Pannon Egyetem
University of Pannonia

# REGULATION ON THE EVALUATION OF EXCELLENCE IN TEACHING

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Person responsible for the maintenance of the regulation: Rector's Commissioner for Quality Development
Version: 02

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*if the entry into force of the rules is subject to adoption by the Board of Trustees

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*The Regulation on the Evaluation of Excellence in Teaching (hereinafter referred to as: "**Regulation**") issued by the University of Pannonia (hereinafter referred to as: "**University**") on the basis of the Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees as well as Part III of the OOR: Student Requirement System (hereinafter referred to as: "**SRS**") and Subsection fb) of Section (3) of Article 12 of Act CCIV of 2011 on National Higher Education is as follows:*

## 1. §

## Aim of the Regulation

(1) The Regulation on the Evaluation of Excellence in Teaching, in line with the Integrated Quality and Environmental Management Policy of the University, creates the opportunity for students to take part in the improvement of the quality of teaching in an objective and responsible manner, taking the following aims and guidelines into consideration:

a) contribution to the improvement of the quality management system of the University;
b) improvement of the quality of training programmes;
c) facilitation of the improvement of teaching standards;
d) feedback for teachers on the perception of their activities, contribution to their personal development;
e) support for the performance evaluation of teachers.

## 2. §

## Scope of the Regulation

(1) The Regulation applies to

a) the evaluation of each person performing educational activities at the University (hereinafter referred to as "**teacher**"), irrespective of the type of employment relationship;
b) all the people participating in the assessment of excellence in teaching;

c) the assessment of excellence in teaching, in particular the processing of the evaluation questionnaires, the publication and storage of results, the options for correcting deficiencies and all the people participating in these processes, irrespective of the type of employment relationship.

(2) The scope of the Regulation applies to all the educational levels, training programmes, teachers and training locations of the University, with the exception of the programmes of the Institute for Adult Education and the Institute of Physical Education and Sports, irrespective of the language of training. Due to their educational peculiarities, doctoral schools are not subject to this Regulation; they use a student satisfaction questionnaire regulated in a separate regulation for assessment.

## 3. §

## The questionnaire

(1) Excellence in teaching is evaluated with the help of online questionnaires developed by the Quality Development Group of the Center of Excellence in an online questionnaire design tool in the language used in the given training programme.

(2) The questionnaires include the questions proposed by the Students' Union of the University of Pannonia (hereinafter referred to as: "SUUP") and the Rector's Commissioner for Quality Development, reviewed by the Quality Development Committee and approved by the Senate.

(3) The questionnaires suitable for the evaluation of excellence in teaching are filled in by students for each teacher, in every six months.

(4) The current student data necessary for the evaluation of teachers are provided to the Quality Development Group of the Center of Excellence by the Directorate of Academic Affairs from the Neptun system.
Deadline for data supply:

- autumn term: 31st October
- spring term: 31st March

(5) The Directorate of Academic Affairs uses the Neptun system to sort out the courses that are not suitable for the evaluation of excellence in teaching due to the lack of timetable information. The faculties may pick additional courses where teacher evaluation is not possible until 1st October in the autumn term and until 1st

March in the spring term. Course exceptions will be reviewed and approved by the Vice Provost for Instruction and the Director of Instruction by October 10 for the fall semester and March 10 for the spring semester.

(6) The questionnaire will be completed in cooperation with the Directorate of Information Technology.
Deadline for upload: last day of the 11th week of term time.

(7) Students cannot be compelled to complete the questionnaire; they have the right not to fill in the questionnaire.

(8) Students rate excellence in teaching on a scale of 1 to 5, where 5 is the most positive and 1 is the most negative evaluation.

## 4. §

## Making the questionnaire available

(1) It must be guaranteed that responding students fill in only one questionnaire for each teacher and that the students cannot be identified. It must also be ensured that a teacher may only be evaluated by students who take at least one of his or her courses in the current term.

