

UNIVERSITY OF SZEGED

ALBERT SZENT-GYÖRGYI MEDICAL SCHOOL

**REGULATIONS FOR STUDENT EVALUATION OF
TEACHING**

Szeged, 22 March 2023

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Preamble

In its resolution SZ-91-IV/2022/2023 (I.30.), the Senate of the University of Szeged has adopted the Policy on Student Evaluation of Teaching (hereinafter referred to as SET). According to the Senate's resolution, the Heads of the Faculties, in cooperation with the Students' Union, shall lay down the detailed rules for SET in the faculty regulations.

For matters not covered by these faculty regulations, the provisions and principles of the Policy on Student Evaluation of Teaching shall prevail.

Albert Szent-Györgyi Medical School of the University of Szeged has adopted the following regulations for SET.

Section 1: Legal references

Albert Szent-Györgyi Medical School has elaborated its Regulations for Student Evaluation of Teaching in full compliance with

- Regulation (EU) 2016/679 of the European Parliament and of the Council for the protection of natural persons with regard to the processing of personal data and for the free movement of such data,
- Article 61(1)(b) of Act CCIV of 2011 on National Higher Education,
- Act XII of 2011 on the Right to Informational Self-Determination and Freedom of Information,
- the Organisational and Operational Regulations of the University of Szeged,
- the Policy on Student Evaluation of Teaching of the University of Szeged, and
- the Quality Improvement Regulations of Albert Szent-Györgyi Medical School.

Section 2: General provisions

1.§ Objectives of the evaluation

(1) Student evaluation of teaching has been introduced in order to

- contribute to educational quality development at Albert Szent-Györgyi Medical School,
- directly contribute to the development of the teaching work of the educators,

- promote the recognition of the educators' teaching work and the qualification of the educators,
- help the educators to understand the opinion-forming abilities of the students,
- create opportunities and frameworks for students to express their opinions responsibly,
- enable the educators or heads of the educational units to receive direct feedback on the basis of student responses, and to make the required modifications.

2.§ Scope of the evaluation

(1) The evaluation shall be applied to the teaching staff (hereinafter referred to as educators).

(2) Every semester, the educators teaching the courses at Albert Szent-Györgyi Medical School shall be subject to evaluation by the students registered for the given course.

(3) Albert Szent-Györgyi Medical School shall enable all students attending

- the Hungarian and foreign language programmes,
- the undergraduate, doctoral and postgraduate education, continuing education, and the foundation year programme,
- full-time and part-time education

to evaluate the teaching work of the educators in accordance with these regulations.

(4) SET is not applicable to the following courses:

- a) courses without lectures (examination courses),
- b) thesis courses,
- (c) seminars preparing for writing the thesis,
- (d) talent management,
- (e) complex examination (doctoral studies)

3.§ Organisation of SET surveys

(1) The organisation of student evaluation of teaching is an integral part of the faculty's quality development. The organisation and implementation of SET surveys is carried out by the

chairperson of the Education Committee of Albert Szent-Györgyi Medical School in cooperation with the Students' Union of the Medical School.

4.§ General rules of SET

(1) Quantitative indicators shall be used, in whole or in part, during the whole evaluation process.

(2) If an educator teaches several courses, the work of the educator shall be evaluated separately for each course.

(3) Educators' work can only be evaluated by the students registered for their course during the given semester.

(4) If a student declares that they have attended less than 50% of the classes held, the questionnaire filled in by the student must be considered invalid. Student evaluation of an educator's work shall be taken into account if at least 25% of the students registered for the course, but at least 5 students, have submitted a valid evaluation. If at least 30 of the students registered for the course have submitted valid feedback, the evaluation can be processed regardless of the total number of students registered for the course.

(5) SET surveys are carried out electronically within the Neptun system.

(6) The Management and the Students' Union of the Medical School shall ensure that students are informed about the possibility of giving feedback about a course, the process of evaluation, and the time of the SET survey in each semester.

