

REGULATIONS ON THE STUDENT SURVEYS REGARDING THE QUALITY OF EDUCATIONAL ACTIVITIES

1. GENERAL PROVISIONS

1.1. Regulations on the student surveys regarding the quality of educational activities at Bukovinian State Medical University (hereinafter - the Regulations) is a governing document of Bukovinian State Medical University (hereinafter - the University, BSMU), which governs the forms, content, tools, organization, and procedure and regulates the survey procedure for students of all levels of education, graduates, teaching and research staff and other stakeholders of BSMU.

1.2. Regulations are developed in accordance with the Law of Ukraine "On Education", "On Higher Education", the Law of Ukraine "On Amendments to Certain Laws of Ukraine on Improving Educational Activities in Higher Education" dated 18.12.2019, № 392-IX, Regulations on Accreditation of Educational Programs, which provide training for higher education, approved by Order of the Ministry of Education and Science of Ukraine from 11.07.2019 № 977, Regulations on the Organization of the Educational Process at BSMU, Regulations on the Internal Education Quality Assurance System of BSMU, the University Statute and other normative and legal acts.

1.3 The survey is an integral part of the internal education quality assurance system of BSMU education.

2. PURPOSE, PRINCIPLES AND TASKS OF THE SURVEY

2.1. Surveys on the quality of educational activities in the study of academic disciplines by students are an integral part of the education quality assurance system at the university. The purpose of the survey is:

- ✓ among students – to assess the quality of educational activities in the study of academic disciplines; observance of corporate ethics by scientific and pedagogical employees of the university, as well as detection of corruption risks;
- ✓ among teaching and research staff – to obtain objective information about the expectations and level of satisfaction of students as consumers(recipients) with educational services; professional development of teaching and research staff and other stakeholders in the quality of education and the state of the educational process;
- ✓ to provide feedback between all participants in the educational process;
- ✓ to ensure the quality of personnel, methodological and logistical potential;
- ✓ availability of free access of students to the relevant infrastructure and information resources necessary for training in the educational program.

2.2. The object of the survey is the quality of educational activities and compliance with the principles of academic integrity in the study of academic disciplines at the departments of BSMU.

2.3. The subjects of the survey are students and other categories of people studying at the University.

2.4. The University conducts surveys of students, teaching and research staff, and other stakeholders.

2.5. The main principles of the student surveys of all levels of education at BSMU are:

- ✓ scientificity;
- ✓ compliance with the goals of the educational program, objectives, and strategy of BSMU;
- ✓ voluntary participation;
- ✓ academic integrity;
- ✓ anonymity;
- ✓ systemic approach; regularity;
- ✓ informative value.

2.6. Tasks of surveys:

- ✓ involvement of students in governing the University;
- ✓ adherence to the principles of academic integrity;
- ✓ feedback provision on the quality of education at BSMU;
- ✓ assessment by participants of the educational process of the observance level of academic freedoms at the university;
- ✓ efficiency enhancement of the educational process;
- ✓ obtaining information to develop measures to improve the pedagogical activities of teachers, increase the efficiency and quality of teaching activities and the formation of motivation for the teaching profession in the system of medical education;
- ✓ motivation of teachers to self-education and self-development;
- ✓ obtaining an objective opinion of students about the teaching of academic disciplines at university departments;
- ✓ providing the University administration and teaching and research staff in the departments with information on problematic issues of the educational process;
- ✓ evaluating the effectiveness of organizational, informational, advisory and social support, safety of the educational environment for the life and health of students and lecturers;
- ✓ use of questionnaires as one of the elements of monitoring the quality control system of the educational process;
- ✓ availability and sufficiency of conditions required for realizing the right to education of persons with special educational needs;
- ✓ compliance with anti-corruption requirements;
- ✓ involvement of students directly and through student government bodies in the process of periodic review of educational programs, goals and expected learning outcomes of the program and other procedures to ensure its quality as partners;
- ✓ other issues regarding the quality of the educational program integrally and its components, the organization of the educational process, the quality of teaching, etc.

2.7. The survey questions are formed within the competence of students and can be adjusted according to reasonable proposals.

2.8. Teaching and research staff survey provides for obtaining and analyzing information on problematic issues of pedagogical activity in the medical education system.

