Pursuant to Article 47 of the Statutes of the University of Ljubljana and pursuant to the opinion of the Student Council, the Senate of the University of Ljubljana at its session held on 24 June 2014 adopted the following

RULES ON STUDENT SURVEYS AT THE UNIVERSITY OF LJUBLJANA

I. Nature, subject of evaluation and purpose of the survey

Article 1

These Rules govern the student questionnaire (hereinafter referred to as: survey).

With the survey during the 1st and 2nd cycle of the studies, students express their opinions on (assess) individual courses and the performance of university teaching staff and university staff as stipulated by the Higher Education Act (hereinafter referred to as: teachers), general aspects of the study process and the compulsory student placement if applicable.

The survey for the 3rd cycle of studies shall be used to assess: the general aspects of the studies, individual core courses, supervision, research as part of the studies, professional support by the student affairs office/student affairs offices.

The provisions of these Rules which apply to the section regarding individual courses and teachers carried out after 70% of contact hours of an individual course have taken place and before the final examination may apply mutatis mutandis for the evaluation of the teaching of visiting professors, guests from student placement and other external professionals who are part of the 1st and 2nd cycle of the studies. Members, or the Programme Council for interdisciplinary study programmes, shall decide on its application.

The survey during the 3rd cycle of studies shall also allow for the students to assess individual elective courses; this shall be decided by either the Council of the Member or the Programme Council for interdisciplinary study programmes.

Article 2

Based on the results of the survey, the bodies of the Member or individual teachers shall improve study programmes, the manner of their execution and teaching performance.

The results of the survey on teachers shall also be used as the basis for the Student Council opinion on the teaching performance of the teacher in accordance with the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate of the University of Ljubljana.

II. Composition, time and manner of conducting the survey

Article 3

The survey shall be conducted at all Members of the University of Ljubljana for all three cycles of the studies.

The survey for the 1st and 2nd cycle of the studies shall be composed of three or, alternatively, four parts if the study programme includes compulsory student placement:

1. a part regarding individual courses and teachers, which is carried out after 70% of contact hours of an individual course have taken place and before the final examination,
2. a part regarding individual courses after the final examination, which is carried out after the students take the first exam or after they complete the last part of the first exam if the exam consists of multiple installments. This part of the survey is carried out by 30 September of the academic year in which the student takes the exam at the latest,
3. a part regarding general aspects of the study process, which is carried out after the first examination period,
4. a part regarding mandatory student placement, which is carried out after the student completed the mandatory student placement.

The survey for 3rd–cycle study programmes shall consist of two parts:

1. a part after the second examination period in the first year, but by 30 September of the academic year at the latest,
2. a part after the second examination period in the second year, but by 30 September of the academic year at the latest.

Article 4

The assessment shall be conducted electronically via an online information system or in paper form.

If a Member carries out the survey via its online information system, it shall ensure that the answers are transferred to the central online information system in an encrypted, anonymised form each year by 30 October at the latest.

If a Member conducts the survey in paper form, it shall ensure that the answers of surveys are transferred to the central online information system in an encrypted, anonymised form each year by 30 October at the latest.

The Council of the Member shall decide on the manner of carrying out the survey as a whole.

Completing the survey shall be anonymous and voluntary, regardless of how the survey is carried out.

III. Participants of the survey

Article 5

All students enrolled in the 1st, 2nd and 3rd cycle of the studies (hereinafter: survey participants) shall have the right to participate in the survey.

The survey participant shall assess the work of those teachers under whom he completed his/her study requirements during the period to which the survey pertains.

The survey participant shall assess the carrying out of those courses which were part of his/her study requirements during the period to which the survey pertains.

Article 6

For 1st or 2nd cycle interdisciplinary study programmes,, the Member coordinating the programme shall ensure that the survey participant has the right to also complete the survey at other Members participating in carrying out of the programme.

For interdisciplinary 3rd-cycle study programmes, the survey participant shall have the right to complete the surveys at the institute at which he/she is enrolled.

IV. Form of the survey and rating scale

Article 7

A uniform survey, which is appended to these rules and which shall not be modified, shall be used.

A Member shall be free to add its own questions to the survey, including the addition of a special part (individual courses) to the survey for the 3rd cycle of studies.

Article 8

A five-point scale shall be used in the survey for the assessment of 1st, 2nd and 3rd cycle of studies:

* 1 means “I strongly disagree” or “I am not satisfied at all” or “none at all” or “never”,
* 2 means “I mostly disagree” or “I am mostly unsatisfied” or “a little” or “rarely”,
* 3 means “I neither disagree nor agree” or “I am neither satisfied nor unsatisfied” or “medium” or “occasionally”,
* 4 means “I mostly agree” or “I am mostly satisfied” or “a lot” or “often”,
* 5 means “I completely agree” or “I am very satisfied” or “completely” or “always”.

Two more answers shall be provided in addition to the scale, namely “I do not have enough information” or “I do not wish to answer”.

Additionally, the answers “yes”, “no” and “I do not know” shall be used for 3rd-cycle surveys, depending on the type of the question.

