



MISKOLCI
EGYETEM

REGULATION ON THE EVALUATION OF TEACHING PERFORMANCE BY STUDENTS

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Student feedback on the evaluation of teachers' work is an important part of the quality management system at the University of Miskolc. The University must ensure the systematic collection, analysis, and use of information that ensures the effective operation of all its activities, including its training programmes, as well as the effective operation of information channels, in order to provide the appropriate level of material and personnel conditions for education. University students have the right and obligation to evaluate the work of teachers, for which the Senate of the University of Miskolc has established the following Regulation. In the case of this Regulation, the subject of the evaluation is the part of the teachers' work that involves the preparation of lectures, practical classes, seminars, preparing syllaby, teaching classes according to the timetable or as substitutes or replacements, transferring knowledge to students, making teaching materials physically available, and providing opportunities for consultation.

Scope of the Regulation

Section 1

- (1) The material scope of this regulation (hereinafter: the Regulation) extends to the evaluation of the teaching work of those executing educational activities in lecturer, researcher and teacher positions of the University of Miskolc (hereinafter: the University). The evaluation of teaching work provides an opportunity to develop subjects/courses and disciplines, set further development goals, process evaluation questionnaires, publish and store data, remedy any shortcomings identified, and recognize outstanding educational activities.
- (2) The personal scope of the Regulation extends to all teaching/research staff of all organisational units of the University, employees involved in the evaluation process, and students.

General provisions

Section 2

- (1) In the case of full-time, part-time, and distance learning programmes at the University, student evaluation shall be conducted in accordance with this Regulation.
- (2) The objectives of student evaluation of teaching work are:
 - a) To contribute to raising the standard of education at the University, to increasing the effectiveness of intellectual professional training, to providing information to the management of the University, the faculties, and the educational organisational units for the evaluation of education and teachers, and to eliminating the identified shortcomings.
 - b) To increase students' opportunities to express their opinions responsibly and the standard of their participation in university life, and to help enforce quality requirements.

- c) To provide feedback to teachers on how their work is received and evaluated, and to support their individual development.
 - d) To be part of the individual performance evaluation of teachers/researchers.
 - e) To support course development.
 - f) To contribute to the functioning of the university's quality assurance system.
 - g) To provide guidance for the evaluation of applications for teaching and research positions and for the continuous monitoring of requirements.
 - h) To facilitate the free choice of instructors by students, where possible.
- (3) During the evaluation of teaching work by students, the employees and the students involved in the task shall cooperate with each other in good faith and fairness.
- (4) When evaluating teaching work, special attention must be paid to the data of data subjects (personal, special, data in the public interest, and data public for public interest) in accordance with the provisions of Act CXII of 2011 on the Right to Informational Self-Determination and on the Freedom of Information. Questionnaires must be handled and stored in such a way that the personal rights of participants are not violated. Thus, persons who have access to electronic documents are bound by confidentiality obligations. Statistics from the evaluation that do not violate personal rights and do not contain rankings or comments shall be made available to the persons concerned at Faculty Council meetings and at the faculty and institutes, in accordance with the provisions of the faculty regulations.
- (5) Student evaluations of teaching work are conducted in electronic and paper form using the EVASYS and UNIPOLL systems based on data from the NEPTUN system. In the case of small groups (fewer than 8 students), data may be collected in paper form or through focus group interviews, provided that the conditions of anonymity are ensured.
- (6) When evaluating teaching work, students are informed in writing via the NEPTUN system about the need for evaluation and the anonymity of their opinions and answers to questions. The University is entitled to determine advantages and disadvantages for students in advance, taking into account the completion rate and willingness to participate. The UM SU and faculty bodies shall keep students informed about the process of student evaluation of teaching. With regard to foreign students, information, requests, and evaluation shall be provided in English.
- (7) Communication with students during the student evaluation of teaching work shall take place via the email address provided in the study system.
- (8) Deans, university and faculty student union organisations, and the head of the Centre for Quality Assurance shall ensure that students are aware of the opportunity and rules for evaluation, the summary of the course evaluation, and that the evaluation is conducted in a timely and appropriate manner.
- (9) The evaluation of teaching work by the students is the students' obligation in accordance with Section 19 of Volume III, Student Requirements System, of the

Organizational and Operational Regulations of the University of Miskolc.

- (10) Student evaluation on teaching work is provided each semester. Each semester, all teachers/researchers must be evaluated on at least one subject/course. If the evaluation of a teacher/researcher reveals shortcomings or if the feedback is predominantly negative, it is particularly important to re-examine the results and check the outcome of the intervention during the next student evaluation. During the training cycle, all subjects of the training must be evaluated, including courses with fewer than 8 students, based on a sampling plan. The sampling plan is prepared by the faculty quality assurance manager and submitted to the Centre for Quality Assurance.

