

**RULES OF PROCEDURE
STUDENT EVALUATION OF COURSES FROM UNDERGRADUATE, GRADUATE AND
INTEGRATED STUDIES**

Aim	Evaluation of the quality of course teaching with the aim of improving it based on students' assessments, suggestions and proposals.
Responsibility for implementation	Quality Assurance and Improvement Committee Department head Course coordinator Expert Advisor for Quality Assurance and Improvement
Implementation and data processing methodology	<p>Courses from undergraduate, graduate and integrated studies are evaluated in the last week of classes in accordance with the course syllabus. The evaluation is conducted on MS Teams using an MS Forms questionnaire approved by the University Quality Assurance and Faculty Council.</p> <p>If the course is not conducted via MS Teams, the expert advisor will send a link to the MS Forms questionnaire to the department secretary, who will upload the link on the Merlin e-learning platform; if the course coordinator does not use the Merlin platform either, the expert advisor will send the link to the MS Forms questionnaire to the department secretary, who will forward the link to the student representative of the year of study and the group email address of that year of study</p>
Publication of results	<p>The expert advisor sends the evaluation results to the Department head and Course coordinator after the second exam period of the course undergoing student evaluation, i.e. no later than July 15 in the academic year in which the evaluation is conducted</p> <p>The course coordinator is obligated to forward the evaluation results to all teachers participating in the course undergoing evaluation.</p> <p>The expert advisor is obligated to forward them to the student representative of the year of study in which the evaluated course is conducted.</p> <p>The following persons have the right to access the evaluation results:</p> <ul style="list-style-type: none"> - course coordinator - course teachers - representative of the year of study - department head - chair of the Quality Assurance and Improvement Committee - vice dean for teaching - vice dean for quality assurance - dean <p>Once a year, the chair of the Quality Assurance and Improvement Committee submits the overall student course evaluation results to the Faculty Council.</p>
Implementation dynamics	All compulsory courses from undergraduate, graduate and integrated studies are evaluated every academic year. All elective courses are evaluated every academic year.

Procedure in case of unsatisfactory evaluation results	Student course evaluation results are unsatisfactory if the average evaluation score of all parts of the questionnaire filled out by at least 30% of the students enrolled in the course is less than three (< 3.00). In case of unsatisfactory evaluation results, the chair of the Quality Assurance and Improvement Committee is obligated to organize a meeting with the department head and the coordinator of the evaluated course to analyze and discuss the evaluation results.
--	--

Questionnaire of the Faculty of Medicine in Rijeka

STUDENT COURSE EVALUATION

Dear students,

by filling out this questionnaire, you can influence the improvement of teaching and let us know if there are any shortcomings in the teaching process. Your opinion is important to us, so we kindly ask you to answer the questions honestly and benevolently by expressing your opinion.

Your responses are completely anonymous. The questions are divided into several units: questions about the course, course teaching, knowledge assessment, teaching and non-teaching staff and the overall overview of the course.

The language used in this questionnaire is gender-neutral and is equally applicable to both genders.

A. GENERAL INFORMATION ABOUT THE COURSE

On a scale from 1 to 5 (1 – Strongly disagree; 5 – Strongly agree, 0 – Cannot evaluate), evaluate the level of agreement with the following statements.

What was your interest in the content of the course at the beginning of the course?	a) none b) low c) medium d) high
How much did you prepare for this course per week?	a) Up to half an hour b) 1-3 hours c) 3-5 hours d) more than 6 hours
ECTS credits appointed to the course are in accordance with the workload (1 ECTS=25 to 30 working hours during the semester for class and independent work)	a) I have fewer obligations b) it is in accordance c) I have more obligations d) I have much more obligations
What grade do you expect from this course?	a) 2 b) 3 c) 4 d) 5

Teachers are motivated and enthusiastic about conducting online classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am satisfied with how approachable the non-teaching staff is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. OVERALL EVALUATION OF THE COURSE

On a scale from 1 to 5 (1 – Strongly disagree; 5 – Strongly agree, 0 – Cannot evaluate), evaluate the level of agreement with the following statements.

	1	2	3	4	5	0
Overall evaluation of the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The course met your expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. COMMENTS AND SUGGESTIONS

Comment on previous questions regarding teaching methods (e.g. explain which course content was taught the best and which the worst; which content should be focused on in more detail...)

Comment on the usefulness of the knowledge acquired in the course and its applicability in practice (e.g. do you think it was appropriately explained why a certain course content is useful: do you think it would be more appropriate for the course to be conducted in a higher/lower year of study and why...)

Comment on previous questions regarding knowledge assessment during the course

Comment on the course teaching and non-teaching staff (if possible, please comment on each course instructor individually)

Comment on the suitability of online teaching for introducing the course content and achieving learning outcomes

Overall evaluation of the course