(2) The anonymity of respondents must be ensured in the evaluation process, since the evaluation and its content must not be linked with the evaluator. The personal data of the evaluator are anonymised in accordance with the provisions of the relevant data protection regulation. Due to this step, the personal data of the evaluator cannot be identified any more without using additional information. If the number of students taught by a teacher in the given term does not exceed 2, anonymity cannot be guaranteed. The students concerned must be informed of this fact before the completion of the questionnaire.

(3) Students and lecturers are informed about the possibility to fill in the questionnaires by the Directorate of Academic Affairs, the Directorate of Communication, the Quality Development Group of the Center of Excellence, and the SUUP.
Deadline for notification: first working day of the 12th week of the term.

(4) Questionnaires are completed according to a pre-defined schedule aligned with the timetable of the term.
Deadline for completion of the questionnaires:

- autumn term: last day of the examination period
- spring term: last day of the examination period

(5) The teacher is obliged to call the students' attention to the fact that the questionnaire is available for completion and allows some time for this during the last lesson of term time if the schedule of the course makes this possible.

## 5.§

## Aggregating and processing the data of the questionnaires

(1) The evaluation of the questionnaires is carried out by the Strategic Planning and Analysis Center of the Center of Excellence.

Deadline for the evaluation:

- autumn term: 15th February
- spring term: 15th July

(2) The questionnaires completed by the students must be processed for each teacher.

(3) In the course of processing, the number of responses given must also be indicated next to the average values, since the 'excellence in teaching' results may be taken into consideration by the supervisor of the teacher during the performance assessment process.

(4) When starting the completion of the questionnaire, the student is required to state what proportion of the classes he or she has attended. Questions 1 and 2 of the questionnaire provide some background information for the management of the faculty and the institute and this information is not included in the teacher's performance evaluation.

(5) Except for questions 1, 2 as well as question 4 c sub-sections' option "not relevant", the responses given to the questions are averaged.

(6) Only questionnaires which are fully complete may be taken into consideration for the evaluation.

## 6.§

## Providing information and feedback

(1) Data supply based on the processing of the questionnaires is provided in an electronic way as follows:

(a) uploading aggregate statistical results for each teacher of the organisational unit in the given term to the folders created in Nextcloud;
(b) uploading the results of the teachers belonging to the organisational units of a given faculty, university centre or campus, as statistical data aggregated by teacher, to the folders created in Nextcloud for the deans, deputy deans for education, heads of the university centres, campus directors, and the heads of the organizational units;
(c) forwarding a summary report with data aggregated at institute, faculty or comprehensive organisational unit/organisational unit level to the President of the SUUP by electronic means;
(d) forwarding a summary report with data aggregated at institute, faculty/university centre/campus and teacher level to the Rector, the Vice Rector for Educational Affairs and the Chancellor of the University.

(2) The results of the Teaching Excellence Evaluation are available on the following website: https://strategia.uni-pannon.hu/elemzeseink.

(3) The results of the evaluation must be sent to those named in Section (1) until the following deadlines:

- autumn term: 15th February
- spring term: 15th July

(4) The heads of faculties, university centres and the head of the campus will provide feedback on the results of the review, assessing the impact of the results on the organisation. The evaluation will be sent back to the Rector's Commissioner for Quality Development, by the deadlines below:

- autumn term: 15th March
- spring term: 15th August

(5) The Quality Development Group of the Center of Excellence informs students annually about the improvements made based on feedback related to the questionnaire results.

(6) The Teaching Excellence Evaluation Award is granted on the basis of the results of the Teaching Excellence Evaluation, following consultation between the Quality Development Group of the Center of Excellence and the heads of the faculty, university centre, campus or -if applicable- the heads of the non-faculty comprehensive organisational units involved in teaching activities (except for the Institute of Physical Education and Sports and the Institute for Adult Education).

(7) It is forbidden to send the results of the teachers to people other than those named in Section (1) or disclose them in any other form without the prior written consent of the teacher concerned.