In the survey, the rating scale is shown in a descriptive manner.

V. Processing and evaluation of the survey answers

Article 9

The processing of answers shall be possible in the information system after the survey or its part is completed. Answers to open-ended questions shall not be processed in the information system, but shall be collected and used for the purpose stipulated in Article 2, Paragraph 1 of these Rules. Processed answers are the results of the survey the Member shall then evaluate. When evaluating the results for individual courses, the share of the participants with regard to the number of students who selected an individual course or they were required to take the course as part of their studies shall also be stated.

In order to ensure anonymity, the answers shall be processed when the same part of the survey is filled out by at least 4 participants, but no earlier than after the period for answering the survey as stipulated by Article 3 has ended.

Survey results referring to the work of an individual teacher shall be compared to the survey results referring to the work of other teachers, such as in the same study programme or at the same Member,… (reference groups). In special reference groups, the results of visiting professors, guests from student placement and other external professionals who take part in the teaching process may be compared. The programme shall show the percentile rank by individual items. The percentile rank is the position held by an individual on the percentage scale with regard to the assessment result which he/she acquired during assessment within the group of teachers in the reference group. The programme calculates the percentile rank by individual items in the survey solely for the purpose of providing feedback to teachers and for the purpose of deciding on interviews with the teachers with the lowest scores.

Article 10

This article shall apply to the results of the survey for the 1st and 2nd cycle of the studies.

The following persons shall be able to consult the answers, processed answers and evaluated answers on teachers or visiting professors, guests from student placement and other external professionals who participate in the teaching process:

1. the Rector,
2. the Dean,
3. the individual teacher or visiting professor, guest from student placement or other external professionals,
4. the main instructor of the course,
5. the Student Council for the purposes of the procedure for the appointment to a title,
6. the Habilitation Commission.

The following persons may consult the answers, processed answers and evaluated answers by course (prior to and after final examination):

1. the Rector,
2. the Dean,
3. the individual teacher,
4. the main instructor of the course,
5. the person liable for carrying out the course,
6. the administrator of the study programme.

The following persons may consult the answers, processed answers and evaluated answers for the part referring to mandatory student placement:

1. the Rector,
2. the Dean,
3. the main instructor of the course,
4. other persons responsible for student placement.

The following persons may consult the answers, processed answers and evaluated answers on general aspects of the study process:

1. the Rector,
2. the Dean,
3. the Student Council of the Member in the University of Ljubljana,
4. the Senate of the Member or the Programme Council,
5. other persons responsible for the study process.

Article 11

Regardless of the provisions of the previous Article, the Student Council and the Dean may consult the answers to open-ended questions pertaining to the Student Council and extracurricular activities.

Article 12

This Article shall apply to the results of the survey for the 3rd cycle of the studies.

The following persons may consult the answers, processed answers, evaluated answers for the general part of the survey (general aspects, supervision, research within the studies and professional suport by the student affairs office / student affairs offices):

1. the Rector,
2. the Dean,
3. the individual teacher,
4. the main instructor of the course,
5. the Student Councils of the Members which carry out the study programme and the University of Ljubljana,
6. the Senate of the Member or the programme council,
7. doctoral studies specialist services,
8. other persons responsible for the study process.

The following persons may consult the answers, processed answers and evaluated answers on the special part (individual courses):

1. the Rector,
2. the Dean,
3. the individual teacher,
4. the main instructor of the course,
5. persons responsible for carrying out the course,
6. the administrator of the study programme or the Programme Xouncil.

VI. Use of survey answers

Article 13

The Rector or the Dean may provide processed answers and evaluated answers, with the exception of teachers, to the bodies of the University of Ljubljana or Members and professional services of the Rectorate or a Member. Processed and evaluated answers shall be used for the analysis of the situation at a Member or department and for the preparation of proposals for improvements.

The Dean of the Member or a person authorised by the Dean shall provide the representatives of the Student Council responsible for formulating the opinion on a teacher’s performance with all the answers to the surveys (including the answers to open-ended questions) regarding a teacher for the latest appointment period and the cumulative processed survey answers for all teachers at the Member and the department or another appropriate unit (excluding any personal data about other teachers) for the purpose of formulating the opinion on teaching performance in accordance with Article 2 of these Rules.

The Dean shall provide the processed answers to specialist services and bodies of the Member (such as a Quality Assurance Committee), or the Programme Council in the case of interdisciplinary study programmes.

At least once per year, the Dean shall conduct interviews with the teachers who received the lowest scores (1 to 10 percentile rank of the assessed teachers), not including visiting professors, guests from student placement and other external professionals. For the purpose of interviewing the teachers with the lowest scores, the Dean shall ask the representatives of the Student Council for an opinion on the performance of the teacher with whom the interview is to be conducted. In addition to this, the Student Council may recommend that the Dean carry out an interview with a specific teacher.

In response to a well-founded request of the Student Council, the Dean shall provide the results pertaining to a teacher, course or mandatory student placement to the Student Council.

Article 14

Employees, students and other participants in the study process may alert the Dean to potential evident errors in the survey procedure in writing. An evaluation shall not be considered an error.

