STUDENT REVIEW OF TEACHING WORK
2022

Center for Educational Development, Methodology and Organization
SEMMELWEIS UNIVERSITY

Feedback culture

The feedback culture aims to raise the level of student-teacher collaboration to a higher level by taking into account the students' opinions, thus enhancing the learning and teaching experience, and the quality of education.

The system operated by the Centre for Educational Development, Methodology, and Organization serves to build and strengthen the feedback culture, which can improve the quality of teaching and thus learning activities.

The system can be accessed from the following page, which will undergo various improvements in the future to create a real feedback culture at Semmelweis University.

Within OMHV, two forms of feedback are used: the Neptun UniPoll and the QR code-based instant feedback system.

OMHV - QR code-based instant feedback

QR code-based assessment provides instant feedback. Tutors can see anonymous reactions to their lessons. This will allow them to respond to requests and needs, taking into account any criticisms, praise, and suggestions, even at the next presentation.

By scanning the QR code projected at the end of the lectures/exercises, the student can, after identifying in SeKA, comment on the course he/she has attended.

How the QR code works:

- The code is active for 25 minutes from the 1st scan
- Once the first opinion has been received, the student has 25 minutes to complete the questionnaire.
- Anyone who fails to scan the code during this time will not be able to rate the lecture
- Reviews are anonymous, the students' personal information is not recorded, only their opinion

The rules for using the system are decided by the Faculty, but we recommend its use for all those who want to raise the quality of education.

- The Instructor must display a QR code at the end of the lecture and exercise for students to comment on the lesson.
  - In the case of a lecture, there are 9
  - In the case of a practical, there are 10 questions available
- At the end of the semester (at the end of the blocks in years IV-V), at the end of the last practical, the Instructor can ask the students to review the whole course by employing a QR code projected at the end of the last course.
- At the end of each questionnaire, there is an opportunity for textual evaluation and suggestions.
- At the end of the semester, statistics are compiled from the data received, broken down to Faculty, Department, and Instructor level.
  - The Instructor, Department Head, Dean, and Rector have access to the personal evaluations of the Instructors
  - The opinion of students should also be taken into account when assessing the qualifications of Lecturers, and this is also laid down in University regulations.

Via OMHV-Neptun UniPoll system

The UniPoll can be completed at the end of the semester in the form of a Neptun questionnaire. With this questionnaire, the student evaluates the educational activities and performance of the Instructor throughout the semester. The evaluation must be completed by the end of the semester.

The questionnaire should be made available to students in the language of the course (in the case of foreign language courses, in the relevant foreign language).

Access to results, action plans

The OMHV results are public and can be viewed by any University citizen with SeKA access in the Moodle e-learning system (after logging in, click on the "Sign in" button).

- The operation and implementation of the OMHV is ensured by the Centre for Educational Development, Methodology and Organization (CEMO) under the professional supervision of the Dean of the Faculty concerned. The processing of the questionnaires (aggregation, statistical calculations, and analysis) is carried out by the CEMO within 30 days after the questionnaire is closed.

    - *Home→Centre for Educational Development, Methodology and Organization →OMHV → Semester → Course*

- Available for viewing within the Faculty for the semester in question:
    - Action plan: a description of the conclusions drawn from the student evaluations received during the semester, a breakdown of the data by Department, division, and setting of targets for the next semester.
    - The evaluation: statistical data in the form of charts on the number of completions, the number of Instructors evaluated, the evaluation averages
- In the evaluations made public to the citizens of the University, the Lecturers are anonymized and personal data and results cannot be traced.
- In addition to the Lecturer, only the Head of Department, the Dean and Deputy Deans, the Rector and Deputy Rectors, and the Director of the CEMO have access to the personal evaluations of Lecturers.

Summary of Faculty Regulations

Faculty	OMHV - QR-code
General Medicine	I-III. Years at each lecture, immediately after the lectures. IV-V. Years at the end of the educational activity, before the exam. QR code corresponds to OMHV, no UniPoll at the end of the semester.
Dentistry	in all lectures and exercises in the compulsory theoretical module
Pharmacy	no mandatory regulation
Health Sciences	at least 3 theoretical and 3 practical lessons per course, of which 2 during the semester, the last one at the end of the course
Pető András Faculty	expectations of the system are being built at Faculty level
Health and Public Administration	expectations of the system are being built at Faculty level

