**Attachment No. 16**

To the Regulations on the Operation of the System for Ensuring and Improving the Quality of Teaching at

Bialystok Medical University

**Regulations on surveying teaching and the system of training and research supervision of undergraduate, doctoral and postgraduate students at the Medical University in Bialystok**

1. **General provisions**
2. Surveying teachingand the system of training and research supervision of undergraduate, doctoral and postgraduate students constitutes one of the elements of the University System for Ensuring and Improving the Quality of Teaching at the Medical University in Bialystok (attachment No. 1 constitutes the diagram of survey administration).
3. Surveying teaching (seminars, tutorials, lectures)) and the system of training and research supervision of undergraduate, doctoral and postgraduate students is intended to discover the views of undergraduate, doctoral and postgraduate students on the teaching delivered at Bialystok Medical University and persons conducting it, and the quality of the training and research supervision provided to students.
4. Survey results particularly serve:
5. as a tool in a periodic assessment of academic teachers as one of the applied criteria ,
6. to assist in identifying the strenghts and weaknesses of the teaching process at Bialystok Medical University, including the quality of the training and research supervision system,
7. to undertake remedial and improvement action (individual and institutional),
8. to identify and reward the best academic teachers.

4) All classes conducted at Bialystok Medical University (all programmes, levels and modes of study and postgraduate courses) are subject to the evaluation.

 5) The scope of questions included in the questionnaires is determined following consultations with internal and external stakeholders.

**II. Survey completion procedure**

1. The completion of module/course unit surveys by undergraduate, doctoral and postgraduate students is voluntary, anonymous andconducted electronicallyafter the completion of each module/course unit (in the case of modules/course units) and once a year (in the case of a survey regarding the system of training and research supervision of undergraduate, doctoral and postgraduate students­).
2. Module/course unit surveys can be completed by undergraduate, doctoral and postgraduate students using any computer with Internet access.
3. Each undergraduate, doctoral and postgraduate student has his/her unique access code to the Virtual University.
4. On completing a module/course unit, undergraduate, doctoral and postgraduate students log into the system and complete a survey in which they evaluate classes delivered by a particular teacher (attachment No. 2 constitutes a sample survey for students participating in classes, attachment No. 2a constitutes a sample survey for students participating in seminars, attachment No. 3 constitutes a sample survey for doctoral students participating in classes, attachment No. 3a constitutes a sample survey for doctoral students participating in seminars, attachment No. 4 constitutes a sample survey for postgraduate students participating in classes, attachment No. 4a constitutes a sample survey for postgraduate students participating in seminars, attachment No. 5 constitutes a sample survey for undergraduate students participating in lectures, attachment No. 5a constitutes a sample survey for doctoral students participating in lectures, attachment No. 5b constitutes a sample survey for postgraduate students participating in lectures). The surveys offer the possibility of a points-based evaluation of classes which should be collectively assigned to a particular teacher so that they can be viewed by the Head of the Department.
5. A teacher can be given an outstanding, pass or fail grade dependent on the number of points received in the survey filled in after the completion of a given module/course unit. The achievement of more than 75% of the maximum number of points results in an outstanding grade; the achievement of 50%-75% of the maximum number of points results in a pass grade whereas the achievement of less than 50% of the maximum number of points results in a fail grade in a given survey, although only points from questions relating to the teacher conducting classes are taken into consideration in the assessment process..

6) Undergraduate, doctoral and postgraduate students are provided with an opportunity to complete a survey regarding the training and research supervision system at Bialystok Medical University once a year (attachment No. 6 constitutes a sample survey). Information relating to the aforementioned surveys and how to access them will be available on the University's website together with module/course unit surveys.

 **III. Data processing and analysis**

1. Detailed survey results and their interpretation will be sent by 30th June from the Department of IT and Teletransmissions of Bialystok Medical University to Dean's offices and the Office for Ensuring and Improving the Quality of Teaching, and subsequently to the Head of the University Team (data results concerning the whole University) and will be included in reports reviewing teaching quality (the final report of the Faculty Committee for Ensuring and Improving the Quality of Teaching, presented to the Faculty Board by 30th September and the University Team's final aggregate report reviewing teaching quality presented to the Rector and the Senate by 30th December).
2. Access rights to the survey system are held by:
3. Rector and Vice-Rectors - full access to the results of surveys conducted at Bialystok Medical University (present and past),
4. Rector's proxy for Ensuring and Improving the Quality of Teaching and an employee of the Office for Ensuring and Improving the Quality of Teaching– full access to the results of surveys conducted at Bialystok Medical University (present and past),
5. Dean of the Faculty – full access to the results of surveys relating to modules/course units taught for a given Faculty (present and past),
6. Head of the Department– full access to the results of surveys concerning a given department (present and past),
7. The surveyed academic teacher/ doctoral student – full access to the results of surveys on a module/course unit taught by him/her (past and present),
8. In the case of academic teachers teaching undergraduate, doctoral and postgraduate students in other University departments, survey results concerning solely classes taught by him/her there can be made available to the interested Head of a given department.
9. In exceptional cases the Head of the Department analyses the results of module/course unit surveys in the presence of the teacher concerned and orders remedial action to be taken. A memorandum of the meeting is prepared by the Head of the Department, which is subsequently submitted to the Dean of the Department in which the course is taught.
10. Surveys on modules/course units and the system of training and research supervision of undergraduate, doctoral and postgraduate students should be stored in the IT system for a period of four years.

**IV. A survey of the teacher's views on student groups taught:**

1. A survey of the teacher's views on student groups taughtis an element of the System for Ensuring and Improving the Quality of Teaching at Bialystok Medical University (attachment No.7 constitutes a survey sample).
2. Surveys are voluntary and should be filled in after the completion of a module/course unit. In the case of a module lasting one or two semesters - after the end of one or two semesters unless the teacher conducting classes changed during the course of the semester.
3. On a 5-point grading scale '1' means the lowest grade while '5' means the highest grade.
4. Surveys should be kept in each department for a period of four years.
5. After the completion of each module/course unit, the Head of the Department or a person appointed by him/her performs survey analysis (a sample survey results summary constitutes attachment No. 8), which is sent to the Dean of the Faculty by 30th June of each academic year.
6. Survey results can be used when a need to conduct an employee performance appraisal is required in disputes.

**Attachment No. 1 to Survey Regulations**

The diagram of surveying teachingand the system of training and research supervision of undergraduate, doctoral and postgraduate students at Bialystok Medical University.

**Surveys**

completed **by undergraduate/doctoral and postgraduate students**

(electronic version, completed anonymously and voluntarily)

completed by academic teachers

(completed non-anonymously and voluntarily)

**Module/course unit surveys**

(after the completion of each module/course unit)

**Survey of the system of training and research supervision**

(once per academic year)

**Survey of teacher's views on groups of undergraduate, doctoral and postgraduate students taught**

(after the completion of each module/course unit)

**Questions regarding:**

1. class schedules and teaching regulations at a particular department
2. syllabuses
3. grading system
4. individual conducting classes

**Questions regarding:**

the possibility of attending academic staff office hours in matters relating to:

- course of study

- quality of teaching and questions regarding the assessment of the work of the Office for Student Affairs