides the university authorities with information on the results.

8. The Dean, the head of the department, and the Head of the Department of Foreign Languages are obliged to take into account the conclusions from the questionnaires regarding the assessment of the quality of classes in the periodic teacher appraisal, promotion policy and in the course assignment plan.
9. The Rector's Proxy for Education Quality presents the abridged report at the Senate meeting as part of the report on the review of the University Internal Quality Assurance System.
10. The survey questionnaires to assess the quality of work of individual administrative units are entered by employees of the Scheduling Department.
11. The results obtained in the survey of the assessment of the quality of work of individual administrative units are forwarded by the Rector's Proxy for Education Quality to university authorities and heads of the assessed administrative units.
12. Teachers have access to the results of the assessment of their classes through individual accounts in the Virtual University.

§5. Responsibility

1. The survey is coordinated by the Quality and Innovation Center and the Scheduling Department.
2. The Rector's Proxy for Education Quality is responsible for the coordination, the efficient conduct of surveys among students accomplished within a deadline and the monitoring of survey reports.
3. An employee of the Scheduling Department is responsible for the technical preparation of the survey.
4. The Student Government is responsible for cooperation in the conduct of the survey.

Annexes:

1. A template of the survey questionnaire for assessing the quality of classes, including the degree seminar.
2. A template of the student satisfaction survey.

Annex 1 to the Principles of conducting an evaluation of the quality of education among students and postgraduate students

EVALUATION OF THE QUALITY OF EDUCATION - ACADEMIC YEAR

The purpose of the evaluation is to improve the quality of education. The WSB University authorities are committed to an objective and reliable evaluation of the classes expressed anonymously by students.

The name of a subject:

Student's first name and surname:

Field of study:	SEMESTER	TYPE OF STUDIES
.....	1	☐ Full-time / Part-time – First- cycle
	2	(bachelor's degree)
	3	☐ Full-time / Part-time – First- cycle
	4	(bachelor of engineering degree)
	5	☐ Full-time / Part-time – Second-
	6	cycle (master's degree)
	7	☐ Full-time / part-time - long-cycle
		master's studies

PLEASE RATE BY MARKING THE CORRECT ANSWER (X) IN THE CORRECT COLUMN

5 –I agree	4 - I somewhat agree	3 - It's hard to say	2 - I somewhat disagree	1 - I disagree	
5	4	3	2	1	
☐	☐	☐	☐	☐	The teacher presented the course objective and program
☐	☐	☐	☐	☐	The teacher has accomplished the course objective and program
☐	☐	☐	☐	☐	The criteria for passing the course have been clearly defined by the teacher
☐	☐	☐	☐	☐	Requirements for passing classes were met
☐	☐	☐	☐	☐	The teacher was kind and well-mannered
☐	☐	☐	☐	☐	Classes were conducted in a communicative and understandable way
☐	☐	☐	☐	☐	The way of conducting classes created conditions for active participation and involvement
☐	☐	☐	☐	☐	Classes in the assessed subject have enriched my knowledge and/or skills
☐	☐	☐	☐	☐	Didactic materials were helpful to perform tasks during classes, consolidate knowledge and prepare for the end-of-term test/examination
☐	☐	☐	☐	☐	The teacher facilitated various forms of contact and consultation with

students (e.g.: e-mail, face-to-face consultation, forum, chat, video call, etc.)

☐ ☐ ☐ ☐ ☐ I am glad that I participated in these classes

Comments

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Annex 2 to the Principles of conducting an evaluation of the quality of education among students and postgraduate students

EVALUATION OF THE QUALITY OF EDUCATION - ACADEMIC YEAR

(bachelor's degree, master's degree seminars)

The purpose of the evaluation is to improve the quality of education. The WSB University authorities are committed to an objective and reliable evaluation of the classes expressed anonymously by students.

Degree seminar:

Student's first name and surname:

Field of study:	SEMESTER	TYPE OF STUDIES
.....	1	☐ Full-time / Part-time – First- cycle
	2	(bachelor's degree)
	3	☐ Full-time / Part-time – First- cycle
	4	(bachelor of engineering degree)
	5	☐ Full-time / Part-time – Second-
	6	cycle (master's degree)
	7	☐ Full-time / part-time - long-cycle
		master's studies

PLEASE RATE BY MARKING THE CORRECT ANSWER (X) IN THE CORRECT COLUMN

5 –I agree	4 - I somewhat agree	3 - It's hard to say	2 - I somewhat disagree	1 - I disagree
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5	4	3	2	1	
☐	☐	☐	☐	☐	The supervisor presented the seminar objective and program.
☐	☐	☐	☐	☐	The criteria for passing the seminar have been clearly defined.
☐	☐	☐	☐	☐	Classes were conducted in a communicative and understandable way.
☐	☐	☐	☐	☐	The classes inspired me to think independently.
☐	☐	☐	☐	☐	As part of the seminar, I was familiarized with the degree awarding procedure.
☐	☐	☐	☐	☐	The supervisor is available to students (face-to-face consultations and other forms of contact).
☐	☐	☐	☐	☐	The supervisor was kind and well-mannered.
☐	☐	☐	☐	☐	The supervisor's tips helped me to design and conduct research.
☐	☐	☐	☐	☐	The supervisor gave me tips on editing the text.
☐	☐	☐	☐	☐	The supervisor gave me tips on the collection and analysis of research material.
☐	☐	☐	☐	☐	Feedback given to me by the supervisor motivated me to work
☐	☐	☐	☐	☐	I would recommend cooperation with this supervisor to other students

Leave a message for the supervisor - what you liked most and how the seminar can be improved

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