



I approve

Rector, Chairman of the Supreme Council
of University of Traditional Medicine

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« 12 » 03 2021

REGULATION
ON THE STUDY QUESTIONS ON QUALITY AND EFFECTIVENESS OF TEACHING OF THE
UNIVERSITY OF TRADITIONAL MEDICINE

1. General provisions

- 1.1. This procedure defines the purpose, requirements, procedures for conducting surveys, conducting, processing and using the results of the courses provided by the Vocational Education programs at the University of Traditional Medicine (hereinafter referred to as the UTM).
- 1.2. The surveys are conducted on the basis of the requirements of the RA Law on Education and the UTM's strategy.
- 1.3. The regulation is applicable within the framework of the surveys initiated by the Educational part and the Quality Assurance Committee attached to the Academic Council and is considered an important component of assessing the effectiveness of the teaching staff.
- 1.4. The purpose of the surveys is to improve the educational process and to provide quality education.

2. The requirements of the questionnaire processing

The main requirements for the development of the questionnaire are:

- 1) Defining the purpose of the inquiry;
- 2) Compliance of the content of the survey with the goals and objectives of the University;
- 3) Confidentiality of participation;
- 4) Systematization of the survey process periodicity;
- 5) Inclusion of closed-open questions confirming causal relations;
- 6) application of survey criteria.

3. Conducting a survey

- 3.1. The survey is conducted by the Educational part immediately after the examination period according to a pre-approved schedule¹.
- 3.2. The survey is anonymous; it is conducted on paper, as well as online.

¹ At the beginning of each academic year, a schedule for conducting surveys at the University is drawn up by the Vice-Rector for Quality Assurance and Education Reform and the Head of the Educational part.

3.3. The survey is conducted with the participation of at least two thirds of the students of the course/group, meeting the deadlines set by the schedule.

3.4. Attached to this regulation is the assessment questionnaire (Appendix 1), in which the student answers the questions, expresses the degree of his/her agreement (disagreement) with the assessment scale.

4. Processing, use, and retention of survey results

4.1. The results of the survey conducted by the educational part are elaborated, analyzed with the participation of the subdivisions involved in the process, the representatives of the student council and the quality assurance specialist. A working group of 2-5 people can be set up for this purpose.

4.2. The questionnaire has a section of opinions and suggestions, the results of which are developed and presented in the form of generalized suggestions.

4.3. Corrections, deletions, corrupted answers in the online version are not counted.

4.4. The results of the analysis are presented to the departments and the Student Council for review and to make suggestions for improvement within two weeks.

4.5. The Quality Assurance and Vice-Rector for Education Reform (the QAER Vice-Rector) convenes a meeting within a month where the survey results are discussed and suggestions and tips are developed for the effectiveness of the courses.

4.6. The Quality Assurance and Vice Rector for Education Reform develops improvement action plan where the terms of their implementation are indicated, the responsible persons and submit to the approval of the UTM's Supreme Council.

4.7. Oversight of the targeted implementation of the improvement action plan is exercised by the Vice Rector for Quality Assurance and Educational Reform.

4.8. Information on the results of the survey is published on the official website of the UTM.

4.9. Questionnaires and analyzes are stored for 5 years in the Educational part.

5. Final Provisions

5.1. The UTM's survey regulations are approved, and amendments and additions are made by the UTM's Academic Council.

5.2. This Regulation shall enter into force upon approval by the Scientific Council.

Questionnaire on the Teaching quality and effectiveness evaluation

1. Dear UTM student, You are participating in a regular student survey conducted by the Education part on the quality and effectiveness of teaching. Your sincere and objective assessments and opinions will contribute to the effective organization of the educational process.

The survey is anonymous and the received data will be used only in generalized form. We ask you to carefully read and completely fill out the form which lists the pedagogical qualities of all the lecturers you taught in the last semester.

2. Mention your faculty _____ Course _____ Group _____

3. Mention your gender

Male

Female

About lectures

Evaluation criteria	Subject' s name / Surname and first name of the lecturer							
1. The lecturer presents the full description of the subject to the students, clearly explains the purpose, the expected results.								
2. Introduces the importance of the material / topic in the course								
3. Provides a logical connection to the previous and next topics in the lesson								
4. The lecturer organizes the time effectively during the whole course								
5. Uses the latest technical means during teaching								
6. The teacher assesses the student fairly and transparently								
7. The material is clear, understandable and accessible								

8.	The lecturer ensures the involvement of students in the course by using question and answer and other methods								
9.	Uses different teaching methods								
10.	At the end of the topic, the lecturer summarizes by presenting the next lecture								
11.	The lecturer treats the student with respect								
12.	Individually works with students								
13.	The instructor gives students the opportunity to ask outside the classroom questions related to the course								
14.	Assists the student in using professional literature and providing electronic materials								
15.	Maintains classroom discipline throughout the lesson								
16.	Can arouse interest in his subject								
17.	Encourages student group work								
18.	The instructor has the necessary knowledge outside the subject to answer students' questions								
19.	He/She is an interesting person, one can learn a lot from him								
20.	Assess your ability to master the language of instruction								

4. Practical / seminar for lessons

Evaluation criteria		Subject' s name / Surname and first name of the lecturer							
1.	Explains the purpose of the topic and the expected results								
2.	Explains other safety and procedural issues as needed								
3.	Clarifies the material of the practical/laboratory training at the beginning of the lesson								
4.	Uses innovative teaching methods, tricks								
5.	Uses student-centered methods and approaches (collaborative / interactive, team, individual, etc.)								
6.	The lecturer ensures the involvement of students in the discussions								
7.	Creates a competitive environment								
8.	Evaluates in accordance with established criteria								
9.	Answers students' questions at the end of the lesson								
10.	Lesson time management								

5. What would you like to see change in the teaching process?

Thank You for participating in the survey