

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 1/11

Based on Article 32 of the Statute of the Faculty of Information Studies in Novi Mesto (Official Gazette of the Republic of Slovenia, No. 117/08, 56/12, 75/13, 25/14, 72/14, 17/16 and 46/17), the Senate It was adopted by the Faculty of Information Studies in Novi Mesto at its 4th regular session on 23/02/2011 and amended, supplemented and amended on 19/09/2012, 18/06/2014 and 24/09/2018 at its 35th (correspondence) session adopted the clean script.

RULES ON THE CONDUCT OF THE STUDENT SURVEY AT THE FACULTY OF INFORMATION STUDIES IN NOVO MESTO

Article 1 (content of the policy)

These regulations specify in more detail the procedures and documentation for the implementation and use of the results of the student survey at the Faculty of Information Studies in Novi Mesto (hereinafter: faculties), namely:

- the nature, purpose and content of the survey,
- responsibility for conducting the survey,
- the method of carrying out the survey and the course of the survey,
- data processing, preparation of reports and transmission of survey results,
- use of survey results,
- data confidentiality,
- storage of documentation,
- monitoring the implementation of the policy.

Article 2 (neutral grammatical form)

The terms used in this policy written in the masculine grammatical form are used as neutral for men and women.

Article 3 (nature and purpose of the survey)

(1) With the student survey (hereinafter: survey), students express their views on the pedagogical work of higher education teachers and colleagues (hereinafter: teachers and colleagues) and on the conditions that directly affect the quality of studies.

(2) The purposes of the survey are:

- evaluate students' views on the pedagogical work of teachers and colleagues,
- in an individual subject and to use the obtained results in improving the pedagogical process,
- evaluate students' views on the general conditions of study and use the obtained results to improve them,
- evaluate students' views on the actual workload of the student in each subject within the study program,
- to use the evaluated views of students in the monitoring and quality assurance procedures at the faculty,

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠŠZ	Adopted by: FIS Senate
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Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 2/11

- to obtain a basis for the opinion of the student council of the faculty on the pedagogical work of teachers and colleagues in the procedures of election to the title.

Article 4
(survey questionnaire and rating scale)

- (1) At the faculty, a uniform survey questionnaire on the pedagogical work of higher education teachers and colleagues is used, which also includes instructions for completing it. The survey questionnaire with instructions is attached to these regulations.
- (2) The evaluation scale is defined in the survey questionnaire.

Article 5
(responsibility for conducting the survey)

- (1) The survey is conducted in accordance with these regulations and the decisions of the faculty senate.
- (2) The vice-dean for quality is responsible for the appropriate implementation of the survey in accordance with the general acts and decisions from the first paragraph of this article. the dean of the faculty, if the vice dean for quality is not appointed.
- (3) Vice dean for quality or the dean, if the vice-dean for quality is not appointed, coordinates the preparation of a report every year after the survey, which is accepted by the Quality and Evaluation Committee and forwarded to the Student Council and the Senate for consideration.

Article 6
(extent and time of survey)

- 1) The survey is conducted twice per academic year at the faculty for all teachers and colleagues who participated in the implementation of study programs, namely based on the forecast of the implementation of study programs for the academic year for which the survey is conducted, and for all study programs that are were carried out in an individual academic year.
- (2) The survey is carried out every year, as a rule, before the first exam deadline for each teacher and colleague who participated in each semester in each subject (chapters E., F., G.). The survey on general matters is carried out during the survey at the end of the first semester (chapters A., B., C., D.). Graduates fill out a survey at the end of their studies. A more precise decision on the time of the survey is made by the dean of the faculty.

Article 7
(method of carrying out the survey)

As a rule, the survey is carried out by online surveying, but it can also be conducted by guided group surveying or postal surveying, whereby anonymity must be ensured in all cases.