Rules governing jurisdiction

Section 3

- (1) The Rector is responsible for overseeing the legality of the student evaluation of teaching work and the proper performance of the related duties.
- (2) Within the circle of student evaluation of teaching work, the Centre for Quality Assurance shall support the conduct of surveys, prepare and launch the surveys, provide information on the start and duration of data collection, and then inform the dean and the faculty quality assurance manager of the results of the surveys, and stores the data in compliance with data protection requirements. The Centre for Quality Assurance prepares a University-level summary evaluation report with the involvement of UM SU, and after its approval by the Senate, ensures its publication on the university website.
- (3) The dean is responsible for the professional management of the student evaluation process of teaching work, taking into account the recommendations of the Centre for Quality Assurance and the Quality Assurance Committee, as well as the provisions of this Regulation. The dean is responsible for having the questionnaires analysed and introducing the summary results of the evaluations to the Faculty Council, providing feedback to teaching staff, taking any necessary action or measures, communicating the summary results of the evaluations to students, and preparing the sampling plan.
- (4) The faculty quality assurance manager
 - a) is responsible for preparing the summary results of the evaluations, submitting the Faculty Council proposals, collecting interventions and measures, and channeling them into quality improvement
 - b) consults with the student union representatives on the summary results of the evaluations and integrates the proposals made by the student union representatives.
 - c) following the decision of the Faculty Council, forwards the documents analysing the faculty surveys to the Centre for Quality Assurance and ensures that the document summarizing the results of the evaluations is published on the faculty

website.

- (5) The institute director is responsible for evaluating the student feedback on each individual teacher/researcher working at the institute/department and for making proposals for necessary changes and monitoring them in the form of an action plan. If the institute director deems it necessary, he or she may involve the head(s) of department in the performance of this task. The institute director shall send the action plan to the dean.
- (6) The lecturer/researcher shall strive to achieve the necessary changes based on the feedback and recommendations of the institute director.
- (7) UM SU participates in the work of the Quality Assurance Committee, exercises the right to make proposals, provide information, and give consent in the preparation of the university's summary evaluation report, informs students of their rights and obligations regarding the evaluation of teaching work by students, and participates in communicating the summary results of the evaluation to students.
- (8) The faculty Student Union representatives are responsible for informing students about the process of student evaluation of teaching work and for encouraging and supporting student expression of opinion. They may make proposals for the evaluation of subjects/courses.
- (9) The Information Technology Centre cooperates with the Centre for Quality Assurance in providing IT support and carries out the necessary developments and updates, providing the possibility of mass, automatic e-mail sending after prior notification.
- (10) The Directorate for Enrolment and Education Management shall assist in the launch of surveys and in the filtering and transfer of data stored in the NEPTUN system necessary for reaching students.

Rules governing the questionnaire

Section 4

- (1) The questionnaire for evaluating teaching work by students is included in the appendix to this Regulation.
- (2) The Quality Assurance Committee is responsible for compiling the content of the questionnaire based on the proposal of the Centre for Quality Assurance, which is reviewed and approved by the governing board meetings.
- (3) The request for opinions and evaluation shall be carried out using the EVASYS and UNIPOLL systems, which ensure:
 - a) the electronic, IT-based display of questionnaires, or paper-based display if necessary.
 - b) online completion, or paper-based completion if necessary.
 - c) the anonymity of respondents.
 - d) fast, software-supported processing.
- (4) Questionnaires shall be stored and destroyed in accordance with the rules of the

Document Management Regulations.

Rules governing the questionnaire

Section 5

- (1) Feedback may be collected at the faculty every semester, during the last week of the examination period for the given programme, and, if possible, effort should be made to achieve a minimum response rate of 20%. The surveys shall be available for a maximum of 30 days after their IT launch, during which time it shall be possible to submit opinions. Data collection shall be closed at the end of the last day of the deadline.
- (2) The Centre for Quality Assurance shall close the evaluation.
- (3) Within 7 days of the end of the evaluation period, the Centre for Quality Assurance will make the survey results available to the faculty quality assurance manager, who will then coordinate the tasks at the faculty level and ensure that they are completed within 60 days.
- (4) Teachers are entitled to receive the summarized student opinions about them and the related statistical data from the institute director/department head.
- (5) For the preparation of habilitation and university professor applications, the Centre for Quality Assurance shall issue a certificate of the opinions of the students on the teacher/researcher for the period specified in the application.

Enacting provisions

Section 6

- (1) This Regulation shall enter into force on 1 November 2024, by Resolution No. 234/2024 (X.17.) of the Senate, and the provisions of the Regulation concerning the evaluation of teaching work by students shall apply to surveys launched after its entry into force.
- (2) Upon the entry into force of this Regulation, the Regulation on Student Evaluation of Teaching Work, adopted by the Senate of the University of Miskolc by Resolution No. 36/2024, shall cease to be in force.

Dated: Miskolc, 21 October 2024

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Rector