



University of Pannonia

REGULATION ON THE EVALUATION OF EXCELLENCE IN TEACHING

Adopted by the Senate on: 16th June 2022

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Person responsible for the maintenance of the regulation: Director of the Centre for Quality Improvement

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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: Academic Regulations for Students (hereinafter referred to as: "**ARS**") 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 Quality Policy Statement 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 adult education, 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 Centre for Quality Improvement in an online questionnaire design tool in the language used in the given training programme.

(2) The questionnaires include the questions reviewed by the Students' Union of the University of Pannonia (hereinafter referred to as: "**SUUP**") and the Director of the Centre for Quality Improvement 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 Centre for Quality Improvement 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. The courses categorised as exceptions are assessed and approved by the Deputy Rector for Educational Affairs and the Director of Academic Affairs until 10th October in the autumn term and until 10th March in the spring term.

(6) The participants to be asked to fill in the questionnaire are uploaded with the cooperation of the Information Technology Division operating under the Directorate of Process Development and Project Affairs.

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 opinion and 1 means the most negative judgement.

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 teachers are informed of the availability of the questionnaires for completion by the Directorate of Academic Affairs, the Directorate of International Relations and Communications, the Centre for Quality Improvement and the Students' Union of the University of Pannonia.

Deadline for notification: first working day of the 12th week of term time.

(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: 31st December
- spring term: 31st May

(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 questionnaires are processed by the Centre for Quality Improvement.

Deadline for processing:

- autumn term: 31st January
- spring term: 30th June

(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 head of the comprehensive organisational unit 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 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 and 2, the responses given to the questions are averaged.

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

6.5

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;
- (c) forwarding a summary report with data aggregated at institute, faculty or organisational unit level to the President of the SUUP;
- (d) forwarding a summary report with data aggregated at institute, faculty/university centre/campus and teacher level to the Rector, the Deputy Rector for Educational Affairs and the Chancellor of the University.

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

- autumn term: 31st January
- spring term: 30th June

(3) The heads of the various faculties, university centres and campuses send feedback on the evaluation results, assessing the impacts of the results on their organisations. They send their assessments back to the Director of the Centre for Quality Improvement until the following deadlines:

- autumn term: 28th February

– spring term: 31st July

(4) The Centre for Quality Improvement annually informs students of the improvements implemented on the basis of the faculty feedback.

(5) 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.

(6) 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.

(7) The Centre for Quality Improvement must retain the evaluation results for ten years.

7.§

Miscellaneous and final provisions

(1) The Director of the Centre for Quality Improvement is responsible for the implementation of the evaluation process, in cooperation with the organisational units concerned.

(2) The revision of the content of the questionnaire may be requested by the Deputy Rector for Educational Affairs, the Director of the Centre for Quality Improvement, the Quality Improvement Committee, the Educational and Credit Transfer Committee and the President of the Students' Union of the University of Pannonia.

(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) This Regulation was discussed by the Senate at its meeting of 16.06.2022 and adopted by Senate Resolution 138/2022 (VI.16.). This Regulation enters into force on 1st August 2022. At the same time, the Regulation on the Student Evaluation of Teaching adopted by Senate Resolution 171/2021 (X.28.) ceases to have effect.

Place and date: Veszprém, 16th June 2022

Dr. András Gelencsér
Rector

Zsolt Csillag
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 9 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.
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 Director of the Centre for Quality Improvement at **minoseg@uni-pannon.hu** and/or the President of the Students' Union of the University of Pannonia 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.	31 st October	31 st March
Uploading the participants of the survey, in cooperation with the Information Technology Division.	last working day of the 11 th week of term time	last working day of the 11 th week of term time
4. § Making the questionnaire available		
Informing students and teachers of the availability of the questionnaires.	first working day of the 12 th week of term time	first working day of the 12 th week of term time
Completion of the questionnaires according to a schedule included also in the timetable for the term.	31 st December	31 st May
6.§ Providing information and feedback		
Forwarding the evaluation results to those named in Section (1).	31 st January	30 th June
Feedback on the basis of the results (heads of the faculties, university centres and campuses).	28 th February	31 st July
Retaining the evaluation results (Centre for Quality Improvement).	10 years	
7.§ Miscellaneous and final provision		
Submitting complaints by teachers/students to the Rector.	30 days	
Time allowed for complaint management	30 days	

Annex 3: Content of the questionnaire

Class attendance

1. What proportion of the classes held by the given teacher did you attend?

- a. More than 80%
- b. 60-80%
- c. 40-60%
- d. 20-40%
- e. Less than 20%

(If the student selects answer 'c' or 'd' or 'e' for question 1, he or she receives question 2. If answer 'a' or 'b' is chosen, question 3 is the next question.)

2. What was the main reason for your non-attendance?

- a. Timetable conflict with another course
- b. The teacher's personality
- c. Academic standards of the course
- d. Relationship with fellow students
- e. Personal reasons (e.g.: illness, travel)
- f. Workplace duties
- g. Other:

Teacher's attitudes

3. Please, rate the teacher's class attitude on the basis of the following questions:

- a. How easy was it to follow and understand the material being taught?
- b. To what extent did the teacher facilitate the internalisation of the course material during classes?
- c. How much did the teacher emphasise the usefulness of the subject?
- d. How much did the teacher's teaching style hold your attention?
- e. How much effort did the teacher make to involve the students in class activities?
- f. How convincing was the teacher's professional preparedness during classes?

4. How punctual or precise is the teacher in connection with the following?

- a. Start of lesson
- b. Finishing lesson
- c. Correcting tests
- d. Making requirements known

- e. NEPTUN administration

5. Please, rate the teacher on the basis of the following questions:

- a. How up-to-date and high quality was the course material used and handed out by the teacher?
- b. How clear were the class requirements and the teacher's expectations?

6. How would you rate the teacher in terms of the following aspects?

- a. Availability
- b. Helpfulness
- c. Dealt with students' enquiries.

7. How was the teacher-student relationship like with regard to the following?

- a. Communication
- b. Cooperation
- c. Partnership
- d. Acceptance
- e. Respect

8. How much motivation and inspiration did you get from your teacher in the following?

- a. Successful completion of the course
- b. Professional development

9. All in all, how would you evaluate the atmosphere the teacher created in class?