VI. Liability

Article 15

The Dean of the individual Member, or the Programme Council in the case of interdisciplinary study programmes, shall be liable for conducting the survey, the evaluation of the answers and the use of survey answers in accordance with these Rules.

The Dean or the Chair of the Programme Council for the 3rd cycle of the studies shall submit annual reports to the Rector on conducting the survey, the evaluation of the answers and the use of the survey answers.

VIII. Personal data protection

Article 16

Any individual who accesses personal data in his professional capacity has a duty to act in accordance with the legislation governing protection of personal data.

IX. Record-keeping

Article 17

The Members have a duty to keep a record of teachers, such as on the basis of registration for teaching for the current academic year.

The Members shall be liable to update the record on teachers carrying out study programmes within 5 business days after any change, so that the changes are visible in the information system to survey participants.

Answers, processed answers and evaluated answers shall be kept in accordance with the Rules on Managing Documentation at the University of Ljubljana and the Classification Plan of the University of Ljubljana.

X. Transitional and final provisions

Article 18

These Rules shall enter into force the day after adoption at the Senate of the University of Ljubljana and after publication on the website of the University of Ljubljana. The Rules shall apply from the day on which the Rector of the University of Ljubljana deems the online information system fit for carrying out the survey or no later than from 1 October 2015 onwards.

On the day these Rules are implemented, the Rules on Student Surveys adopted by the Senate of the University of Ljubljana at its session held on 4 July 2007 shall cease to apply.

Within 30 days after the implementation of these Rules, the Rectorate of the University of Ljubljana shall commence a public procurement process for acquiring the most favourable provider of survey digitalisation services which shall fully provide digitalisation services in accordance with the digitalisation guidelines.

Until the survey is introduced in accordance with these Rules, the current form of surveying shall continue to apply to all Members.

Article 19

The Quality Assurance Committee of the University of Ljubljana shall adopt the following no later than within a month after adopting these Rules:

* the guidelines for the digitalization of the survey, which shall regulate the processing of the answers of the survey in more detail,
* recommendations for conducting and use of the survey.

XI. Appendices to the Rules on Student Surveys:

* APPENDIX 1: Student survey for 1st and 2nd cycle studies – a survey pertaining to teachers and courses (prior to final examination)
* APPENDIX 2: Student survey for 1st and 2nd cycle studies – a survey on the course after the final examination
* APPENDIX 3: Student survey for 1st and 2nd cycle studies – a survey on the general aspects of the study process
* APPENDIX 4: Student survey for 1st and 2nd cycle studies – survey on mandatory student placement
* APPENDIX 5: Student survey for 3rd cycle studies – after the first year
* APPENDIX 6: Student survey for 3rd cyle studies – after the second year

*APPENDIX 1:* Student survey for 1st and 2nd cycle studies – a survey referring to teachers and courses (prior to final examination)

Student survey of the University of Ljubljana

Dear all,

Before you is a survey on teaching performance with which we wish to gain insight into your opinion on the course and the teachers participating in the course.

**We ask you to state your opinion in a manner you yourself wish others would comment on your work.** We ask that your assessment be accurate, respectful and constructive.

**Your answers are confidential.** Summaries of results and individual comments in the survey are provided to the persons carrying out the study process and those responsible for the study process. Answers in the survey cannot be linked to the identity of an individual student.

**Your answers are important.** The purpose of this student survey is to evaluate the teachers and the study process in general and is as such one of the bases for further improvement of the studies and activities supporting the study process.

We thank you for your cooperation.

**Opinion on the teacher**

On the scale of 1 to 5 (1 = I completely disagree; 5 = I completely agree), assess the degree to which you agree with the below statements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree  | I do not have sufficient information  | I do not wish to answer |
| Generally speaking, the work of the teacher is of high quality. |  |  |  |  |  |  |  |
| He/she attends lectures well-prepared. |  |  |  |  |  |  |  |
| He/she explains the subject matter in an understandable manner. |  |  |  |  |  |  |  |
| He/she knows how to boost interest in the subject. |  |  |  |  |  |  |  |
| He/she encourages me to think critically. |  |  |  |  |  |  |  |
| He/she treats all students fairly. |  |  |  |  |  |  |  |
| Please state some of the most positive observations connected to the work of the teacher in carrying out the course. |  |
| Please state any shortcomings and suggest improvements connected to the work of the teacher in carrying out the course. |  |

**Opinion on the *course***

On the scale of 1 to 5 (1 = I completely disagree; 5 = I completely agree), assess the degree to which you agree with the below statements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| Generally speaking, I am pleased with the course. |  |  |  |  |  |  |  |
| The various work methods in carrying out of the course (lectures, practical classes, seminars etc.) are coordinated. |  |  |  |  |  |  |  |
| The work methods in carrying out of the course encourage me to think critically. |  |  |  |  |  |  |  |
| The course literature and sources (articles, electronic sources, case studies etc.) cover the subject content matter well. |  |  |  |  |  |  |  |
| I am notified of my obligations for the course on time. |  |  |  |  |  |  |  |
| All the relevant information regarding the course is published online. |  |  |  |  |  |  |  |
| I believe continuous assessment in carrying out of the course (in any form: mid-term exams, tests, homework, projects, seminars etc.) is appropriate with regard to the nature of the course. |  |  |  |  |  |  |  |
| Please state some of the most positive observations connected to the carrying out of the course. |  |
| Please state any shortcomings and suggest improvements connected to the carrying out of the course. |  |

*APPENDIX 2: Student survey for 1st and 2nd cycle studies – a survey on the general aspects of the study process*

Student survey of the University of Ljubljana

Dear all,

Before you is a survey on teaching performance with which we wish to gain insight into your opinion on the course and teachers participating in the course.

