

PROCESS 4: Internal Evaluation

Procedure 4.1

WORK GUIDELINE: Electronic Evaluation of the course/teaching in the classroom by the students, the feedback of the members of the Department and the publishing of the results

Every semester an electronic evaluation for courses/teaching is made by the students about the **Undergraduate & Postgraduate** Programs of the Academic Schools and Departments, as follows:

1. The evaluation of courses/teaching takes place in winter and spring semester, every year between weeks 9th and 11th. As for the Questionnaires for the (a) Clinical Practice and (b) Didactic Exercise/Practical Training in teaching, they are completed during the last week of the actual Clinical Practice or Didactic Exercise respectively.
2. The evaluation dates are announced by the School/Dept. webpage. All students are notified by the School/Dept. Registrar.
3. Evaluation is anonymous, completion of questionnaires is made in class, on a specified day and time, during courses. Supervision of the procedure is made by a different faculty staff member than the one evaluated.
4. The School/Dept. Registrar:
 - a. Uploads questionnaires in the IQAS website, as well as vouchers used, bearing the QR code, the questionnaire URL, as well as the unique code (token) for the completion of each questionnaire.
 - b. Attends to the tokens distribution among students that are present in class.
 - c. Informs students in good time that to complete the evaluation, a smart phone, tablet, or laptop is required.
5. The IQAS of every School/Department:
 - a. Supervises the unimpeachable evaluation of courses.
 - b. Sends all faculty staff feedback on the evaluation of their courses and informs students of the average grade achieved, for all courses, per semester and for every programme of study, Undergraduate or Postgraduate.
6. The results in total, per semester and per academic year, can be found on the webpage of every Undergraduate or Postgraduate program.