Faculty	OMHV – Neptun UniPoll			
	Form	Date	Subject	Student benefits
General Medicine	electronic	Years I-III: once every six months, during the last 2 weeks of the academic term. Years IV-V: no UniPoll (see QR).	for compulsory and optional subjects: 1. general subject questionnaire 2. a questionnaire per teacher for practicals 3. examination questionnaire	if you complete the subject questionnaire, you will be able to take the exam 2 hours earlier in the following semester
Dentistry	electronic	1 time per semester, during the last 2 weeks of the academic term	for compulsory and optional subjects: 1. general subject questionnaire 2. a questionnaire per teacher for practicals	
Pharmacy	electronic			
Health and Public Administration	paper-based or electronic		for compulsory and optional subjects: 1. general subject questionnaire	
Pető András	electronic	1 time per semester, during the last week of term time.	compulsory and optional subjects, practicals, lectures, tutorials	
Health Sciences	At the Faculty, the OMHV is carried out using a QR code-based feedback system, there is no Neptun UniPoll or paper OMHV in practice.			

Information and Regulations by Faculty - OMHV - QR Code and Neptun UniPoll:

General Medicine:

- QR Code:
  o Years I-III: at all lectures, immediately after the lectures.
  o Years IV-V: at the end of the blocked teaching activity, before the exam.

    - QR code corresponds to OMHV, no UniPoll at the end of the semester;
    - The code works for 24 hours (not 25 minutes as in the other cases)

- Neptun UniPoll: Years I-III

  o The questionnaires are completed electronically via the Neptun system.

  o The assessment of compulsory, compulsory elective and elective courses, practicals and the evaluation of the work of the Instructors of the tutorials are carried out once a semester, in the last two weeks of the semester. For practicals and lectures, students must be given the opportunity to complete at least 5 consecutive calendar days.

  o Students have the opportunity to comment on the lectures and the Lecturers' work after the lectures.

  o Student benefits:

    - Students who fill in the questionnaire will have the opportunity to register for the exam 2 hours earlier in the next semester, respecting the principle of anonymity and data protection rules.

    - The discount is available to students who have completed the **subject questionnaire** for all the subjects they have taken for the semester.

Dentistry:

- QR code: to be projected by the Instructor in all lectures and exercises in the theoretical module

- Neptun Unipoll:

  o The questionnaires are completed electronically via the Neptun system.

  o The assessment of compulsory, compulsory elective and optional subjects, the evaluation of the teaching work of the Instructors and Instructor Supervisors is carried out once a semester, in the last two weeks of the semester. Students must be able to complete the assessment through Neptun for at least 5 consecutive calendar days.

  o Students have the opportunity to comment on the lectures and the Lecturers' work after the lectures.

  o If several Instructors are teaching the same subject during the semester, the assessment will take place several times at the end of the taught blocks.

- o Student benefits:
    - Students who fill in the questionnaire will have the opportunity to register for the exam 2 hours earlier in the next semester, respecting the principle of anonymity and data protection rules.
    - The discount is available to students who have completed the **subject questionnaire** for all the subjects they have taken for the semester.

Pharmacy:

- QR code: the use of QR feedback is currently recommended, but not mandatory in practice.

- Neptun Unipoll:
    - o The questionnaires are completed electronically via the Neptun system.
    - o The assessment of compulsory, compulsory elective and optional subjects, the evaluation of the teaching work of the tutors and tutorial supervisors is carried out once a semester, in the last two weeks of the semester.
    - o Students must be able to complete the assessment through Neptun for at least 5 consecutive calendar days.
    - o Student benefits:
        - Students who fill in the questionnaire will have the opportunity to register for the exam 2 hours earlier in the next semester, respecting the principle of anonymity and data protection rules.
        - The discount is available to students who have completed the **subject questionnaire** for all the subjects they have taken for the semester.

Public Health Services:

- QR code: system expectations are being built at faculty level.

- Neptun Unipoll:
    - o The questionnaires can be completed on paper or electronically (to be decided by the head of the educational unit).
    - o The evaluation of compulsory subjects, compulsory elective subjects, elective subjects, lectures and practicals, exercises and Instructors, seminars and Instructors is carried out once a semester, during the last two weeks of the semester.
    - o The review of a subject taught by more than one Instructor must cover the work of all Instructors.
    - o Surveys can be conducted via the Neptun system or on paper, in both cases students must be given the opportunity to complete the questionnaires for at least 5 consecutive calendar days.
    - o Student benefits:

- On the recommendation of the Student Union, the Head of the Faculty will grant discounts.

