**Regulations of surveys concerning didactic classes and the system of didactic and scientific care over students and doctoral students at the Medical University of Bialystok**

# General Provisions

1. The survey concerning didactic classes and the system of didactic and scientific care over students and doctoral students constitutes one of the components of the System for Providing and Improving Quality of Education at the Medical University of Bialystok (survey scheme constitutes Appendix no. 1.8.1).
2. The surveys of didactic classes (practical classes, seminars, practical classes, lectures) and the system of didactic and scientific care over students and doctoral students is targeted at discovering opinions of students and doctoral students concerning didactic classes at the MUB and tutors who conduct these classes as well as the quality of didactic and scientific care.
3. The results of the survey, in particular, are targeted at:
4. periodic evaluation of academic teachers as one of the considered criteria,
5. for identification of strong and weak sides of education at the MUB, including the quality system of didactic and scientific care,
6. for undertaking corrective and improvement actions (individual and institutional),
7. for selecting and rewarding best academic teachers.
8. All didactic classes conducted at the MUB are subject to surveys (on all majors, levels and profiles of studies) and in the Doctoral School.
9. The substantive scope of open questions in the surveys is established as a result of consultations with external and internal stakeholders .

# Procedure of filling out surveys

1. Filling out the didactic surveys by students and doctoral students is voluntary, anonymous and occurs in an electronic form after completion of each cycle of didactic classes (in case of surveys concerning didactic classes) and once a year (in case of surveys concerning the system of didactic and scientific care over students and doctoral students).
2. Surveys (concerning surveys concerning didactic classes) may be filled out by students and doctoral students from any computer with access to the Internet.
3. Every student, doctoral student possesses an individual access code to Virtual University.
4. Students and doctoral students, after completion of classes in a given subject, log into the system and fill out the survey evaluating classes conducted by a given employee (template of the evaluation survey for students participating in classes constitutes Appendix no. 1.8.2). Templates of evaluation surveys for doctoral students participating in classes have been specified in a separate Ordinance. Surveys provide a possibility of grading the conducted classes which should be assigned collectively to a given instructor in order to be handed over to the didactic unit head.
5. The person who conducts classes may obtain a merit grade, positive or negative grade depending on the obtained number of points in a given survey filled out at the end of the classes from a given subject. Obtaining more than 75% of the maximum number of points signifies a merit grade; obtaining between 50% and 75% - maximum number of points - positive grade; while obtaining below 50% of the maximum number of points - negative grade in a given survey, whilst only points from questions concerning tutors of classes are considered.
6. Students and doctoral students in a given academic year have the possibility of filling out the survey concerning the didactic and scientific care system at the MUB (student survey template constitutes Appendix no. 1.8.3 while the template of the doctoral survey has been specified in a separate Order). Information on the above-specified surveys with access to them shall be placed on the website of the University along with surveys evaluating classes.

# Processing and analysing the results

1. The results of student surveys shall be passed on with their elaboration until 30 July from the IT Department to the Deans of Faculties (data concerning Faculties) and to the Head of Planning and Teaching Workload Accounting Department and subsequently, to the Chairman of the University Team (data concerning the whole University) and these shall be included in the summary report from the review of education quality by the University Team to be presented to the Senate until 30 December. Results of doctoral surveys are passed onto the Doctoral School.
2. Rights of access to the survey system are granted to:
3. Rector and Vice-rectors - full access to results of surveys conducted at the MUB (current and archived),
4. **Rector’s Plenipotentiary for Providing and Improving the Quality of Education** and the Head of the Planning and Teaching Workload Accounting Department - full access to the results of surveys conducted at the MUB (current and archived),
5. Faculty Dean - full access to the results of surveys conducted for the subjects realized for the Faculty (current and archived),
6. Director of the Doctoral School - full access to the results of surveys conducted for the subjects realized for the Doctoral School (current and archived)
7. Head of the Department - full access to the results of surveys conducted solely in the scope concerning a given didactic unit (current and archived),
8. The surveyed academic teacher/doctoral student - full access to the results of surveys conducted solely in the scope concerning the conducted subject (current and archived),
9. In case of academic teachers conducting classes for students or doctoral students in other didactic units, the results of surveys may be disclosed to the interested head of a given didactic unit solely in the scope of class tutors.
10. Head of didactic unit, in special cases, analyses the results of surveys in presence of the person conducting classes and managing corrective actions.
Minutes are prepared from the conducted discussion which are handed over to the Dean of the Faculty on which the subject is realized or to the Director of the Doctoral School in case of classes conducted by doctoral students of the Doctoral School.
11. Surveys from didactic classes and the system of didactic and scientific care over students and doctoral students should be stored in the IT system for the period of 4 years.

# Survey concerning opinion of the tutor on the group of students/doctoral students with which they conducted didactic classes:

1. The survey concerning opinions about the group of students/doctoral students with which they conducted didactic classes is an element of the System for Providing and Improving Quality of Education at the MUB (template constitutes Appendix no. 1.8.4).
2. Surveys are voluntary and ought to be conducted after completion of classes (practical classes or seminars) from individual subjects. In case of classes planned for one or two semesters - after completion of one or both semesters, unless in the course of classes an exchange of the class tutor occurred.
3. On the 5-grade scale of grades “1” signifies the lowest grade while “5” - the highest grade.
4. Surveys should be stored in individual didactic units (Departments or Labs) for the period of 2 years.
5. After completion of classes the head of a given didactic unit or the person designated by them elaborates an analysis of the conducted surveys (template of the summary of results constitutes Appendix no. 1.8.5) which is passed on to the Chairman of the Faculty Team until 30 June of each academic year.
6. The results of this survey may be used if it is necessary to conduct an individual analysis of employee's evaluation in case of disputes.