Article 8
(right to fill in the survey questionnaire, respondents)

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠŠZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 3/11

- (1) All full-time and part-time undergraduate and postgraduate students have the right to fill out the questionnaire.
- (2) Completing the survey questionnaire is voluntary and anonymous for the student.
- (3) An individual student (respondent) gives an opinion only for those teachers and colleagues with whom he listened to lectures and/or exercises. The completed questionnaire is also valid if the student gives an opinion only about some teachers and colleagues or does not answer all the questions (assertions) provided for in the questionnaire.
- (4) The faculty's student office prepares a list of students who can complete the survey and a list of teachers and colleagues who, in accordance with Article 6, participated in the implementation of the study programs.
- (5) Each student can only evaluate the performance of an individual teacher/collaborator in an individual subject during the academic year.

Article 9 (information)

- (1) The dean informs students, teachers and colleagues and other employees about the purpose of the survey, the survey questionnaire and the use of the results in an appropriate and organized manner at least fourteen days before the start of the survey.
- (2) The notification referred to in the first paragraph of this article must be carried out regardless of the chosen method of surveying, namely in such a way as to ensure the maximum level of response of students to the survey.
- (3) The dean of the faculty can authorize the vice-dean for quality in writing or orally to inform students, teachers and colleagues and other employees.

Article 10 (survey implementation)

- (1) The Commission for Quality and Evaluations (hereafter KKE) is responsible for the preparation and implementation of the survey, which has the following duties when conducting the survey:
 - preparing the survey and conducting the survey in accordance with the provisions of this rulebook; preparation of minutes on the conduct of the survey;
 - preparation of the annual report on the results of the survey (Article 17) and forwarding it to the addressees in accordance with the provisions of this rulebook.
- (2) In addition to KKE members, authorized employees of the faculty and members of the student council of the faculty, who are specially authorized by the dean to do so in writing, can participate in the survey as interviewers.
- (3) The interviewer must be familiar with the purpose and method of interviewing and the content of the questionnaire.

Article 11 (survey process in guided group survey)

- (1) Guided group polling can be carried out in written or electronic form. The method of carrying out guided surveys is determined by KKE.
- (2) The completion time must be appropriately adapted to the scope of the survey questionnaire.

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 4/11

(3) During the survey, the assessee must not be present in the room where the survey is being conducted.

Article 12
(survey process for online surveys)

In the case of an online survey, the student receives instructions and a password to access the online survey.

Article 13
(survey process for postal surveys)

In the case of postal surveys, in addition to the survey questionnaire, the student also receives a suitably equipped envelope (stamp, address) with the note "Student survey - do not open".

Article 14
(interview record)

(1) In the minutes of the survey, KKE shall state the time and method of the survey, the number of students (respondents) and the number of completed survey questionnaires by individual groups of students (years, programs), as well as any observations and conclusions about the course of the survey.

(2) The minutes of the KKE are forwarded to the dean, and the completed survey questionnaires are forwarded to an authorized person or persons from Article 16.

Article 15
(data entry and processing and storage of survey questionnaires)

The dean authorizes one or more suitably qualified persons employed at the faculty in writing to enter and process data and store completed questionnaires and prepare basic documents derived from the data.

Article 16
(annual report on survey results and individual printout of results)

(1) The annual report on survey results is prepared by the vice dean for quality based on the processed data received from the authorized person referred to in Article 15. The annual report includes a report on survey results.

(2) In addition to the annual report from the first paragraph of this article, the faculty also prepares individual transcripts of results for individual university teachers and colleagues for each academic year (hereinafter: individual transcript of results). Individual printouts of results are prepared by an authorized person from Article 15.

Article 17
(report on survey results)

(1) The report on the results of the survey presents the averages for individual aspects of the study implementation (questions/assertions, years, the entire program, etc.) for each implemented study program and averages for all implemented programs, as well as the

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 5/11

opinions or evaluations of the students regarding the organization of the study and general conditions of study.

(2) The report on the results of the survey must necessarily contain the following information about the survey: the date or period of the survey, the method of implementation, the method of notifying students and employees, indicating the members of the KKE; study programs for which the survey was conducted; data on students (respondents), namely: year of study, method of study, number of answers (respondents); the percentage of responses (respondents) in relation to the total number of students who were asked to fill in the survey (or entitled to fill in the survey), the arithmetic mean of the answers and the standard deviation for individual questions. The report on the results of the survey may also contain other data and information if KKE so decides.

Article 18 (individual output of results)

(1) The individual output of the results refers to the individual learning unit and the teacher/coworker; only data for the assessee must be visible from the extract.