Pető András

- QR code: system expectations are being built at Faculty level.
- Neptun Unipoll:
  - The questionnaires are completed electronically in the Neptun system.
  - The assessment of compulsory and elective subjects, practicals, lectures and practicals takes place in the last week of the academic term, before the exams and practical assessments.
  - The student can comment on the Lecturers and Instructors.
  - The assessment is on a scale of 1-5 and the last question can be answered in 5-10 sentences of your own.
  - Student benefits:
    - Students who fill in the questionnaire will have the opportunity to register for the exam 2 hours earlier in the next semester, respecting the principle of anonymity and data protection rules.
    - The discount is available to students who have completed the **subject questionnaire** for all the subjects they have taken for the semester.

Health Sciences:

- QR-Code:
  - The reviewer can comment on all lessons in all subjects in the QR code survey.
  - The Instructor must be reviewed on at least 3 theoretical and 3 practical lessons (if any) per course. Two of these must be after one lesson of the semester and one at the end of the last lesson of the course. If there are fewer hours in the course, then all of them.
  - Only the current lesson can be assessed in the mid-semester QR code survey.
  - With the last QR code at the end of the course, the Instructor asks students to evaluate the course as a whole.
- Neptun Unipoll: not in use in practice, the OMHV survey in the faculty is QR code based only.

Misconceptions about OMHV

⊗ *Each lesson or type of lesson has the same questionnaire.*

- ✓ **2 different questionnaires** are used to evaluate the lectures and practicals
  - At the lectures you have to answer 9
  - At the practicals you have to answer 10 questions
- ✓ In the QR code creator interface, the Instructor can choose which type of QR code to create for the course.

⊗ *If I fill in the questionnaire, I may be discriminated against because of my opinion/performance.*

- ✓ Students: the questionnaire is **completely anonymous**, no personal data is transmitted by the system, the respondent cannot be identified, so there can be no discrimination
- ✓ Teachers: the OMHV results are available to University citizens in the form of statistical data and statements, the results **do not allow the identification of the teacher**, only for the competent persons

⊗ *The Instructor can also send the QR code attached to an email.*

- ✓ The code can be scanned for **NOT ONLY 25 SECOND** from the 1st scan.
- ✓ **After the first feedback** has been received, there are **25 MINUTES** for completing the questionnaire.
- ✓ Therefore, it is not recommended to send the QR code by email, but to embed the code in the lecture slides or to present it to the students at the end of the lesson.

Why is it good for the student to fill the OMHV questionnaire?

- It is an ANONIMOUS ways to express your opinion
- Be actively involved in University life and contribute to the development of education
- Constructive criticism, praise and suggestions to improve student-friendly education
- You can form an opinion:
  - about the subject, the material taught in the subject
  - about the Lecturer/Instructor, the teaching work
- Completion of the questionnaire VOLUNTARY
  - However, only with a realistic assessment (realistic answers to the questions, after interpretation of the questions, scoring the teaching and

the lesson on a scale of 1-5) can you participate meaningfully in the students' assessment of the teaching.

  o Thoughtless completion will skew the results, so please be thoughtful and honest in your evaluation of the lessons!

  o By completing the questionnaire, you contribute to its development, the higher the number of completions, the more important the role of students' voice in the development and improvement of education.

- At the end of the semester, you will be able to view the statistics from you and your fellow students' opinions in Moodle, and read the Faculty and Departmental action plans that have been developed based on the results.

Why is it good for the teacher if the student fills in the OMHV questionnaire?

- Receive relevant and up-to-date feedback on your daily work
- You can use student feedback to improve the effectiveness of your teaching and assess student needs
- The results can only be viewed by authorized persons (e.g. Department Heads) and are not made available to University citizens in an identifiable way.
- Giving the student the opportunity to build and improve the teaching with his/her opinions and suggestions leads to a more constructive teacher-student relationship.
- QR-coded student reviews help to improve the functioning of Departments and Faculties through the work of Instructors, and provide guidance on meeting changing student needs and applying new methods and tools
- The rules for using the system are decided by the Faculty, but we encourage its use by all those who want to improve their teaching through rapid feedback.
- A QR code will be projected at the end of the lectures and practicals, which will allow students to comment on the lesson (9 questions for lectures and 10 for practicals). At the end of each questionnaire, there is the possibility to share textual evaluations and suggestions.
- It is possible to review the whole course at the end of the semester, with a QR code projected at the end of the last course.

Sources:

https://docs.google.com/document/d/1j9cynYvTB69w_mCJzXLCgtSLOTc3fFAY/edit?usp=sharing&ouid=116205545692281182722&rtpof=true&sd=true

Figure - Summary of the Main Points

QR code: university instant feedback system

OMHV is an integral part of the qualification of trainers

We can contribute to quality education

SeKA Identification, anonymity, security

Statistics available per faculty, per subject

Teacher reflection on student comments, week by week

Point-based and text-based assessment

More effective teaching and learning