

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "CHERNIHIV POLYTECHNIC"

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020

**Regulation on
organizing a survey of stakeholders on the quality of education and educational
activities of the National University "Chernihiv Polytechnic"**

1. GENERAL PROVISIONS

1.1. Regulations on the survey of stakeholders on the quality of education and educational activities (hereinafter - the Regulations) developed in accordance with the Law Of Ukraine "On Education", the Law of Ukraine "On Higher Education", "Regulations on organization of the educational process at the National University "Chernihiv Polytechnic ", " Regulations on the internal system of higher quality assurance Education of the National University "Chernihiv Polytechnic" and is based on the "Development Strategy of the National University of Chernihiv Polytechnic University "and approved annual work plans of Chernihiv National University Polytechnic "(hereinafter - the University).

1.2. The Regulation defines the procedure for organizing, conducting, analyzing, presentation and use of stakeholder survey results regarding the quality of educational activities of the University.

1.3. The purpose of the survey is to determine a representative opinion a set of stakeholders on the quality of training of higher education seekers in University and compliance of graduates with the needs of the modern labor market and use of results to improve the educational process.

1.4. The objectives of the survey are:

- get reliable and high-quality information about the attitude of stakeholders to the main activity of the University;
- demonstration of the connection between the activities of the University and the results of this activities;
- use of questionnaires as one of the elements of monitoring quality control systems of the educational process.

1.5. The poll is anonymous.

2. PROCEDURE FOR CONDUCTING THE SURVEY

2.1. The survey is conducted using an online survey system on the University website using quality assessment questionnaires

educational programs and improving the educational process for graduates

Education (Annex 1), for employers (Annex 2) and online questionnaires for higher education students on the quality of teaching disciplines

(Appendix 3).

Others may also be used to conduct the survey surveys.

2.2. Online survey questionnaires are constantly available on web resources

University - any interested person at any convenient time for themselves may be interviewed.

2.3. The results are taken by the administrator of the online survey system twice a year after the end of the semesters - in early February and July and transferred for further processing to the head of the system sector

quality management of higher education of the University. At the request of the rector, director of the Institute (dean of the faculty), head department or guarantor of the educational program results of an online survey can be filmed at any other time.

2.4. Survey data is supplemented by electronic information trust boxes, which is an integral part of the existing survey system.

2.5. The analysis of the survey results is carried out by specialists of the sector quality management systems of higher education, student representatives self-government, trade union organization of students University, representatives of employers, heads of departments, guarantors of educational programs.

2.6. Analysis of survey results, within two weeks of recording of results, transmitted by the head of the management system sector quality of the Rector of the University, Chairman of the Council for Quality Assurance in Higher Education University, Chairman of the Academic Council of the University, heads of structural departments, heads of departments, guarantors of educational programs, as well as published on the website of the University and / or structural unit. Survey results, questionnaires (in case of offline survey) stored in the sector of higher education quality management system University for 3 years.

3. METHODS OF EVALUATION OF QUALITY OF TEACHING OF DISCIPLINES

3.1. Evaluation of the work of scientific and pedagogical workers is carried out by 5-point scale.

3.2. The questions of the questionnaire concern the professional qualities of the scientific-pedagogical worker (knowledge of the subject, ability to convey this knowledge to applicant for higher education), the state of methodological and didactic support educational process (availability and quality of manuals, recommendations, instructions, visual aids, media, etc.) and certain personal qualities (responsibility, objectivity, demanding, tolerance, friendliness), including even the manner of behaving.

3.3. Higher education quality management system sector after graduation assessment procedure determines the average score of each teacher (with taking into account the number of persons who took part in the evaluation of each discipline) and transmits information to the relevant departments

4. USE OF SURVEY RESULTS

4.1. The results of the survey are considered at meetings of the Council of ensuring the quality of higher education of the University, the Academic Council of the University, Rectorate, at the general meeting (conference of the labor collective) University (structural subdivisions), meetings of departments, etc.

4.2. The results of the survey are taken into account when making changes to internal regulations of the University (regulations, procedures, educational programs, curricula, educational curricula components, etc.); when distributing the workload to the next academic year; when deciding to continue working agreement (contract).

Appendix 1

Online survey of higher education seekers on quality educational programs and improving the educational process in the National Chernihiv Polytechnic University

Dear students, the proposed survey is conducted in order to identify

Your attitude to the educational process, the content of the educational program acquired skills and abilities, teaching methods, qualifications of teachers, organizations lectures, seminars and practical classes.

The questionnaire is anonymous and evaluative, so please answer sincerely and as openly as possible.