2.9. Stakeholder survey provides for obtaining and analyzing information on the conditions of the educational process.

3. METHODOLOGY FOR CONDUCTING THE SURVEY

3.1. The survey is a system of techniques to purposefully study the expectations and satisfaction of participants in the educational process with the quality and results of educational activities.

3.2. The basic type of survey at the University is a questionnaire. As appropriate, other types and methods may be used in the survey, which do not contradict the current legislation (interviews, focus groups, etc.).

3.3. A questionnaire is a method of sociological survey, in which the respondent independently fills out a questionnaire, professionally drawn up, with a calculated selection, which provides quality processing of results, analytical report with recommendations.

3.4. The survey at BSMU provides the possibility of conducting a group or individual questionnaire survey.

3.5. The initiators of the organization of the survey at the university can be the Rector, Vice-Rectors, Heads of Departments, guarantors of educational programs, student government bodies.

3.6. Survey of BSMU students is carried out using standard questionnaires, which are compiled by staff members of the Medical and Psychological Center of BSMU.

3.7. To conduct a questionnaire survey, a Survey Committee is appointed;

3.7.1. Survey Committee:

- ✓ provides production of paper forms of questionnaires;
- ✓ conducts an information campaign among students and teachers a week before the survey (placement of an announcement on the university website, etc.);
- ✓ forms the schedule of the survey agreed by the deans of the faculties and / or the director of the professional college, student government bodies, which approves Vice-Rector for Scientific and Pedagogical Work;
- ✓ ensures direct questionnaire survey conducting in appropriate conditions;
- ✓ analyzes the results of the questionnaire survey and forms proposals for their consideration in the educational process;
- ✓ ensures the storage of questionnaire forms for a specified period;
- ✓ uses appropriate software applications, on-line technologies, etc. to conduct questionnaires;
- ✓ provides a scientific and practical level of conducting the questionnaire survey.

3.8. The subject of the survey forms for conducting the compulsory questionnaire survey:

the quality of teaching disciplines at the departments, the quality of e-learning on the server of distance learning BSMU, compliance with the principles of academic integrity and corruption; recommendations for improving the quality of the educational process.

3.9. The survey is anonymous, except when it is necessary to find out the personal opinion of a particular respondent. Survey forms are filled out by respondents independently.

3.10. If the questionnaire survey requires data about the respondent (surname, name, year, and number of the academic group, place of work and position, etc.), it is obligatory to get personal confirmation. The information provided in such a survey form cannot be used against the respondent.

3.11. The quality of the educational process is assessed at the end of the school year by conducting an anonymous questionnaire survey. The participation of students in the survey is voluntary in compliance with ethical standards of sociological research.

3.12. An unscheduled survey is conducted to solve problems that arise in the process of educational activities, to respond to the established facts of bullying, mobbing, discrimination, compliance with the procedures for resolving conflicts at the behest of the Rector.

3.13. The report on the results of the survey and proposals for improving the quality of education and educational activities at the University shall be submitted to Rector and Vice-Rector for Scientific and Pedagogical Work within a period not exceeding 30 days from the survey completion.

3.14. The information obtained during the questionnaire survey must comply with the principles of objectivity, accuracy, scientificity, efficiency, accessibility.

3.15. Paper surveys (in paper form) are stored in the Medical and Psychological Center.

3.16. Survey results:

- ✓ are discussed and analyzed at meetings of departments and the Academic Council of the University, faculties, Pedagogical Council of the professional college of BSMU;
- ✓ are taken into account when determining the direction of teacher training;
- ✓ contribute to the process of improving the scientific and pedagogical activities of the teacher;
- ✓ are used to make personnel decisions;
- ✓ are taken into account by the departments in improving methodological support of the educational process.

3.17. The report with the results of the survey is discussed at the meeting of the Academic Council, CMC, the Rectorate of the University and can be published on the official website of the University.

3.18. Problematic issues of the educational process are subject to publication, which require a comprehensive study by the academic department, departments, faculties. The ethics of conducting a sociological survey does not allow publishing the names indicated in the respondents' survey forms.

3.19. Certain items of the report may be provided to guarantors of educational programs

4. FINAL PROVISIONS

4.1. The regulation comes into force on the day after its implementation by Rector's order.

4.2. Changes and amendments to the Regulations may be introduced by Rector's order or by decision of the Academic Council of the University

4.3. The survey procedures given in the Regulations may be administered by separate documents (orders, instructions, etc.).

Executor:

Vice-Rector

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