



SEMMELWEIS EGYETEM

FOGORVOSTUDOMÁNYI KAR

Dékán

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Faculty of Dentistry
Student Feedback on Teaching Activities (OMHV)
faculty policy

Preamble

In its decision number 138/2019. (XII.12.), the Senate of Semmelweis University adopted Chapter III.8 about Student Feedback on Teaching Activities (hereinafter: OMHV) of Part III, Student Standards, of the Organizational and Operational Regulations. Considering the provisions set forth in the operative part of the Senate's decision, the leadership of each faculty, in collaboration with the Student Union, shall develop and adopt the faculty-specific rules encompassed within the OMHV Policy.

In any issues not regulated in this Policy, Chapter III.8 about Student Feedback on Teaching Activities of Part III, Student Standards, of the Organizational and Operational Regulations shall prevail.

This document includes the rules regulating Student Feedback on Teaching Activities introduced by the Faculty of Dentistry.

General Provisions

Article 1 [Ad hoc OMHV Committee]

(1) An 'Ad hoc' Committee shall be established to draft the rules of the OMHV policy at the Faculty. The members of the Committee are the Dean of the Faculty, the Vice-dean for Academic Affairs, the Director of the Center for Educational Development, Methodology and Management (OMSZK), two persons representing the Students' Union, and four teachers of the Faculty.

(2) The convening of the Committee and the designation of its members, having taken into account the provisions of paragraph (1), fall under the authority of the Dean.

Article 2 [The assembly of the questionnaires, the method and frequency of completion]

(1) The survey questionnaires are drafted by the OMHV Committee, which operates under the professional leadership of the Dean of the Faculty. The questionnaires are reviewed annually. Extraordinary reviews may be initiated by the Dean of the Faculty, the President of the Faculty Students' Union, or an instructor teaching a course at the Faculty.

(2) The operation, implementation, and supervision of the Faculty's OMHV Policy are ensured by the Semmelweis University Center for Educational Development, Methodology and Management under the professional supervision of the Faculty Dean.

(3) The questionnaires are completed electronically. The OMSZK is responsible for overseeing the electronic system.

(4) Student feedback on teaching activities consists of the following:

- a) End-of-semester evaluations in NEPTUN: lectures/practical sessions/seminars (compulsory, elective, and optional courses)
- b) Mid-term on-the-spot evaluation of lectures and teaching performance
- c) Mid-term on-the-spot evaluation of seminars
- d) Evaluation of practical sessions and teaching performance at practical sessions

(5) Frequency of surveys:

- a) Feedback surveys for compulsory, elective, and optional courses (lectures, practical sessions, and seminars) are conducted once per semester, during the final two weeks of the academic term.
- b) Students have the opportunity to provide on-the-spot feedback on lectures and the teaching performance of lecturers immediately after the lectures.
- c) Students can provide mid-term on-the-spot feedback on seminars immediately after the seminar sessions.
- d) Feedback surveys for practical sessions and the teaching performance of instructors are conducted once per semester during the final two weeks of the academic term. In practical sessions where multiple instructors alternate throughout the semester, surveys are conducted multiple times, at the end of each block session led by individual instructors.

(6) The surveys specified in points (5) a) and c) are administered through an electronic link provided via NEPTUN. Students shall be given at least 5 consecutive calendar days to complete the surveys.

(7) The Center for Educational Development (OMSZK) shall be responsible to prepare a guide to assist students in completing the feedback surveys. The translation of the surveys into English and German is carried out by the Center of International Training Programs.

Article 3 [Benefits for students completing the survey]

(1) Priority access to course and exam registration: In the subsequent semester, students who complete the questionnaires will have access to exam booking two hours earlier than others. This incentive is implemented in adherence to principles of anonymity and data protection regulations.

(2) Eligibility requirements: To qualify for this benefit, students must complete the feedback questionnaires for all compulsory, elective, and optional courses (lectures, seminars, and practical classes) they have registered for in the given semester, as outlined in Article 2(5)a.

(3) Opt-out option maintains eligibility: Students who log into the feedback platform and explicitly indicate that they do not wish to provide feedback for a specific course will still be eligible for the benefit.

Final Provisions

Article 4 [Effective date and application of the Policy]

(1) This Policy shall take effect from the date of the adoption decision by the Faculty Council.

Article 5 [Revision of the Policy]

Pursuant to Decision number 138/2019. (XII.12.) of the Senate, the Ad hoc OMHV Committee shall revise the Policy one year after it was adopted by the Senate.

Annexes

Annex 1

End-of-semester Neptun survey to evaluate lectures/practical sessions/seminars (compulsory, elective, and optional courses) - a questionnaire

Annex 2

On-the-spot survey to evaluate teaching activity at lectures - a questionnaire

Annex 3

On-the-spot survey to evaluate teaching activity at seminars - a questionnaire

Annex 4

On-the-spot survey to evaluate teaching activity at practical sessions - a questionnaire

Annex 1

*End-of-semester Neptun survey to evaluate lectures/practical sessions/seminars
(compulsory, elective, and optional courses) - a questionnaire*

Questionnaire - Faculty of Dentistry, 2024

K01 To what extent did the teaching work at the department/institute spark your interest in the subject?

K02 To what extent was the teaching of the subject well-organized?

K03 How useful were the lectures/seminars/practical sessions?

K04 How would you rate the Moodle platform of the course/department?

K05 Overall, how would you evaluate the teaching of the subject?

K06 If you have any suggestions or comments regarding the teaching, please share them:

Annex 2

On-the-spot survey to evaluate teaching activity at lectures - a questionnaire

Questionnaire - Faculty of Dentistry, 2024

Evaluate the course lecturer and the lecture on a scale of unsatisfactory (1) to excellent (5):

K01 How useful was the lecture/seminar?

K02 How would you rate the presentation of the material?

K03 To what extent did the lecturer emphasize key points?

K04 How clear and understandable was the lecturer's speech?

K05 If you have any suggestions or feedback regarding the teaching, please share them:

Annex 3

On-the-spot survey to evaluate teaching activity at seminars - a questionnaire

Questionnaire - Faculty of Dentistry, 2024

Evaluate the course teacher and the seminar on a scale of unsatisfactory (1) to excellent (5):

K01 How useful was the seminar?

K02 How logical and clear were the instructor's explanations?

K03 How organized and well-structured were the seminars?

K04 How helpful was the instructor?

K05 To what extent were you able to grasp the topic during the seminar?

K06 If you have any suggestions or feedback regarding the teaching, please share them:

Annex 4

On-the-spot survey to evaluate teaching activity at practical sessions - a questionnaire

Questionnaire - Faculty of Dentistry, 2024

K01 How logical and clear were the instructor's explanations?

K02 How organized and well-structured were the practical sessions/activities?

K03 How helpful was the instructor?

K04 To what extent were you able to grasp the topic during the practical session?

K05 Overall, how would you rate the instructor's teaching activity?

K06 If you have any suggestions or feedback regarding the teaching, please share them: