

DEMOCRITUS UNIVERSITY OF THRACE
QUALITY ASSURANCE UNIT



IQAS PROCEDURE
D-5.6 STUDENT EVALUATION OF TEACHING



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1 PURPOSE

The purpose of this procedure is to describe the manner in which the teaching is evaluated in DUTH's Study Programmes:

2 IMPLEMENTATION STEPS

2.1 Method

RESPONSIBLE: QAU

RECORD:

DESCRIPTION:

For the evaluation of teaching in DUTH's undergraduate and postgraduate study programmes, a digital questionnaire is used via the QAU-DUTH Information System.

2.2 Collection of evaluation data

RESPONSIBLE: QAU-DUTH, Department OMEAs

RECORD: E.5.6-01

DESCRIPTION:

The distribution of the questionnaires takes place between the 8th and 11th teaching weeks of the winter and spring semesters of each academic year, under the responsibility of the Department's OMEA and the respective instructor.

Method of conducting the evaluation: Via QAU-DUTH's Information System. QAU-DUTH notifies, by email, the OMEA members of their obligation to conduct the evaluation of teaching in their departments' undergraduate and postgraduate study programmes during the 8th to 11th week.

The OMEA first informs instructors and students of the commencement of the teaching evaluation process, and then undertakes the necessary actions via QAU-DUTH's information system in order to initiate the evaluation of teaching by students.

Upon completion of grade entry, the Departmental Secretariat notifies QAU-DUTH by email in order to grant instructors access to the results of the evaluation.

Members of the Internal Evaluation Group (OMEA) and the Chair of the Department are granted enhanced access to the Department's overall evaluation results, in order to proceed with processing, them and present them to the Department Assembly.

2.3 Data analysis and evaluation of results

RESPONSIBLE: QAU-DUTH

RECORD: E.5.6-02

DESCRIPTION:

For data analysis, simple spreadsheet applications (e.g. Excel software) may be used.

The OMEA of each Academic Department, via QAU-DUTH's Information System, has access to the overall results of the teaching evaluation, which have already been subject to an initial analysis and are accompanied by the mean and standard deviation of students' responses per course as well as overall.

The OMEA reviews the results and recorded student comments (if any), presents them in the format of a report (E.5.6-02) on the respective topic at the first Assembly meeting of the following year, and proceeds in undertaking corrective action where necessary.

The extract from the minutes of the respective agenda item of the Assembly at which the results were presented is forwarded to QAU-DUTH under the responsibility of the Chair of the Department by the end of October.

QAU-DUTH processes the results and presents the overall assessment of teaching at DUTH to the Senate. The final conclusions of the Senate on the assessment of teaching are forwarded to the Governing Council.

3 SCHEDULE

Teaching evaluation is conducted between the 8th and 11th teaching weeks of the winter and spring semesters of each academic year.

4 RELATED DOCUMENTS

5 DOCUMENTATION - RECORDS

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	RESPONSIBLE FOR MAINTENANCE
E.5.6-01	Teaching Evaluation Questionnaire	✓	Indefinitely	QAU-DUTH
E.5.6-02	OMEA Report to the Assembly on the Results of Teaching Evaluation	✓	Indefinitely	Respective Department

6 RESPONSIBILITIES

6.1 QAU-DUTH is responsible for drafting and revising the present Procedure.

7 DEFINITIONS

There are no definitions regarding the present procedure.

8 WORK INSTRUCTIONS

8.1 OMEAs are required to inform ALL instructors of the respective Study Programme (whether undergraduate or postgraduate) from the beginning of the semester about the teaching evaluation process and to refer them to the procedure posted on QAU-DUTH's website, as well as to the relevant forms.

9 FLOWCHART