(2) The individual transcript of results must contain the name and surname of the university teacher or colleague, methodological explanations, for each lecture or the exercises also include the following information:

- the number of students who evaluated this lecture or exercises and average value and st. the deviation of these scores (for each question),
- data that enable comparison with the average results of the same year and with the average results of the entire study program.

Article 19 (transmission of survey results)

(1) The deadline for the preparation of the annual report on the results of the survey and individual printouts of the results is determined for each academic year by the Senate of FIŠ, whereby the provisions of this rulebook must be observed.

(2) KKE sends a report on the results of the survey to the following addressees: teachers and colleagues, dean, FIŠ senate and commissions, FIŠ student council, heads of professional units (departments, institutes), secretary, heads of professional services (student department, economics, informatics, library).

(3) Authorized person or the person referred to in Article 15 forwards individual printouts of the results of the survey in a sealed envelope to the dean and individual evaluators to whom the results of the survey refer or who are given access to the evaluations in the Higher Education Information System (online paper).

Article 20 (using the results of the annual survey results report)

(1) The report on the results of the survey is intended to familiarize the management of the faculty and its bodies and committees, students and employees with the views of the students regarding the implementation of the pedagogical process in the individual academic year.

(2) The report on the results of the survey is one of the starting points for discussing the quality of studies within the professional bodies and bodies of the faculty (senate, senate commissions, academic assembly, chairs, etc.).

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 6/11

Article 21
(use of individual printouts of survey results)

- (1) The evaluated teacher/coworker uses the results to introduce improvements in pedagogical work.
- (2) The dean discusses the results of the survey with those evaluated, especially with those who stand out (group of the best and worst evaluated). If the faculty has departments or departments, the dean usually also includes the heads of departments/departments in these discussions.
- (3) As a rule, individual printouts of survey results are the basis for giving students' opinions about the pedagogical work of a teacher/coworker in the process of being elected to a title.

Article 22
(use of results in the process of election to the title)

The students' opinion on the pedagogical work of the teacher/collaborator is prepared, in accordance with the criteria for election to the titles, by the student council of the faculty, which as a rule uses certain data from individual printouts of the survey results as a basis for preparing the opinion.

Article 23
(procedure of obtaining an opinion)

- (1) If the student council of the faculty, on the basis of a request from the personnel department of the faculty for the preparation of an opinion on the pedagogical work of a teacher/coworker, decides to use the data from the individual transcripts for the teacher/coworker as the basis for the preparation of the opinion, it shall inform the person/persons from Article 15.
- (2) After receiving a written request from the student council of the faculty, the authorized person referred to in Article 15 forwards to the president of the student council of the faculty individual transcripts for each teacher/collaborator for the last election period.
- (3) For teachers/colleagues of the faculty for whom the process of election to the title is conducted by another faculty, where the teacher/colleague performs pedagogical work, the faculty is obliged to submit to the faculty that conducts the process of election to the title, on the form for analyzing the results from the second paragraph of this article survey results for the requested period.
- (4) If the teacher/collaborator is employed at the faculty for a shorter period than specified in the second paragraph of this article, the data for the shorter period shall be taken into account for the preparation of the opinion.
- (5) Based on the received data, the student council of the faculty prepares an opinion on the pedagogical work of the teacher/collaborator and forwards it to the personnel department of the faculty in a sealed envelope, with the note "CONFIDENTIAL - opinion of the Student Council in the process of election to the title".

Article 24
(confidentiality of results)

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠŠZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 7/11

(1) Persons who come into contact with completed questionnaires or results about individuals are obliged to act in accordance with the provisions of the Personal Data Protection Act and general acts of the faculty.

(2) Only the authorized person(s) referred to in Article 15 have access to the completed survey questionnaires, and during the survey phase also the KKE, which prepares a record of the survey. The KKE can only use the completed survey questionnaires for the preparation of the minutes of the survey.

(3) Access to individual printouts of results is granted to evaluators, the dean, the head of the department or department and the authorized person/persons from Article 15. In accordance with Article 23, the student council of the faculty also has access to the individual results of individual teachers/colleagues for the last election period.

