

*Appendix No. 1 to the Order no. 35/2022
of the Rector of Wrocław University of Environmental and Life Sciences
of 15 February 2022*

**Principles of conducting surveys
at the Wrocław University of Environmental and Life Sciences:**

1. The assessment of classes by students shall include all courses taught in accordance with the curriculum for first and second cycle studies, long-cycle Master's studies, doctoral studies and postgraduate studies.
2. The survey for students of first-cycle and second-cycle studies as well as long-cycle Master's studies is conducted in the USOSweb system.
3. Students of first-cycle and second-cycle studies, as well as long-cycle Master's studies, assess classes and the lecturer by filling in surveys in the USOSweb system.
 - 1) The organisation of the assessment of classes by students is the responsibility of the University Team for Surveys appointed for the academic year by Vice-Rector for student affairs and education on the proposal of the Chairman of the RC for EQA. The University Team for Surveys include administrative and technical workers as well as students.
 - 2) Assessment of all people conducting the classes shall be carried out twice per academic year, after the end of classes respectively in the winter and summer semesters, within the deadline set by the Vice-Rector for student affairs and education and shall be for period of 14 days.
 - 3) The results of the survey conducted at first-cycle and second-cycle studies and long-cycle master's studies shall be made available to the people conducting classes and students in their individual USOSweb accounts not earlier than after finishing entering grades in USOS in a given semester.
 - 4) The results of the surveys are developed once per academic year on the basis of reports generated from the USOS system by administrative and technical workers who are members of the University Team for Surveys.
 - 5) The results regarding the reports of answers to the questions in the survey and the percentage of completed surveys are submitted to the Dean of faculty or to the Chairman of Faculty Committee for Education Quality Assurance in the form of summary table in xlsx format, for each field of study separately.
 - 6) The results including the average assessment of the lecturer in the form of a summary table in xlsx format and a summary of comments in the form of a pdf file are submitted to: the Dean - the results of employees working in the organisational units assigned to the faculty in the teaching process; and to the Vice-Rector for student affairs and education - the results of university units implementing teaching tasks

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7) The Dean, in agreement with the student government, sets an additional day off from classes for full-time students if all surveys valid for a given semester are completed by at least 40% of full-time students at a given faculty or 30% of all students at the Faculty of Veterinary Medicine.

4. Students of first-cycle and second-cycle studies as well as long-cycle Master's studies also assess the work of the Dean's office, access to and the timeliness of information, and the infrastructure of the university.

1) The survey is conducted in the Interviewer (Ankieter) system once a year, between February and September,

2) The results of the surveys are developed by administrative and technical workers who are members of the University Team for Surveys, and in the form of a summary table in xlsx format for each field of study, are submitted to the Chairmen of the FC for EQA,

3) The University Team for Surveys shall be responsible for organising the survey ,

4) The survey does not include classes of up to 2 teaching hours conducted by a given lecturer in a given form of classes.

5. Alumni of each field of study express their opinion on the organisation and conditions of the implementing the teaching process, including internships and learning outcomes achieved, by completing an alumnus survey.

1) The Dean of the faculty shall be responsible for organising the alumnus survey.

2) The alumnus survey is carried out in the Interviewer (Ankieter) system.

3) The alumnus survey is available from February to September.

4) The results of the survey are developed by administrative and technical workers who are members of the University Team for Surveys and in the form of a summary table in xlsx file submitted to the Chairman of the FC for EQA.

6. The supervisor of the internships shall be responsible for organising the survey of internships. The opinion of the internship provider is attached to the documentation concerning the course of the internship and is kept in the student's personal file. The internship supervisor of the certain field of study shall prepare a report on the basis of an analysis of the opinion of the internship provider in accordance with the template in Appendix No. 2.

7. Heads of doctoral studies and postgraduate studies shall be responsible for organising the survey and preparing reports in accordance with the template in Appendix No. 3.

8. The content of the surveys and the comments of the respondents shall be confidential. They are intended to improve the quality of education and are used in periodic evaluations of research and teaching staff. The University guarantees the anonymity of the above mentioned documents and at the same time reserves the

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exclusive right to remove any content that might unlawfully violate the personal interests of academic teachers or lead to the release, also accidental, of the identity of persons participating in the survey.

9. The results of the surveys may be viewed by the Dean, the Head, or director of an organisational unit, the director of a university unit and persons authorised by the Vice-Rector for student affairs and education.

