

Based on article 15 and article 17 of the Law on Higher Education ("Official gazette RS" no. 76/05, 100/07, 97/08, 44/10, 93/12 and 89/13) and the article __ of the Statute of the Academy, Board of the vocational college in _____, on the session held on _____2014, has adopted a

RULEBOOK

On the student evaluation of the quality of studies

Content of the rulebook

Article 1.

This Rulebook determines the areas, aims, principles, methods and standards of the procedure for the evaluation of the quality of studies, teaching process and pedagogical work of teachers in colleges within the Academy by their students, as well as the manner in which the evaluation documentation is kept and the manner in which the results of the evaluation are used.

Rules determined by this rulebook are the common rules for the evaluation of the quality of studies, the teaching process and the pedagogical work of teachers in all the colleges within the Academy and they are applied for evaluation of all the levels of studies.

Aims of the evaluation

Article 2.

By evaluating the quality of studies, information is obtained from students on their opinion of monitoring, control and improvement of the quality of studies in accordance with the Rulebook on standards and the procedure for quality assurance.

In the evaluation of the results of the pedagogical work of teachers, opinion of the students is also taken into account.

Scope of evaluation

Article 3.

Areas of student evaluation are the following:

1. study program,
2. teaching process,
3. pedagogical work of teachers,
4. textbooks and literature,
5. work of the professional services, facilities and the equipment.

Principles of the evaluation procedure

Article 4.

Procedure for the student evaluation of the quality of studies is conducted according to the following principles:

- the principle of voluntariness,
- the principle of anonymity,

- the principle of neutrality,
 - the principle of protection of the person whose work is the subject of evaluation.
- Students approach the evaluation voluntarily.

In the evaluation procedure anonymity of students is ensured.

Persons who conduct the evaluation procedure must not influence the opinion of students, while the person whose work is being evaluated must not be present in the place where the evaluation procedure is conducted.

When conducting the evaluation and announcing the results of evaluation, the dignity of the person whose work has been the subject of evaluation must be protected.

The principles of the evaluation procedure are binding for all the management bodies, professional bodies, as well as all the students and the non-teaching staff.

Commission for conducting the student evaluation

Article 5.

Student evaluation is conducted by the Commission for the quality assurance (hereinafter referred to as the Commission) which is appointed by the Teaching council of the college from the rank of teachers, fellow-workers, non-teaching staff and students.

The Commission prepares a questionnaire, conducts the evaluation procedure, keeps the records of conducting the evaluation and prepares a report about the evaluation results.

Apart from the members of the Commission, students and the employed in the professional services can also take part in conducting the evaluation procedure if they have been authorized in the written form to do that by the director.

Evaluation methods

Article 6.

The main method of the student evaluation of the quality of studies, the teaching process as well as the pedagogical work of teachers is a survey.

According to the rule, the student survey is conducted as a group guided survey.

The survey is conducted by completing a questionnaire which contains multiple choice questions (statements) as well as the open-end questions which give students the possibility to express their views, comments, observations and suggestions.

Examinees

Article 7.

Three groups of examinees are encompassed by the survey.

The first group of examinees consists of freshmen which have enrolled the study program for which they have gained the right.

The second group of examinees encompasses all the enrolled students, from a certain study program and the year of studies (first, second, third year of studies). The surveyed students express their opinion on the courses that they have been attending and the teachers who were holding their lectures and practical classes.

The questionnaire is valid even if the examinee does not answer all the questions, that is the statements given in the questionnaire.

The third group consists of the students who have finished their studies.

The sample must encompass more than 50% of the enrolled students from a certain study program and the year of studies.

Content of the questionnaire

Article 8.

Based on the type of the examinees, three kinds of questionnaires are used and they are the following:

1. Questionnaire for freshmen
2. Questionnaire for students
3. Questionnaire for the students who have finished the studies

All the questionnaires have: specification of the subject of the evaluation, student data (student status and the average score of studies), date of the survey and the instructions for completing the questionnaire.

The instruction for completing the questionnaire contains the specification on the aim of the evaluation, as well as the specification on the voluntariness and anonymity of the survey.

The Questionnaire for freshmen contains questions (statements) the answers to which give realistic information about students (what their expectations are, how they will support themselves during studies, what languages they use, what their special interests are, etc.)