(4) The secretary of the faculty or the dean, if the faculty does not have an employed secretary.

Article 25

(storage of questionnaires, data and results)

(1) Completed survey questionnaires (if the survey was conducted in written form) are kept for one year after the survey has been conducted, after which they are destroyed by the commission.

(2) Reports derived from surveys and databases with survey results are kept permanently.

(3) FIŠ is obliged to provide adequate spatial conditions for the storage of contents from points 1 and 2 of this article.

(3) A copy of the individual transcript for individual teachers and colleagues is kept permanently in the personnel files of the employees.

(4) The rules governing the security of personal and confidential data also apply mutatis mutandis to the storage of survey documentation.

Article 26

(monitoring the implementation of surveys)

(1) The implementation of the survey (method of surveying, processing and use of the results) and the content of the survey questionnaire are monitored and improved by KKE, which, if necessary, reports to the dean and the FIŠ Senate and suggests improvements to the questionnaire, the method of surveying, data processing, etc.

(2) The basis for monitoring the implementation of the survey is the report on the results of the survey defined in Article 17.

Article 27

(repeat survey)

If there is doubt as to the correctness of the survey, data entry or data processing, the survey (or only data entry/processing) may be repeated upon a justified written request of the evaluated person, KKE or the student council of the faculty. The dean decides on re-surveying.

Article 28

(verification of data collection and processing)

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 8/11

In the case of online surveys or electronic data processing, the source program code must be available to check the correctness of operation in accordance with these regulations.

Article 29
(changes and additions to the rules)

Amendments and additions to this rulebook are adopted according to the procedure and in the manner specified for its adoption.

Article 30
(transitional provision)

The students' opinion on the actual workload of the student in an individual subject within the study program for the academic year 2008/2009 and 2009/2010 is obtained at the beginning of the 2nd semester and at the latest within 1 month of the adoption of these regulations, for students 2nd and 3rd .year of the first cycle and students of the 2nd year of the second cycle prepare a survey questionnaire, which is forwarded to the students by the Student Council, with which they are asked how much time they needed in total to study a particular subject.

The student council returns the completed questionnaires to KKE, which prepares a report on the workload of students for the 2008/2009 and 2009/2010 academic years based on the returned questionnaires.

Article 31
(validity of the rules)

- (1) This regulation enters into force the day after its adoption.
- (2) The rules are published in the Higher Education Information System.

Dean of FIS
prof. dr. Matej Makarovič

Implementation document:

- OBR-FIŠ-019: Student satisfaction survey – questionnaire

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 9/11

Issue	Date of issue	Description of changes
01	19 th March 2009	Initial issue
02	23 rd February. 2011	<p>In the 2nd paragraph of Article 3, a new third indent is added, which reads: "evaluate the views of the students on the actual workload of the student in an individual subject within the study program". The existing 3rd and 4th indents become the 4th and 5th indents.</p> <p>A new Article 30 is added, which reads: "Students' opinion on the actual workload of the student in an individual subject within the study program for the academic year 2008/2009 and 2009/2010 is obtained by obtaining at the beginning of 2 semesters and within 1 month at the latest since the adoption of this rulebook, for students of the 3rd year of the first cycle and students of the 2nd year of the second cycle and the 2nd year of the third cycle, a survey questionnaire is prepared, which is sent to the students by the Student Council.</p> <p>The student council returns the completed survey questionnaires to KKE, which prepares a report on the workload of students for the academic years 2008/2009 and 2009/2010 based on the returned questionnaires.</p> <p>The current Article 30 becomes Article 31.</p>
03	19 th September 2012	<p>Article 6 is amended by adding the word twice per academic year to Paragraph 1, and Paragraph 2 is amended to read: (2) The survey is carried out every year, as a rule, at the beginning of March for the past first semester and the end in September for the second semester, when a survey is conducted for all teachers and colleagues who participated in each semester in each subject (chapters E., F., G.). Regarding general matters, the survey is carried out during the survey after the first semester (chapters A., B., C., D.). Graduates fill out the survey at the end of their studies. A more precise decision on the time of the survey is made by the dean of the faculty.</p> <p>Article 7 is amended to read: As a rule, the survey is carried out by online surveying, but it can also be conducted by guided group surveying or postal surveying.</p> <p>In Article 17, paragraph 1, the last sentence is deleted.</p> <p>In paragraph 1 of Article 18, a grammatical error for teachers and colleagues (not assistants) is corrected.</p> <p>In Article 19, paragraph 3, the diction is added: whether they are given access to grades in the Higher Education Information System (online paper).</p> <p>In Article 23, paragraph 1, the word written is deleted.</p>