10. In the event of a negative assessment of the classes by the students, a class shall be observed.

11. The templates of surveys used in the University Education Quality Assurance System are specified below.

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APPENDICES

1) A survey of the assessment of classes and the lecturer for first-cycle and second-cycle studies, and for long-cycle Master's studies.

| No. | Question | Answers | Comment |
|------------------------------------|-----------------------------------|-------------------|---|
| 1. | I had classes with this lecturer. | [2] YES [1] NO | The answer yes allows to move on in the survey and the answers are then included in the average |
| NUMBER OF HOURS OF OWN WORK | | | |

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| | | | |
|--|--|--|--|
| 2. | Estimate the total number of hours of your own work (not including contact hours with the academic teacher) throughout the semester/year required to complete the course | [5] >100 [4] 76 – 100 [3] 51 – 75 [2] 26 – 50 [1] <25 | Generating an average response under the name OWN WORK |
| ASSESSMENT OF CARRYING OUT CLASSES | | | |
| 3. | How would you rate the implementation of classes by the lecturer (were they conducted in an inspiring, engaging, very interesting, interesting, typical, uninteresting way)? | [5] - very good [4] - good [3] - satisfactory | Generating an average response under the name CARRYING OUT CLASSES 1 |
| 4. | How would you rate the support and contact with the lecturer outside the class? | [2] - bad [1] - very bad | Generating an average response under the name CARRYING OUT CLASSES 2 |
| ASSESSMENT OF THE TEACHING MATERIAL | | | |
| 5. | How would you rate the quality of the material provided by the lecturer (readability, technical preparation, ease of use)? | [5] - very good [4] - good [3] - satisfactory [2] - bad [1] - very bad | Generating an average response under the name MATERIALS |
| ASSESSMENT OF THE LECTURER | | | |

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| | | | |
|-------------------------------------|--|---|---|
| 6. | The method and ability to transfer knowledge, communicativeness of the lecturer. | [5] - very good [4] - good | Generating an average response under the name ASSESSMENT OF THE LECTURER |
| 7. | Reliability of the lecturer: punctuality, commitment, openness to interact with students. | [3] - satisfactory [2] - bad | |
| 8. | Personal culture (conversational skills, i.e. remote communication, time and form of answering enquiries, possible offer of help and its implementation) | [1] - very bad | |
| 9. | To what extent did the lecturer assess the students according to the rules described in the course syllabus and presented during the first class ? | | |
| ASSESSMENT OF REMOTE CLASSES | | | |
| 10. | Were the classes conducted remotely? | [2] YES [1] NO | The answer yes allows to move on in the survey and the answers are then included in the average |
| 11. | How would you rate the opportunity for lecturer-student interaction? | [5] - very good [4] - good [3] - satisfactory | Generating an average response under the name REMOTE CLASSES 1 |
| 12. | How would you rate the effectiveness of the classes conducted remotely? | [2] - bad [1] - very bad | Generating an average response under the name REMOTE CLASSES 2 |
| 13. | How would you rate your own engagement in classes conducted remotely compared to classes conducted on-site? | | Generating an average response under the name REMOTE CLASSES 3 |
| COMMENT | | | |

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2) A survey to assess the work of the Dean's office, access to and the timeliness of information, and the infrastructure of the university.

| No. | Questions | Answers |
|-----------------------|---|--|
| 1. | Field of study* | [] - choose from the list |
| DEAN'S OFFICE | | |
| 2. | How would you rate the kindness and communication skills of the Dean's Office staff ? | [5] - very good [4] - good [3] - satisfactory [2] - bad [1] - very bad |
| 3. | How would you rate the efficiency of handling matter in the Dean's office?* | [2] - bad [1] - very bad |
| 4. | How would you rate the reliability of the information provided by the Dean's Office? | |
| 5. | How do you think the quality of student service in the Dean's Office can be improved? | An open question |
| INFRASTRUCTURE | | |
| 6. | How would you rate the sanitary conditions at the university?* | [5] - very good [4] - good [3] - satisfactory [2] - bad [1] - very bad |
| 7. | How would you rate access to places to rest and social facilities at the university?* | [3] - satisfactory [2] - bad [1] - very bad |
| 8. | How would you rate access to the Internet at the university?* | |
| 9. | I lived in a student dormitory:* | [] - Yes [] - No |
| 10. | The name of student dormitory - optional | |

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| | | |
|--|--|---|
| | How would you rate the housing conditions in the Student Dormitory? | <p>[5] - very good</p> <p>[4] - good</p> <p>[3] - satisfactory</p> <p>[2] - bad</p> <p>[1] - very bad</p> |
| | | Comment |
| ACCESS TO AND THE TIMELINESS OF INFORMATION | | |
| 11. | How would you rate access to information on the faculty/university website?* | [5] - very good |
| 12. | How would you rate the timeliness of the information available on the faculty/university website?* | [4] - good |
| 13. | How would you rate other forms of transmitting information?* | [3] - satisfactory |
| | | [2] - bad |
| | | [1] - very bad |
| 14. | How do you think the quality of transmitting information by the university can be improved? | An open question |