(8) When handling data, the personality rights of those concerned must be respected and the relevant provisions of Act CXII of 2011 on Informational Self-Determination and Freedom of Information, Act V of 2013 on the Civil Code and other regulations must be observed.

(9) The Quality Development Group of the Center of Excellence shall keep the results of the reviews in accordance with the Unified Retention Schedule of the University of Pannonia.

## 7.§

## Miscellaneous and final provisions

(1) The Rector's Commissioner for Quality Development is responsible for conducting the review process, with the participation of the faculties, comprehensive organisational units and organisational units involved in the process.

(2) The Vice Rector for Educational Affairs, the Director of Academic Affairs, the Rector's Commissioner for Quality Development, the Quality Development Committee, the Education and Credit Transfer Committee and the President of the SUUP may initiate a review of the content of the questionnaire.

(3) If problems arise in connection with the evaluation, the student or teacher affected by the evaluation may submit a written complaint to the Rector within 30 days of receipt of the evaluation results. A written communication on the results of the investigation of the complaint must be sent to the person filing the complaint within 30 days.

(4) The University may deviate from the provisions of this Regulation in exceptional cases with the approval of the Senate.

(5) The Regulation was discussed by the Senate at its meeting of 27.11.2025 and adopted by Senate Resolution 197/2025. (XI.27.). This Regulation shall enter into force on 8th December 2025. At the same time, the Regulation on the Evaluation of Excellence in Teaching adopted by Senate Resolution 82/2025. (IV.24.) shall be repealed.

Place and date: Veszprém, 27th November 2025

| | |
|---|---|
| Dr. János Abonyi | Zsolt Csillag |
| Rector | Chancellor |

# Annexes

## Annex 1: Explanatory notes

1. Ensuring anonymity is of utmost importance when completing the questionnaire; as a result, please do not provide any details that may be used to identify you.

2. It takes 5 minutes to complete the questionnaire. You can follow your progress through the survey.

3. The next part of the questionnaire includes 4 main questions, followed by a free text section where you can leave your freely expressed opinion.

4. For each question, you can evaluate your teacher's teaching activities on a scale of 1 to 5, where 5 is the most positive opinion and 1 means the most negative judgement.

5. You must provide a rating to each question; otherwise you cannot go on with the questionnaire. In the case of free text options, providing an answer is not mandatory, respondents may proceed with the questionnaire without answering. However, answering these questions contributes to the institutional quality improvement process.

6. After you have completed the questionnaire, it will not be available any longer for corrections or modifications.

If you have comments or improvement ideas about the evaluation of excellence in teaching, please contact the Rector's Commissioner for Quality Development at minoseg@uni-pannon.hu and/or the President of the SUUP at elnok@hok.uni-pannon.hu.

## Annex 2: Deadlines for the EET

| Activity | Deadline | |
|---|---|---|
| | Autumn term | Spring term |
| 3. § The questionnaire | | |
| The Directorate of Academic Affairs supplies up-to-date student data necessary for the evaluation of teachers. | 31st October | 31st March |
| Uploading the participants of the survey, in cooperation with the Directorate of Information Technology. | last working day of the 11th week of term time | last working day of the 11th week of term time |
| 4. § Making the questionnaire available | | |
| Informing students and teachers of the availability of the questionnaires. | first working day of the 12th week of term time | first working day of the 12th week of term time |
| Completion of the questionnaires according to a schedule included also in the timetable for the term. | last day of the autumn semester examination period | last day of the spring semester examination period |
| 6.§ Providing information and feedback | | |
| Forwarding the evaluation results to those named in Section (1). | 15th February | 15th July |
| Feedback on the basis of the results (the heads of the faculties, university centres and the head of the campus). | 15th March | 15th August |
| Retaining the evaluation results (Quality Development Group of the Center of Excellence). | in accordance with the Unified Retention Schedule of the University of Pannonia | |
| 7.§ Miscellaneous and final provision | | |
| Submitting complaints by teachers/students to the Rector. | 30 days | |
| Time allowed for complaint management | 30 days | |