**We ask you to state your opinion in a manner you yourself wish others would comment on your work.** We ask that your assessment be accurate, respectful and constructive.

**Your answers are confidential.** Summaries of results and individual comments in the survey are provided to the persons carrying out the study process and those responsible for the study process. Answers in the survey cannot be linked to the identity of an individual student.

**Your answers are important.** The purpose of this student survey is to evaluate the teachers and the study process in general and is as such one of the bases for further improvement of the studies and activities supporting the study process.

We thank you for your cooperation.

**Opinion on the course after the final examination**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Acquired competences**  | None at all | A few | Medium | A lot | Entirely  | I do not have sufficient information  | I do not wish to answer |
| Stated below are the competences which you are supposed to acquire at {course}. Provide a general assessment of the degree to which you acquired the stated competences.[*List of competences for the course being assessed*] |  |  |  |  |  |  |  |
| You may explain your answer if you wish to do so. |  |

**Opinion on grading and final examination (such as an exam)**

On the scale of 1 to 5 (1 = I completely disagree; 5 = I completely agree), assess the degree to which you agree with the below statements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely disagree | I do not have sufficient information  | I do not wish to answer |
| The tasks suitably incorporated the subject matter dealt with in the course (including lectures, independent study etc.). |  |  |  |  |  |  |  |
| Evaluation and knowledge examination criteria were taken into account. |  |  |  |  |  |  |  |
| The tasks were unambiguous and clear. |  |  |  |  |  |  |  |
| Assess whether you spent \_\_\_\_ hours than anticipated for this course in the study programme (25-30 hours of student workload = 1 ECTS; including lectures, practical classes, seminars etc. and all forms of independent work)?1. A lot fewer
2. Somewhat fewer
3. As expected
4. Somewhat more
5. A lot more
 |

*APPENDIX 3: Student survey for 1st and 2nd cycle studies* *– survey on the general aspects of the study process*

Student survey of the University of Ljubljana

Dear all,

Before you is a survey on teaching performance with which we wish to gain insight into your opinion on the course and teachers participating in the course.

**We ask you to state your opinion in a manner you yourself wish others would comment on your work.** We ask that your assessment be accurate, respectful and constructive.

**Your answers are confidential.** Summaries of results and individual comments in the survey are provided to the persons carrying out the study process and those responsible for the study process. Answers in the survey cannot be linked to the identity of an individual student.

**Your answers are important.** The purpose of this student survey is to evaluate the teachers and the study process in general and is as such one of the bases for further improvement of the studies and activities supporting the study process.

We thank you for your cooperation.

**Opinion on the general aspects of the study process**

On the scale of 1 to 5 (1 = I completely disagree or I am not satisfied at all; 5 = I completely or I am very satisfied), assess the degree to which you agree with the below statements.

**Provision of information at the faculty/academy**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I received the information regarding the study process on time. |  |  |  |  |  |  |  |
| The website of the faculty/academy contains all the information I need as a student. |  |  |  |  |  |  |  |
| I am satisfied with the wireless network provided by the academy/faculty. |  |  |  |  |  |  |  |
| Would you like to let us know of anything else regarding the provision of information (regarding the student process, extracurricular activities etc.)? |  |

**Lecture rooms, equipment and timetable**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| Rooms for lectures, practical classes and other forms of teaching are suitable. |  |  |  |  |  |  |  |
| Equipment for lectures, practical classes and other forms of teaching is suitable. |  |  |  |  |  |  |  |
| There are enough suitable areas for independent study at the faculty/academy (reading rooms, classrooms, seminars etc.). |  |  |  |  |  |  |  |
| The timetable for lectures, practical classes and other forms of study suits me. |  |  |  |  |  |  |  |
| Would you like to let us know anything else regarding the areas, equipment or the timetable? |  |

**Library**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| The scope of the literature is adequate. |  |  |  |  |  |  |  |
| Access to the literature is adequate. |  |  |  |  |  |  |  |
| The library staff can provide me with proper advice when searching for literature. |  |  |  |  |  |  |  |
| The library staff treats the user appropriately. |  |  |  |  |  |  |  |
| Your suggestions regarding library operation. |  |

**International mobility**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I have sufficient information about the possibilities of international exchange. |  |  |  |  |  |  |  |
| There are enough interesting options for an international exchange. |  |  |  |  |  |  |  |
| The faculty/academy encourages and supports international exchange. |  |  |  |  |  |  |  |
| I have the option of completing mandatory courses abroad. |  |  |  |  |  |  |  |
| There is adequate recognition of requirements completed abroad (ECTS). |  |  |  |  |  |  |  |
| The faculty/academy provides adequate professional support of international mobility  |  |  |  |  |  |  |  |
| Your suggestions regarding mobility. |  |