*- mandatory questions

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3) **Alumnus survey**

ALUMNUS SURVEY

Please answer the questions by circling the appropriate number according to the scale:

- 5 - very good
- 4 - good
- 3 - satisfactory
- 2 - bad
- 1 - very bad

- | | | | | | | |
|----|--|---|---|---|---|---|
| 1. | To what extent have your expectations regarding the chosen field of study been fulfilled? | 5 | 4 | 3 | 2 | 1 |
| 2. | In your opinion, was the curriculum appropriately developed: | 5 | 4 | 3 | 2 | 1 |
| 3. | How would you rate the flow of information for students at the university: | 5 | 4 | 3 | 2 | 1 |
| 4. | How would you rate the attitude and approach of the lecturers/academic teachers towards students: | 5 | 4 | 3 | 2 | 1 |
| 5. | How would you rate student service in the Dean's Office: | 5 | 4 | 3 | 2 | 1 |
| 6. | How would you rate the extent of care from your thesis supervisor: | 5 | 4 | 3 | 2 | 1 |
| 7. | To what extent was the time allowed in the curriculum for the completion of the thesis sufficient: | 5 | 4 | 3 | 2 | 1 |
| 8. | Was the number of hours of practical classes during the study sufficient: | 5 | 4 | 3 | 2 | 1 |
| 9. | How would you rate the university's library resources in your field: | 5 | 4 | 3 | 2 | 1 |

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10. How would you rate the infrastructure and equipment of the university (availability and modernity of specialised equipment)

5 4 3 2 1

11. How would you rate the student benefits system:

5 4 3 2 1

12. How would you rate the conditions created at the university for cultural, sport and intellectual development:

5 4 3 2 1

13. Was the duration of the internships appropriate for the range of skills to be mastered during it?

5 4 3 2 1

14. How would you rate your preparation for internships based on the courses you have previously completed?

5 4 3 2 1

15. How would you rate the infrastructure and equipment of the place of internships (availability and modernity of specialised equipment)

5 4 3 2 1

4) Assessment of internship provider

OPINION OF THE INTERNSHIP SUPERVISOR FROM THE PROVIDER

COMPANY NAME:

NAME AND SURNAME OF AN INTERN:

.....

Please rate on a scale from 1 to 5 (1 - unsatisfactory; 2 - bad; 3 - rather satisfactory; 4 - satisfactory; 5 - very satisfactory) a student doing an internship in your company.

If the question does not apply to your company, please do not tick any answer.

| Student attitude during internships | Assessment | | | | |
|--|------------|---|---|---|---|
| 1. Conscientiousness | 1 | 2 | 3 | 4 | 5 |
| 2. Responsibility for the tasks assigned | 1 | 2 | 3 | 4 | 5 |
| 3. Willingness to deepen practical knowledge | 1 | 2 | 3 | 4 | 5 |

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| | | | | | |
|--|-----|---|---|----|---|
| 4. Self-reliance | 1 | 2 | 3 | 4 | 5 |
| 5. Communication | 1 | 2 | 3 | 4 | 5 |
| Student's knowledge and skills competences | | | | | |
| 1. The level of the student's substantive preparation for the subject of internships | 1 | 2 | 3 | 4 | 5 |
| 2. Ability to apply theoretical knowledge acquired during classes at the university | 1 | 2 | 3 | 4 | 5 |
| 3. Knowledge of legal regulations in the field | 1 | 2 | 3 | 4 | 5 |
| 4. Ability to work individually | 1 | 2 | 3 | 4 | 5 |
| 5. Ability to work in a team | 1 | 2 | 3 | 4 | 5 |
| 6. Ability to work analytically | 1 | 2 | 3 | 4 | 5 |
| 7. Ability to use equipment and apparatus used in the field | 1 | 2 | 3 | 4 | 5 |
| 8. Ability to maintain documentation | 1 | 2 | 3 | 4 | 5 |
| General assessment of the internships | | | | | |
| 1. The duration of the internships | 1 | 2 | 3 | 4 | 5 |
| 2. Contact and cooperation with university representatives responsible for the organisation and implementation of the internships | 1 | 2 | 3 | 4 | 5 |
| 3. Do you want to continue the cooperation with the Wrocław University of Environmental and Life Sciences in the field of internships? | YES | | | NO | |
| 4. Are you interested in being a member of university committees developing and improving new curricula? | YES | | | NO | |

In order to prepare students for the labour market, we ask you to comment on which areas the student shows the most deficiencies in:

.....

Other comments about the intern or the course of the internships:

.....

.....
 date and signature of the internship provider

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5) A survey on the assessment of the classes and the lecturer at the doctoral studies.