The Questionnaire for students contains questions (statements) from the evaluation area of study programs, teaching process, pedagogical work of teachers, manner of assessment and the evaluation of the professional services.

The Questionnaire for the students who have finished the studies contains questions (statements) to which the students give their final judgement about the college that they have just completed.

Apart from these questionnaires, The College can use other questionnaires as well in accordance with its needs and specificities.

Evaluation scale

Article 9.

The Questionnaire for freshmen contains open and closed type questions. Examinees give their opinion in the open-type questions or choose one of the given answers in the multiple-choice questions.

The Questionnaire for students contains the questions for which a five-level scale is used in accordance with the given statement.

The scale gradation is the following:

- 1 - I strongly disagree
- 2 - I disagree
- 3 - I neither agree nor disagree
- 4 - I agree
- 5 - I strongly agree

Students answer all of these questions by writing in the appropriate number on the scale from 1 to 5 where 1 is the lowest and 5 is the highest mark.

The final evaluation conducted by the students is thus expressed in two ways: descriptively-according to the percentage of consent to each of the given statements and numerically in questions where required.

The Questionnaire for the students who have finished the studies contains questions to which students give answers by using a five-level scale in accordance with the given statement. Gradation of the scale is the same as in the questionnaire for students. Also, the questionnaire contains open-end questions on which students give individual answers.

Time and manner of conducting a survey

Article 10.

Freshmen survey is conducted during the enrollement in the first year of studies to the appropriate study program. The questionnaire can be found in the Info brochure for freshmen.

Student survey for students on the first, second or third year of their undergraduate studies and the students at the specialist studies is conducted at the end of each semester, where students evaluate the work of the teachers and fellow-workers from the courses which they have been attending during that semester.

Survey of the students who have finished the studies is conducted on the occasion of issuing diplomas or when issuing a certificate that the studies have been completed.

Before students start completing the questionnaire, the interviewers (commission) explain the importance and the content of the questionnaire and how to complete it.

The interviewers should determine the number of the present examinees and must not make any kind of influence on them.

After finishing the survey, the interviewers should count the questionnaires that are handed in, put them in a folder or a box and write on it the place and the time of the survey, the number of present students, the number of completed and incompletd questionnaires and sign their names.

Students must be informed about the type of the survey and the time of conducting the survey, at least 8 days prior to the start of the survey.

Students must be given enough time to complete the questionnaire.

Data archiving

Article 11.

All the data about the survey (completed questionnaires, processed data, reports and minutes) are filed and must be protected from unauthorized access of the third parties and kept for at least three years.

Reports and the results of evaluation

Article 12.

After the evaluation has been conducted, the Commission for the quality assurance makes a report which contains:

1. data on the conducting of the survey (date of the survey, names of the interviewers, type of the survey procedure, study programs and courses that are evaluated, the names of the teachers, years of studies, status of studies, number of students who should have completed the questionnaire and the number of students who have

completed the questionnaire, the number of valid and invalid completed questionnaires as well as the objections if there were any).

2. evaluation results (percentage of answers to each individual question (statement) for all the items of the scale, average mark of all the answers that the examinees have given when numerical scoring is used or attitudes and opinions as answers to open end questions, etc.)

Once a year, usually by the end of the academic year, the Commission makes an annual report about the conducted surveys and the evaluation results which is submitted to the college director. The director informs the teaching staff about the evaluation results during that academic year on the session of the Teaching council.

Student representatives who participated in the Commission for conducting of the survey, inform the students through the Student Parliament about the results of the survey which are important for them.

Also, the representatives of the non-teaching staff who are members of the Commission inform the non-teaching staff with the help of the School secretary about the results which are relevant for them.

The Commission also prepares a special report about the evaluation results of the pedagogical work of each teacher. Evaluation of the pedagogical work is determined by the questionnaire for the enrolled students. The Commission delivers a special report about the results of the evaluation of pedagogical work to each teacher whose work has been evaluated and to the Student parliament which gives its opinion in the procedure for the election of a teacher to the position based on these results.

This Rulebook comes into force the following day from the day of its approval.

ACAS Southern Serbia