**Counselling for students and the student affairs office**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| If I need a tutor, I know who to contact. |  |  |  |  |  |  |  |
| I know who to contact at the university/faculty/academy for career counselling. |  |  |  |  |  |  |  |
| Office hours of the student affairs office are appropriate. |  |  |  |  |  |  |  |
| The student affairs office is responsive and effective. |  |  |  |  |  |  |  |
| The student affairs office treats students appropriately. |  |  |  |  |  |  |  |
| Your suggestions regarding the work of the student affairs office and student counselling. |  |

**Other aspects of the study process**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I was offered appropriate elective courses at other faculties/academies of the University of Ljubljana. |  |  |  |  |  |  |  |
| My studies allowed me to get acquainted with an appropriate number of external institutions (during excursions, invitations to external teachers to seminars etc.). |  |  |  |  |  |  |  |
| Your suggestions regarding other aspects of studies, such as elective courses and connecting of the faculty/academy with other institutions. |  |

**Student council and extracurricular activities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| A wide selection of sports activities was made available to me as part of the studies. |  |  |  |  |  |  |  |
| I am satisfied with the work of the student council. |  |  |  |  |  |  |  |
| Your suggestions for improving the work of the student council and improving extracurricular activates. |  |

**How well have your studies met your expectations up to this point?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| Generally speaking, I was satisfied with the studies. |  |  |  |  |  |  |  |
| Please state some of the most positive observations connected to the studies you would wish to emphasize. |  |
| Please state any shortcomings and suggestions for improvements connected to the studies; anything you would wish to change or improve in the studies. |  |

*APPENDIX 4: Student survey for 1st and 2nd cycle studies – survey on mandatory student placement*

Student survey of the University of Ljubljana

Dear all,

Before you is a survey on teaching performance with which we wish to gain insight into your opinion on the course and teachers which participate in the course.

**We ask you to state your opinion in a manner you yourself wish others would comment on your work.** We ask that your assessment be accurate, respectful and constructive.

**Your answers are confidential.** Summaries of results and individual comments in the survey are provided to the persons carrying out the study process and those responsible for the study process. Answers in the survey cannot be linked to the identity of an individual student.

**Your answers are important.** The purpose of this student survey is to evaluate the teachers and the study process in general and is as such one of the bases for further improvement of the studies and activities supporting the study process.

We thank you for your cooperation.

**Opinion on student placement**

Have you completed mandatory student placement? YES NO [if the student answers NO, the system ends the survey, if he/she answers YES the below set of questions opens]

On the scale of 1 to 5 (1 = I completely disagree; 5 = I completely agree), assess the degree to which you agree with the below statements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| There is a satisfactory selection of external institutions for carrying out the student placement. |  |  |  |  |  |  |  |
| I received help from the faculty/academy in looking for student placement. |  |  |  |  |  |  |  |
| I received instructions on how to complete student placement in sufficient detail. |  |  |  |  |  |  |  |
| The faculty/academy advisor provided me with useful information prior to the placement and useful feedback following the placement. |  |  |  |  |  |  |  |
| The faculty/academy advisor effectively cooperated with the advisor at the external institution. |  |  |  |  |  |  |  |
| Student placement enabled me to appropriately supplement my professional knowledge and skills of the selected studies. |  |  |  |  |  |  |  |
| The advisor at the external institution offered me appropriate advice and support during my placement. |  |  |  |  |  |  |  |
| The manner of carrying out the student placement was appropriate. |  |  |  |  |  |  |  |
| The duration of student placement was appropriate. |  |  |  |  |  |  |  |
| Your suggestions for changes regarding student placement. |  |

*APPENDIX 5: Student survey for 3rd cycle studies – after the first year*

Student survey on 3rd cycle studies at the University of Ljubljana

Dear colleague,

At the end of the first year of your doctoral studies, we are interested in your opinion on the course of your doctoral studies. We are interested in your opinion on the organised study process as well as your experience in your individual and research studies. We ask you to present your experience and opinions in as much detail as possible as this will be of great help in improving the doctoral studies. You will need approximately 10 minutes to complete the survey.

**We ask you to state your opinion in a manner you yourself wish others would comment on your work.** We ask that your assessment be accurate, respectful and constructive.

**Your answers are important.** The purpose of this student survey is to evaluate the teachers and the study process in general and is as such one of the bases for further improvement of the studies and activities supporting the study process.

**Your answers are confidential.** Summaries of results and individual comments in the survey are provided to the persons carrying out the study process and those responsible for the study process. Answers in the survey cannot be linked to the identity of an individual student.

We thank you for your cooperation.