(7) At Albert Szent-Györgyi Medical School SET surveys shall be carried out in the last two weeks of each semester, using questionnaires (as per Annexes 1, 2 and 3 of these Regulations) to be completed and submitted in Neptun. Students can complete only one questionnaire for each course they are registered for.

5.§ Evaluation of SET, procession and documentation of data

(1) The evaluation is anonymous, the system stores only the aggregated data, so that the identity of the person submitting the evaluation remains unidentifiable. Throughout the evaluation process, students shall not be required to provide any data that would allow their identity to be revealed. The data are also summed up and processed electronically. Breakdown of the answers to each question in a questionnaire shall be provided. Where relevant, the average score of the responses to the questions should also be provided. The SET report should include all textual evaluations about the educator, regardless of the number of lessons attended by the student submitting the evaluation.

(2) The report shall be completed within one week of the SET survey period. The evaluatees shall be notified of the completion of the report by electronic mail to their address registered in Neptun. The educators may, at their own discretion, make the results of SET for their courses public in Neptun.

(3) The table of data which constitutes the evaluation report shall be sent to the heads of the educational-organizational units responsible for the course concerned, and the heads of the educational-organizational units shall forward their opinion on the report to the Vice-Dean for Educational Affairs within three weeks.

(4) The evaluatees are entitled to submit a written comment on the report within 15 days of notification. The Dean of the Medical School, the Vice-Dean for Undergraduate, Postgraduate and Continuing Education, the Vice-Dean for Educational Affairs, the Quality Assurance Officer of the Medical School, the Head of the Dean's Office, and the President of the Medical School's Students' Union have full access to the results of the evaluation. The head of the educational-organizational unit has the right of access to the evaluation of the educators for the courses offered by the unit.

(5) The evaluatees shall be given the opportunity to see all valid student feedbacks, inspect the reports, and submit written comments. The evaluatees' written comments must be handled in conjunction with their evaluation, so that they form an integral part of the report.

6.§ Periodicity and conduct of SET surveys

- (1) The evaluation of the courses and examinations shall take place once a semester, during the last two weeks of the examination period, in accordance with Annexes 1 and 2.
- (2) At least 10 working days shall be allowed for the completion of the questionnaires.
- (3) SET surveys shall be conducted electronically within the Neptun system.
- (4) At least 10 working days shall be allowed for the evaluation of training places and practical trainings starting after the completion of the training course and the entry of the completion of the training course in the Neptun system.

7.§ Scope of the evaluation

- (1) The evaluation can apply to the compulsory, compulsory elective and optionally elective subjects taught during the semester.
- (2) The evaluation can also apply to lectures, seminars, and laboratory or bedside practices, as well as written or oral examinations, and (study) reports at the end of the semester.

8.§ Bonus for students completing the questionnaires

- (1) Student evaluation of teaching is a subjective right arising from the student's status as a student, which the student may exercise within the framework of these regulations.
- (2) Participation in SET is voluntary, and students cannot be subjected to negative discrimination for expressing an opinion, or choosing not to express an opinion.
- (3) Students who complete the questionnaires will, where applicable and in accordance with the principle of anonymity and the data protection policy, be awarded bonus points to facilitate registration for courses with a number limit, where the registration for the course is determined by the ranking of students.

(4) Bonus points are only awarded to students who have completed the questionnaires for all compulsory courses with a number limit which they have attended during the given semester. Bonus points are also awarded to students who enter the SET site, and express their intention that they do not wish to evaluate the subject in question.

9.§ Retention and protection of documents, databases and information generated in the course of the evaluation

(1) The Dean's Office of Albert Szent-Györgyi Medical School shall be responsible for the management and safekeeping of documents and databases (hereinafter referred to as "data") containing aggregated data generated in connection with SET.

(2) Everyone involved in processing the data shall declare in writing that they will not disclose the data of which they have knowledge, including data stored in electronic form, to unauthorised persons. The educators have the right to add comments on the conduct of SET surveys, and file a complaint with the Dean of Albert Szent-Györgyi Medical School (or Vice-Dean for Educational Affairs).

