

# ADAM UNIVERSITY

«Approve»

Rector of Adam University  
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## STATEMENT

on the organisation and implementation of the survey  
among students and staff of Adam University

### II. The procedure for performing the survey

21. At the beginning of the academic year, a schedule of surveys is drawn up and approved by the Rector of the University.
22. The survey among the students and teaching staff according to the approved schedule is carried out by representatives of the Career Center.
23. The survey of student satisfaction with teachers' work is organized twice during the academic year at the end of the discipline (a) and passing the exam (b) and is the first month

Bishkek 2020



## **I. General provisions**

- 1.1. The present Statement is an internal normative local act regulating the organization and implementation of the survey among students, faculty and other employees of Adam University.
- 1.2. The Statement determines the objectives, principles, subject matter and procedure for the survey among the students of Adam University (hereinafter - the University).
- 1.3. The survey is conducted on a regular basis in order to obtain information about the state of the educational process, the quality of teaching activities of teachers, student satisfaction, as well as staff satisfaction with work at the university to make decisions aimed at improving the quality of educational services and effective management of the university, creating working conditions
- 1.4. The survey of students in order to monitor their opinion on the quality of educational services provided is one of the forms of control of compliance with the requirements of the current legislation of the Kyrgyz Republic on the implementation of policy in the field of quality education.
- 1.5. The Statement of the survey among students and teaching staff is discussed at the Academic Council of the University and approved by the Rector of the University.
- 1.6. The main principles of the survey among the students and teaching staff of the university are:
  - compliance of the content of the survey with the strategic aims and objectives of the university;
  - anonymity of participation;
  - consistency and consistency of the questionnaire procedures;
  - continuity;
  - informativeness.
- 1.7. The subject of the survey among the students and teaching staff is:
  - the quality of teaching, the level of professionalism of teachers;
  - ability to interact and communicate with students, help and support them in the process of learning and communication (for employees of the units under consideration and teaching staff);
  - administrative skills (for the employees of the subdivisions under consideration);
  - educational activities and extracurricular work;
  - the level of satisfaction with the educational process;
  - the level of satisfaction with the educational institution;
  - the quality of the graduates;
  - the degree of teachers' satisfaction with the quality of educational programs;
  - the degree of satisfaction of the teachers and employees of Adam University with the organization of the educational process, scientific activity, working conditions;
  - the degree of satisfaction of the teachers and employees with the effectiveness of the management system;
  - other aspects of activity

## **II. The procedure for performing the survey**

- 2.1 At the beginning of the academic year, a schedule of surveys is drawn up and approved by the Rector of the University.
- 2.2. The survey among the students and teaching staff according to the approved schedule is carried out by representatives of the Career Center.
- 2.3 The survey of student satisfaction with the quality of teachers' work is organized twice during the academic year at the end of the discipline (after passing the test / exam) in the first month



of the next semester. The survey is conducted by anonymously filling out electronic forms in the presence of a representative of the career center.

- 2.4 The survey of final-year students on the satisfaction of students with the quality of the educational process is conducted once at the end of the academic year by filling out paper surveys.
- 2.5 The graduate employment survey is administered after 9-12 months after graduation through an online form via the Google Disk platform.
- 2.6 Assessment of satisfaction with the quality of the educational process, labor conditions, etc. Adam University faculty and staff is conducted once a year through an online survey using individual electronic devices.
- 2.6. Unscheduled surveys are conducted as needed by order of the rector.
- 2.7. The survey involves students of all courses, forms of study and specialties represented at the university, faculty, academic support staff, administrative staff of the university.
- 2.8. In order to ensure the accuracy and reliability of the results obtained, at least 65% of the total number of respondents should participate in the survey.
- 2.9. At the beginning of the survey, an explanatory discussion is held about the purpose and procedure of the survey, as well as the seriousness of the procedure conducted by career center staff.

### **III. Summarizing the results of the survey**

- 3.1. Survey processing and analysis is conducted by the university's career center.
- 3.2. The collected forms are checked by the career center staff for completeness and correctness. A correctly completed form is considered to be one in which all questions are answered. Incomplete or partially completed questionnaires are not processed.
- 3.3. . According to the results of the survey an analytical report is formed for the rector, and its results are discussed at the Academic Council of the University in order to organize the elimination of deficiencies identified during the survey. In accordance with the results of the survey, in addition to the report, a rating of teachers of the university is formed.
- 3.4. Responses to questions concerning the teaching of a particular discipline are provided to the instructor who teaches that discipline.
- 3.5. The results of the survey are analyzed by the teacher, who must identify the causes of dissatisfaction of students (if any), to develop a system of measures to improve their teaching activities.
- 3.6. The results of the survey can be used to make personnel decisions, in the certification of teachers, as well as the basis for the development and implementation of measures to improve the qualifications and retraining of teachers.
- 3.7. Decision making. Satisfaction assessment results are provided:
  - to the rector and vice rectors.
  - analytical reports are presented to the Rector's Council and/or the Academic Council for decision-making.
- 3.9. The survey procedure should ensure the possibility of comparing the results of the ongoing and previous surveys.