Educational program _____

1. What are your impressions of studying at the university:

- A) Very satisfied with
- B) Mostly positive
- C) Partially dissatisfied with
- D) Indifferent attitude
- E) Complete disappointment

Other _____

2. In your opinion, is there any knowledge that you get at university? sufficient for your future professional activity?

- A) Yes
- B) More so
- C) No.
- D) I'm not sure I chose my profession

Other _____

3. How thoroughly, interestingly and at the current level is provided professional information in lectures and practical classes?

- A) Quite satisfactory
- B) Not quite satisfactory
- C) Absolutely not satisfied
- D) I would like to receive information closer to practice
- E) We would like to learn more new and at a deeper level

Other _____

4. Which of these types of classes are implemented in the educational process

(several options are possible)

- A) Traditional lectures and seminars predominate
- B) Classes using information technology
- C) Exercises for the development of creative and critical thinking
- D) Training sessions
- E) Research work
- E) Situational exercises, practical tasks, solving cases

Other _____

5. Evaluate from 1 to 5 level of teaching disciplines at the university for the above criteria

- A) Organization and punctuality of teachers: 1 2 3 4 5
- B) Possession of material and rational use of time in class 1 2 3 4 5
- C) The meaningfulness and accessibility of the material taught clearly and logically explain the material, comment on difficult moments, highlight the main thing in the topic) 1 2 3 4 5
- D) Relevance of educational material, teachers use new material) 1 2 3 4 5
- E) Teachers are able to arouse interest in the discipline 1 2 3 4 5
- G) The culture of teachers' speech is professional speech of teachers, expressive, easy to understand, allows you to make the necessary entries) 1 2 3 4 5
- H) Objectivity in evaluation 1 2 3 4 5
- E) Respect and tact in relation to students 1 2 3 4 5
- E) Combining theory with practice 1 2 3 4 5

6. Assess the level of practical training at the university (duration production practice, level of enterprises - bases of practices, level organization of internships):

- A) Quite satisfactory
- B) Not quite satisfactory
- C) Absolutely not satisfied

Other _____

7. Assess the level of support the university has for your future employment:

- A) Quite satisfactory
- B) Not quite satisfactory
- C) Absolutely not satisfied

Other _____

8. Do you understand the criteria of current and final control?

So

No

Partially (specify what is not clear)

In this block you are offered questions in which you can express personal ideas and desires. You are invited to argue your own answer and give suggestions for improving the educational process.

9. What do you think should be improved at the university and how?

10. If you became a teacher, experience, style, content, approach to teaching which teacher would you borrow and why?

11. What educational components (disciplines) would you like to change?
in the educational program?

A) Specify the name of the educational component (discipline), which is on

Your opinion is not needed _____

C) Everything is fine - you do not need to change anything.

12. What new educational components (disciplines) would you like?

to add to the educational program?

A) Indicate the name of the educational component (discipline) that you would like
wanted to add _____

C) Everything is fine - you do not need to add anything new.

13. What do you think should be improved at the university?

A) Improve the material and technical base

B) Improve the quality of teaching disciplines

C) Strengthen the requirements for entrants who enter to study before
university

D) Switch to a dual form of learning

Other _____

14. Is your company ready to cooperate with the university?

model of dual education?

A) yes

C) no

Other _____

15. For feedback, please provide your contact details (optional):

Annex 3

Online survey of higher education seekers on quality teaching disciplines

1. Assess the importance of discipline for further work (1 - not required ... 5 - very important)
2. Evaluate the provision of laboratory equipment for the discipline (1 - very poorly provided... 5 - provided at the highest level)
3. Estimate the number of hours you spent during the semester on average per week to study the discipline.
4. Should I increase / decrease the number of hours of classroom classes with discipline? (1 - significantly reduced, 3 - unchanged, 5 - significantly increased)
5. Evaluate your knowledge and skills in the discipline in comparison with the situation at the beginning of the semester: 1 - at the same level, 5 - I know and can do a lot more
6. Evaluate the quality of counseling individual tasks in the discipline (RGR, KR, KP) (1 - very bad... 5 - everything is fine)
7. Evaluate individual tasks in the discipline (RGR, KR, KP) from the point view of their practical significance (1 - not required... 5 - very important)
8. Evaluate the quality of lectures on the discipline. (1 - very much bad... 5 - everything is fine)
9. Evaluate the importance of lectures on the discipline. (1 - not required... 5 - very important)
10. Evaluate the quality of laboratory / practical classes with discipline. (1 - very bad... 5 - everything is fine)
11. Assess the importance of laboratory / practical classes in the discipline. (1 - not required... 5 - very important)
12. Evaluate additional materials issued by the teacher for study disciplines (abstracts, slides, literature, etc.) (1 - insufficient for study... 5 - quite sufficient and well structured)