**General aspects**

An the scale of 1 to 5 (1 = I completely disagree; 5 = I completely agree), assess the degree to which you agree with the below statements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I was informed of the schedule for carrying out the courses on time.  |  |  |  |  |  |  |  |
| I am always appropriately and promptly informed of changes in the course of lectures, consultations or seminars. |  |  |  |  |  |  |  |
| The actual teachers of courses (lectures, consultations, seminars) correspond to those stated in the study programme. |  |  |  |  |  |  |  |
| The faculty provides the entire infrastructure required for acquiring the sources for my research (access to articles, journals etc.). |  |  |  |  |  |  |  |
| The faculty offers all other infrastructure required for my research (laboratories, research equipment etc.). |  |  |  |  |  |  |  |
| The schedule for lectures, consultations and other forms of work suits me. |  |  |  |  |  |  |  |

How many hours per week do you spend on your doctoral studies (all requirements included)? \_\_\_\_\_\_ hours

Do you believe that you spend an appropriate amount of your time on your doctoral studies?

1. No, I spend too little time on them, I wish to spend more time on my doctoral studies and research,
2. No, I spend too much time on them, I wish to spend less time on my doctoral studies and research,
3. Yes, I spend an appropriate amount of time on them.

I selected an elective course at the University of Ljubljana outside of the doctoral study programme in which I am enrolled:

1. yes
2. no

I selected an elective course at another Slovenian or foreign university.

1. yes
2. no

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I am satisfied with the way organized forms of the study programme are conducted. |  |  |  |  |  |  |  |
| The selection of elective courses is appropriate. |  |  |  |  |  |  |  |
| The selection of courses for acquiring general knowledge and skills is appropriate (such as project management, article writing etc.). |  |  |  |  |  |  |  |
| The knowledge acquired within organized study forms helped me in my work on my doctoral dissertation. |  |  |  |  |  |  |  |
| Critical debate was encouraged during organized study forms.  |  |  |  |  |  |  |  |

Which form of carrying out courses do you believe is the most appropriate?

1. lectures
2. consultations
3. a combination of both

State why:

Do you wish to let us know about anything else regarding the way organized forms of the studies are conducted (lectures, consultations, seminars, presentations of doctoral dissertation courses…)

**Individual courses**

***The same set is formulated for each individual core/mandatory course as well as, following a decision of the Member/Programme Council to this effect, for an elective course (or more elective courses). The results for courses with fewer than four enrolled students are accessible to individual teachers only if at least four answers were provided. With this, we wish to prevent answers being linked back to the identity of an individual student in accordance with the legislation governing personal data protection.***

We are especially interested in the way core/mandatory courses are conducted. What would you point out as positive in these courses and what would you change?

**X course:**

**Course** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often did you:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | never | rarely | occasionally | often | always | I do not have sufficient information  | I do not wish to answer |
| Take part in a debate at lectures  |  |  |  |  |  |  |  |
| Talk to the teacher  |  |  |  |  |  |  |  |
| See the teacher during office hours  |  |  |  |  |  |  |  |
| Communicate with the teacher via e-mail  |  |  |  |  |  |  |  |

What do you think of the manner of examination in this course?

Would you like to let us know anything else about individual courses?

**Supervision**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| My supervisor provides the necessary support, assistance and advice with my research. |  |  |  |  |  |  |  |
| The supervisor’s support and guidance in selecting the curriculum are appropriate. |  |  |  |  |  |  |  |
| The supervisor’s assistance in preparing scientific articles is appropriate. |  |  |  |  |  |  |  |
| When I encounter a problem during my research, my supervisor helps me. |  |  |  |  |  |  |  |
| I am satisfied with the supervisor’s responsiveness via e-mail. |  |  |  |  |  |  |  |
| The frequency of contact with the supervisor is appropriate. |  |  |  |  |  |  |  |

How would you assess your cooperation with the supervisor? What would you point out as positive, what would you change?

**Research as part of the studies**

Did you have an idea/research plan for your doctoral dissertation before enrolling in the doctoral study programme:

1. yes
2. no

Have you already started thinking about or writing the article you need to publish before defending your doctoral dissertation? What kind of problems do you expect to encounter or have already encountered with regard to this?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I wish to carry out part of the studies or research which is part of the studies abroad. |  |  |  |  |  |  |  |
| I have the option of carrying out part of the studies or research abroad. |  |  |  |  |  |  |  |
| I have the option of attending scientific conferences abroad. |  |  |  |  |  |  |  |
| I am part of a research group/programme/project. |  |  |  |  |  |  |  |

Is there anything else you wish to let us know with regard to research as part of your studies?