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 10/11

04	18. 6. 2014	<p>In Article 3, the following text is added to paragraph 1: "tutors of students (hereinafter: tutors). The sentence: "and tutors" is added to the first indent of paragraph 2.</p> <p>Paragraph 1 of Article 4 is amended to read: "A uniform survey questionnaire on the pedagogical work of higher education teachers and colleagues and a questionnaire on the pedagogical work of tutors are used at the faculty, which also include instructions for completing them. Survey questionnaires with instructions are appendices to these regulations."</p> <p>In Article 7, in paragraphs 1 and 2, the text: "and tutors" is added At the end of paragraph 2 of Article 7, the sentence is added: "The survey on the pedagogical work of tutors can be carried out in a separate term."</p> <p>In Article 8, in paragraph 3, the text: "and tutors" and "and tutors" is added, and in paragraph 4 the addition: "and tutors who provided tutoring in the previous survey period."</p> <p>In Article 16, paragraph 2, the text: "and tutors" is added. In Article 18, paragraph 1, the text: "/tutorja" is added. In Article 18, paragraph 2, the text: "or a tutor" is added. In Article 19, paragraph 2, the text: "to tutors, tutoring coordinator" is added. In Article 21, paragraph 2, the text: "/tutorja" is added.</p>
05	24. 9. 2018	<p>In the first paragraph of Article 3, the text: "student tutors (hereinafter: tutors)" is deleted. In the first indent of the second paragraph of Article 3, the text: "and tutors" is deleted.</p> <p>The first paragraph of Article 4 is reformulated so that it reads: "At the faculty, a unified survey questionnaire on the pedagogical work of higher education teachers and colleagues is used, which also includes instructions for completing it. The survey questionnaire with instructions is attached to these regulations."</p> <p>The text is added to the third paragraph of Article 5 so that the paragraph reads: "Dean for quality or the dean, if the vice-dean for quality is not appointed, coordinates the preparation of a report every year after the survey has been conducted, which is accepted by the Quality and Evaluation Committee and forwarded to the Student Council and the Senate for consideration."</p> <p>In the first paragraph of Article 6, the text: "and tutors" is deleted. The second paragraph of Article 6 is reformulated to read: "The survey is carried out every year, as a rule, before the first exam period for every teacher and colleague who participated in a particular course in a particular semester (chapters E., F., G.) . The survey on general matters is carried out during the survey at the end of the first semester (chapters A., B., C., D.). Graduates fill out a survey at the end of their studies. A more precise decision on the time of the survey is made by the dean of the faculty."</p> <p>Article 7 is amended by adding the following: "while in all cases it is necessary to ensure anonymity."</p>

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠŠZ	Adopted by: FIS Senate
-------------	-----------------------	-----------------------	-------------------	---------------------------

Faculty of Information Studies in Novo Mesto	RULES	Number: SA-1015
		Page: 11/11

		<p>In the third and fourth paragraphs of Article 8, the text: "and tutors", "and tutors" and "and tutors" is deleted.</p> <p>In the second paragraph of Article 16, the text: "and tutors" is deleted.</p> <p>In the first and second paragraphs of Article 18, the text: "/tutor" and "or tutor" are deleted.</p> <p>In the second paragraph of Article 19, the text: "to tutors, tutoring coordinator" is deleted.</p> <p>In the first paragraph of Article 21, the text: "/tutor" is deleted.</p> <p>Implementation document OBR-FIŠ-066-01: Survey of student satisfaction with the tutoring system - survey questionnaire is deleted.</p> <p>Grammatical corrections.</p>
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Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

Version: 05	Valid from: 25.9.2018	Prepared by: B. Rodič	Reviewed by: KŠSZ	Adopted by: FIS Senate
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