

APPROVED
BY ISEC NAS RA SCIENTIFIC COUNCIL
23 January 2014 no 56 meeting
CHAIRPERSON
_____ A. SARGSYAN

**REGULATION
STUDENT SURVEY ON TEACHING QUALITY
AND EFFECTIVENESS AT INTERNATIONAL
SCIENTIFIC-EDUCATIONAL CENTER OF NAS
RA**

Yerevan 2014

1. General provisions

- 1.1. The regulation on the student survey on teaching quality and effectiveness (hereinafter the survey) lays down the procedure of conducting surveys by ISEC Master's students about the Center's faculty teaching quality and effectiveness and the way to use the survey results.
- 1.2. The student survey is carried out based on the requirements on RA Law "On Education" and the ISEC Charter and is considered to be the exercise of ISEC Students' right to take part in the functions ensuring teaching quality and the effectiveness of the activities of the faculty staff.
- 1.3. The student survey procedure and the amendments and supplements to it are implemented and approved by QA Department of ISEC NAS RA.

2. **Student Surveying**

- 2.1. Full-time students are surveyed after the end of the exam session each semester, while part-time students are surveyed based on the data of the previous academic year. In the second semester second-year students are surveyed after the end of the exam session before the defence of their Master's theses.
- 2.2. Student surveying is carried out by QA Department of ISEC NAS RA.
- 2.3. The student survey is carried out with the questionnaires laid down in Appendix 1, where the student assesses on a scale of five points and answers to questions "yes" or "no".
- 2.4. The assessment results are submitted to each lecturer (for each course) in mathematical average⁸.
- 2.5. The student surveying is carried out without mentioning any names.
- 2.6. The student surveying is carried out in line with the schedule submitted by the chairs in advance and approved by the QA Department during lesson hours with minimum student participation of 70-90%.
- 2.7. The survey at ISEC NAS RA is carried out in electronic format.

3. **Processing and preservation of survey results**

- 3.1. Student surveys are processed at the QA Department of ISEC NAS RA.
Student survey results are kept for 5 years, while completed questionnaires are kept in the ISEC

⁸Mathematical average is calculated based on individual courses and question, where obtained high value shows the particular lecturer's high rating among the participants.

electronic database for 3 years.

4. Using student survey results

4.1. The QA Department submits student survey results to the relevant chair, if needed, to other divisions.

4.2. Student survey results are discussed at the relevant chair. The written opinions of the students are discussed at the chair meeting, which result in developing proper proposals and recommendations aimed at increasing a lecturer's teaching qualities.

4.3. The Chair is obliged to organize the discussion of the survey results among the lecturers and the students within one month. The lecturer is entitled to read the students' opinions about him/her in the chair's presence.

4.4. The individual results of the student survey are publicized only in the particular chair

4.5. Student surveys are used:

- To support the lecturers to analyze and develop their teaching approaches and applied methods,
- For positioning, promotion and rewarding of the lecturers.

ISEC NAS RA COURSE ASSESSMENT SHEET⁹

Dear student, you are participating in the regular student survey carried out by ISEC NAS RA for teaching quality and effectiveness. Your honest and impartial evaluations and opinions will promote to a more efficient participation of the educational process.

This survey is incognito and the obtained data will be used only in generalized forms.

We would like to ask you to read carefully and to complete the sheet thoroughly, which lists the pedagogical qualities of your lecturers having taught you in the previous semester.

You should evaluate each of these qualities in a scale of five, where five is the highest grade and 1 is the lowest.

Thank you for your participation and support.

⁹ISEC NAS RA has developed, introduced and effectively operates electronic student surveying system.

Questions										
1. Whether you bribed your lecturer to get your grade (test)?	<input type="checkbox"/> yes <input type="checkbox"/> no									
2. Whether you were forced to take private classes with the lecturer during the exam session to get your grade (test)?	<input type="checkbox"/> yes <input type="checkbox"/> no									
3. Evaluate your coordinator's work (educational consultant) and the activities of the educational department.	1 2 3 4 5									
4. Evaluate you Chair's activities with the students.	1 2 3 4 5									
5. The lecturer presented the course structure, teaching, learning and assessment methods.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
6. The material was presented in a simple, understandable, interesting and accessible way. The lecturer supported digesting the content.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
7. If needed, the lecturer used multimedia means.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
8. The lecturer manages time and plans course delivery.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
9. The lecturer uses interactive methods of teaching.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
10. The lecturer was available for students to clarify course-related questions out of class.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
11. The lecturer encouraged self-study of the students.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
12. The lecturer is objective and assesses the students in line with the set criteria.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
13. The discipline in the class was of proper level.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
14. The lecturer demonstrated kind and respectful attitude towards the student.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
15. Generalized grade of the course.	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5	1 2 3 3 4 5
16. Whether you would like to take part in the particular lecturer's another course?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