(3) Collection, procession and storage of data generated during SET shall be carried out in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and in such a way that the personal rights of the evaluatees are not violated.

(4) Access to the data generated during SET, if not made public in Neptun by the educator, shall be possible only and exclusively with the expressed consent of the educator (Annex 4), or if the person wishing to access the documents is authorised by law, or by the Dean or the Faculty Council of Albert Szent-Györgyi Medical School.

(5) All data generated during the evaluation shall be kept for five years.

10.§ Use of SET results

(1) The regular student evaluation of the educators shall be taken into account in personnel decisions affecting the educators (e.g. leadership positions, appointments, promotions, awards, bonuses, etc.).

(2) SET shall not be considered exclusive for assessing the educators' work.

(3) If SET results indicate a problem with the work of the educator (the average of the quantitative measures of the evaluation for all courses taught by the educator in the given semester is 2.5 or less) in at least three semesters within two academic years, the Dean of the Medical School (or the Vice-Dean of Educational Affairs) and the head of the educational-organizational unit will conduct an investigation to clarify the situation, and will inform the educator (evaluee) and the Students' Union of the results of the investigation.

(4) Educators who have achieved the best results in SET for over two semesters may be rewarded by the Dean of the Medical School upon the proposal of the Vice-Dean of Educational Affairs. Data in SET reports may be used only and exclusively for purposes specified by law.

Section 3: Final provisions

11. §

The Faculty Council of Albert Szent-Györgyi Medical School of the University of Szeged has adopted the present regulations in its Resolution No. and it shall enter into force on the day of its publication.

The Regulations can be accessed using the following link:

Szeged, 22 March 2023

Prof. Dr. György Lázár, signed

University Professor, Dean

ANNEXES

Annex 1: Central set of questions for SET surveys

Class attendance habits	What percentage of classes did you attend? 1: I have not missed a class 2: I missed one or two classes 3: I attended more than half of the classes 4: I attended less than half of the classes 5: I attended one or two classes 6: I have not attended a single class
Course	In your opinion, to what extent did the course improve the skills and knowledge described in the course description? 1: not at all, 2, 3, 4, 5: absolutely 0: I cannot judge To what extent do the available supplementary materials (e.g., books, videos, PPTs, etc.) support the learning for the course? 1: not at all, 2, 3, 4, 5: absolutely 0: I cannot judge
Educator's preparedness	How prepared was the educator? 1: not at all, 2, 3, 4, 5: absolutely 0: I cannot judge
Educator's attitude	How helpful was the educator during the course? 1: not at all, 2, 3, 4, 5: absolutely 0: I cannot judge
Educator's classroom activities	To what extent was the educator easy to follow? 1: not at all, 2, 3, 4, 5: absolutely 0: I cannot judge
General	Overall, how satisfied are you with the educator's teaching work? 1: not at all, 2, 3, 4, 5: absolutely 0: I cannot judge

Annex 2 Questionnaire specific for Albert Szent-Györgyi Medical School

At the end of the examination period

1. Which group did you participate in during the practice/seminar?
2. How useful was the material presented during the lecture in acquiring the overall study material? (1: not at all – 5: very helpful)
3. How useful was the practice/seminar in your preparation for the course? (1: not at all – 5: very helpful)
4. If students had the opportunity to ask questions, how satisfactory were the answers?
5. Did the lectures/practices/seminars take place at the time announced in the timetable?
6. Did the educator who was announced as the teacher for the class in the timetable give the lectures/practices/seminars?
7. How difficult was the exam? (1: very easy – 5: very difficult)
8. List a few aspects that were good regarding education in the last semester.
9. Describe briefly how education at the Medical School could be improved.

Annex 3

Educator Consent Form

I, the undersigned (name)..... (NEPTUN ID), educator at(Department), by signing this consent form, hereby voluntarily agree that

..... (name) (ID)

for the purpose of

can access and read the students' feedback and the report compiled on the basis of Student Evaluation of Teaching (SET), in compliance with the applicable data protection regulations.

Date:.....(year).....(month).....(day)

.....

signature