**Professional help of the student affairs’ office / student affairs’ offices**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| Office hours of the student affairs office are appropriate. |  |  |  |  |  |  |  |
| The student affairs office staff is responsive and effective. |  |  |  |  |  |  |  |
| The student affairs office staff has an appropriate attitude towards students. |  |  |  |  |  |  |  |
| Information on the websites is clear and comprehensive. |  |  |  |  |  |  |  |
| Your suggestions regarding the work of the student affairs office and student counselling. |  |

**You must have enrolled into the doctoral studies with certain expectations. Did your first year of studies meet your expectations? What would you point out as positive in the programme and what would you change?**

How are you pursuing your studies:

* I am a junior researcher,
* I am a junior researcher in the private sector,
* I am a doctoral student financed through an innovation scheme,
* I am a doctoral student personally financing my studies,
* I am a doctoral student whose tuition is financed by the employer,
* I am a doctoral student who has won a scholarship or co-funding from other sources (please state which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why did you decide to enrol in doctoral studies? (multiple answers possible)

1. I chose the studies because I wish to pursue an academic career,
2. I chose the studies because of my desire for personal development and growth,
3. I chose the studies because I believe it is good to have doctoral degree,
4. I chose the studies because I believe that the acquired knowledge will benefit me in my workplace,
5. I chose the studies because I could not find employment,
6. I chose the studies to get a promotion at work.
7. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you were making the decision whether to enrol into a doctoral programme today:

1. I would make the same choice,
2. I would enrol in another programme,
	1. Where?
		1. In another programme at the University of Ljubljana
		2. At another higher education institution in the Republic of Slovenia
		3. Abroad
3. I would not decide to enrol in the doctoral programme,
4. I do not know.

In which year of your doctoral studies are you enrolled?

1. Second year
2. I am retaking the 1st year
3. Other:

Would you like to let us know anything else that was not asked in the survey?

**Only before enrolment in the 3rd year**

**Procedures for approval of the topic of the doctoral dissertation**

*APPENDIX 6: Student survey for 3rd cycle studies – after the second year*

Student survey on 3rd cycle studies at the University of Ljubljana

Dear colleague,

At the end of the second year of your doctoral studies we are interested in your opinion on the course of your doctoral studies. We are interested in your opinion on the organised study process as well as your experience in your individual and research studies. We ask you to present your experience and opinions in as much detail as possible as this will be of great help in improving the doctoral studies. You will need approximately 10 minutes to complete the survey.

**We ask you to state your opinion in a manner you yourself wish others would comment on your work.** We ask that your assessment be accurate, respectful and constructive.

**Your answers are important.** The purpose of this student survey is to evaluate the teachers and the study process in general and is as such one of the bases for further improvement of the studies and activities supporting the study process.

**Your answers are confidential.** Summaries of results and individual comments in the survey are provided to the persons carrying out the study process and those responsible for the study process. Answers in the survey cannot be linked to the identity of an individual student.

We thank you for your cooperation.

**General aspects**

On the scale of 1 to 5 (1 = I completely disagree; 5 = I completely agree), assess the degree to which you agree with the below statements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I was informed of the schedule for the courses on time.  |  |  |  |  |  |  |  |
| I am always appropriately and promptly informed of any changes in the course of lectures, consultations and seminars. |  |  |  |  |  |  |  |
| The actual teachers of courses (lectures, consultations, seminars) correspond to those stated in the study programme. |  |  |  |  |  |  |  |
| The faculty provides the entire infrastructure required for acquiring sources for my research (access to articles, journals etc.). |  |  |  |  |  |  |  |
| The faculty provides all other infrastructure for my research (laboratories, research equipment etc.) |  |  |  |  |  |  |  |
| The schedule for lectures, consultations and other forms of work suits me. |  |  |  |  |  |  |  |

How many hours per week do you spend on your doctoral studies (all requirements included)? \_\_\_\_\_\_ hours

Do you believe that you spend an appropriate amount of your time to your doctoral studies?

1. No, I spend too little time on them, I wish to spend more time on my doctoral studies and research,
2. No, I spend too much time of them, I wish to spend less time on my doctoral studies and research,
3. Yes, I spend an appropriate amount of time on them.

Do you consider three years an appropriate length of time for the doctoral studies?

1. No, that is too short
2. No, that is too long
3. I do not know / I cannot assess
4. Yes, it is just right

State why:

I selected an elective course at the University of Ljubljana, a course that is not part of the doctoral studies programme in which I am enrolled.

1. yes
2. no

I selected an elective course in another university in Slovenia or abroad.

1. yes
2. no

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| I am satisfied with the way organized forms of the study programme are conducted. |  |  |  |  |  |  |  |
| The selection of elective courses is appropriate. |  |  |  |  |  |  |  |
| The selection of courses for acquiring general knowledge and skills is appropriate (such as project management, article writing etc.). |  |  |  |  |  |  |  |
| The knowledge acquired within the organized study forms has helped me in my work on my doctoral dissertation. |  |  |  |  |  |  |  |
| Critical debate was encouraged in organized study forms.  |  |  |  |  |  |  |  |

Which form of carrying out courses do you believe is the most appropriate?

1. lectures
2. consultations
3. a combination of both

State why:

Do you wish to let us know about anything else regarding how organized forms of the studies are conducted (lectures, consultations, seminars, presentations of doctoral dissertation courses…)

**Individual courses**

***The same set is formulated for an individual basic/mandatory course as well as, following a decision of the Member/Programme Council to that effect, for an elective course (or more elective courses). In courses where less than four students are enrolled results are accessible to individual teachers only when at least four answers are provided. With this we wish to avoid that answers are connected with the identity of an individual student in accordance with the law governing personal data protection.***

We are especially interested how basic/mandatory courses are conducted. What would you praise most in these courses and what would you change?