Name and surname of lecturer:.....

Course name:

Form of classes (lecture, class, seminar, others):

Please answer the questions by placing **an X** in the appropriate box according to the scale:

1 - very bad 2 – bad 3 - satisfactory 4 - good 5 - very good

| No. | Question | Assessment | | | | |
|-----|---|------------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 1. | Did the classes help to broaden your general knowledge enabling you to understand your discipline more fully? | | | | | |
| 2. | Did the classes allow developing practical skills in editing scientific texts, preparing a paper, poster (applies mainly to the seminar)? | | | | | |
| 3. | Were the conditions for carrying out the course suitable (date, room equipment)? | | | | | |
| 4. | Were the criteria for completing the course clear, publicly available and respected by the lecturer? | | | | | |
| 5. | Did the lecturer present the course content in a communicative and understandable way? | | | | | |

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| | | | | | | |
|----|---|--|--|--|--|--|
| 6. | Did the lecturer offer individual substantive help in the form of consultation? | | | | | |
| 7. | Did the lecturer enable active participation in classes (initiated discussion, allowed expressing private opinions)? | | | | | |
| 8. | Did the lecturer show an appropriate attitude towards course participants (punctuality, reliability, personal culture)? | | | | | |

6) A survey of doctoral alumni.

Faculty:

Please answer the questions by placing an X in the appropriate box according to the scale:

3 - very good/definitely yes,

2 - satisfactory/average,

1 - very bad/definitely no

The survey is anonymous and will help to improve the quality of education at doctoral studies.

1. How would you rate the information available on the university and faculty websites about doctoral studies (is it accessible and comprehensive)?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

2. How would you rate the clarity of the recruitment criteria for doctoral studies?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

3. Were the rules of the course of doctoral studies (completing the course, passing exams, opening and closing doctoral studies etc.) made clear to you when you began your studies?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

4. Did you participate as an observer in the classes of the courses that you later conducted with the students?

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yes no

5. How would you rate the help of more experienced research and teaching staff when preparing for classes?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

6. Did you have regular access to a computer and your own workstation, including a desk?

yes no

7. How would you rate the number (range) of optional courses offered?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

8. How would you rate the learning curriculum at your doctoral studies?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |
| | | |

9. How would you rate the support you received from your organisational unit or university during your doctoral studies?

| Type of support | 3 | 2 | 1 |
|---|---|---|---|
| - financial support of research work | | | |
| - help with obtaining a research grant/scholarship | | | |
| - providing opportunities for publication | | | |
| - availability of literature needed for the doctoral dissertation in the university library | | | |

10. With your current knowledge about doctoral studies at UPWr, would you decide to undertake them again?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

11. How would you rate the administrative service provided to doctoral students in the Dean's Office?

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| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

12. How would you rate the care (involvement) of your thesis supervisor?

| | | |
|---|---|---|
| 3 | 2 | 1 |
| | | |

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7) A survey on the assessment of the classes at the postgraduate studies.

Please answer the questions by placing an X in the appropriate box. The survey is anonymous and will help to improve the quality of education at postgraduate studies.

Name of the study

1. Are you satisfied with the curriculum?

| | | |
|-----|----|--------------|
| yes | no | I don't know |
| | | |

2. How would you rate the level of your studies?

| | | |
|------|---------|-----|
| good | average | low |
| | | |

3. Do you consider the content of the curriculum to be up-to-date and new?

| | | |
|-----|----|-----------|
| yes | no | only some |
| | | |

4. Were students given the opportunity to suggest changes to the curriculum?

| | | |
|-----|----|--|
| yes | no | I was not informed of this possibility |
| | | |

5. How would you rate the usefulness of the teaching materials you received during your studies?

| | | |
|------|---------|-----|
| good | average | low |
| | | |
| | | |

6. How do you rate the teaching methods used?

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| | | |
|------|---------|-----|
| good | average | low |
| | | |

7. The method of communication between the Head of studies with the students you rate as:

| | | |
|------|---------|-----|
| good | average | low |
| | | |

8. To what extent did your studies meet your expectations?

| | | |
|------|---------|-----|
| good | average | low |
| | | |

9. Do you think postgraduate studies are a useful way of improving your professional qualifications?

| | | |
|-----|----|--------------------------|
| yes | no | i do not have an opinion |
| | | |

10. Do you think your postgraduate studies will help you in your professional development?

| | | |
|-----|----|--------------------------|
| yes | no | i do not have an opinion |
| | | |

11. Who do you think should be the lecturer at the postgraduate studies you studied? (please select some of the following proposed)

- research and teaching staff,
- eminent practitioners,
- equally research and teaching staff as well as practitioners

other people/please specify.....