**Course** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often did you:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | never | rarely | occasionally | often | always | I do not have sufficient information  | I do not wish to answer |
| Take part in a debate at lectures  |  |  |  |  |  |  |  |
| Talk to the teacher  |  |  |  |  |  |  |  |
| See the teacher during office hours  |  |  |  |  |  |  |  |
| Communicate with the teacher via e-mail  |  |  |  |  |  |  |  |

What do you think of the manner of examination in this course?

Would you like to let us know anything else about individual courses?

**Supervision**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree  | I neither disagree nor agree  | I mostly agree  | I completely agree | I do not have sufficient information  | I do not wish to answer |
| The supervisor provides the necessary support, assistance and advice with research. |  |  |  |  |  |  |  |
| The supervisor’s support and guidance in selecting the curriculum are appropriate. |  |  |  |  |  |  |  |
| The supervisor’s help in preparing a scientific article is appropriate. |  |  |  |  |  |  |  |
| When I encounter a problem with my research, my supervisor helps me. |  |  |  |  |  |  |  |
| I am satisfied with the supervisor’s responsiveness via e-mail. |  |  |  |  |  |  |  |
| The frequency of contact with my supervisor is appropriate. |  |  |  |  |  |  |  |

How would you assess your cooperation with the supervisor? What would you point out as positive, what would you change?

**Research as part of the studies**

What was your experience with registering the disposition of the doctoral dissertation like?

Have you already started thinking about or writing the article you need to publish before defending your doctoral dissertation? What kind of problems do you expect to encounter or have already encountered with regard to this?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree | I neither disagree nor agree | I mostly agree | I completely agree | I do not have sufficient information | I do not wish to answer |
| I wish to carry out part of the studies or research which is part of the studies abroad. |  |  |  |  |  |  |  |
| I have the option of carrying out part of the studies or research abroad. |  |  |  |  |  |  |  |
| I have the option of attending scientific conferences abroad. |  |  |  |  |  |  |  |
| I am part of a research group/programme/project. |  |  |  |  |  |  |  |

Is there anything else you wish to let us know with regard to research as part of your studies?

**Professional help of the student affairs’ office / student affairs’ offices**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | I completely disagree | I mostly disagree | I neither disagree nor agree | I mostly agree | I completely agree | I do not have sufficient information | I do not wish to answer |
| Office hours of the student affairs office are appropriate. |  |  |  |  |  |  |  |
| The student affairs office staff is responsive and effective. |  |  |  |  |  |  |  |
| The student affairs office staff has an appropriate attitude towards students. |  |  |  |  |  |  |  |
| Information on the websites is clear and comprehensive. |  |  |  |  |  |  |  |
| Your suggestions regarding the work of the student affairs office and student counselling. |  |

**You must have enrolled into the doctoral studies with certain expectations. Did your first year of studies meet your expectations? What would you point out as positive in the programme and what would you change?**

In what way are you pursuing your studies:

* I am a junior researcher,
* I am a junior researcher in the private sector,
* I am a doctoral student financed through an innovation scheme,
* I am a doctoral student personally financing my studies,
* I am a doctoral student whose tuition is financed by the employer,
* I am a doctoral student who has won a scholarship or co-funding from other sources (please state which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why did you decide to enrol in doctoral studies? (multiple answers possible)

1. I chose the studies because I want to pursue an academic career,
2. I chose the studies because of my desire for personal development and growth,
3. I chose the studies because I believe it is good to have doctoral education,
4. I chose the studies because I believe that the acquired knowledge will benefit me in my workplace,
5. I chose the studies because I could not find employment,
6. I chose the studies to get a promotion at work.
7. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you were making the decision whether to enrol into a doctoral programme today:

1. I would make the same decision,
2. I would enrol in another programme,
	1. Where?
		1. In another programme at the University of Ljubljana
		2. At another higher education institution in the Republic of Slovenia
		3. Abroad
3. I would not decide to enrol in a doctoral programme,
4. I do not know.

In which year of the doctoral studies are you enrolled?

1. Third year
2. I am retaking 2nd year
3. Other:

Below are the individual steps which represent the procedure for obtaining approval the topic of a doctoral dissertation.

Submitting the coursetopic of the doctoral dissertation 🡪 approval of the supervisor 🡪 approval of the Senate/Committee of the faculty/academy 🡪 approval of the Senate of the University of Ljubljana

Please state the time, in months, that passed between individual stages during the procedure of acquiring approval of the topic of your doctoral dissertation:

1. step: Time from submitting the topic of your doctoral dissertation to acquiring approval of the Senate/Committee of the faculty: \_\_\_\_\_\_\_
2. step: Time from acquiring approval of the Senate/Committee of the faculty to acquiring approval of the Senate of the University of Ljubljana (please state whether approval of the topic of your doctoral dissertation is the condition for enrolling in the 3rd year, otherwise leave empty): \_\_\_\_\_\_\_

Is there anything else you wish to let us know which was not included in the survey?

**Only before enrolment into the 3rd year**

**Procedures for the approval of the doctoral dissertation topic**