

REGULATION
on the Surveying (Questioning) of Participants in the Educational Process
at the European Medical University

1. General Provisions

The "Regulation on the Survey (Questioning) of Participants in the Educational Process at the European Medical University" (hereinafter referred to as the "Regulation") defines the objectives, requirements, and procedures for conducting sociological research among higher education students (hereinafter referred to as "Participants"), listeners, and other individuals studying at the European Medical University (hereinafter referred to as the "University").

This Regulation has been developed based on:

- The Law of Ukraine "On Education" dated September 5, 2017, No. 2145-VIII;
- The Law of Ukraine "On Higher Education" dated July 1, 2014, No. 1556-VII;
- The Law of Ukraine "On Prevention of Corruption" dated October 14, 2014, No. 1700-VI;
- Standards and recommendations for quality assurance in the European Higher Education Area (ESG) (Yerevan, 2015);
- State higher education standards;
- The University's Statute and standards for organizing the educational process;
- The Regulation on the University's Anti-Corruption Committee.

This Regulation applies to sociological research conducted at the University by academic and teaching staff and representatives of the Student Self-Government.

2. Purpose, Requirements, and Objectives of the Survey

The objectives of the survey are as follows:

- Promoting the professional growth and qualification improvement of academic and teaching staff at the University;
- Aligning the results of the University's activities with the requirements of the Ministry of Education and Science of Ukraine;
- Obtaining objective information about the expectations and satisfaction of Participants, graduates, employers, and other stakeholders with the quality of education and the state of the educational process at the University;
- Monitoring the state of educational activities;
- Establishing feedback among all participants in the educational process and developing proposals for its improvement;
- Enhancing the quality of the educational process and the University's activities;
- Gathering empirical data on the studied processes, trends, and social phenomena among Participants and University staff.

The research objectives are as follows:

- **Obtaining information about:**

- The attitudes of higher education Participants toward the activities of academic and teaching staff, including the use of innovative teaching methods in their work.
- Attitudes toward the goals and program outcomes of the educational program.
- Teaching and learning within the educational program.
- Internal quality assurance in educational activities.
- Control measures, assessment of Participants, and adherence to academic integrity.
- The level of satisfaction of Participants with educational, organizational, informational, advisory, and social support.
- The attitudes of Participants toward various components of the educational process.
- The attitudes of respondents (Participants, listeners, and other individuals) toward corruption in general and possible manifestations of corruption at the University.
- **Demonstrating the link** between the activities of the academic and teaching staff and the results of this activity, which are reflected in the acquisition of essential life and professional competencies by Participants, the level of their culture, erudition, and the ability to apply theory in practice.
- Using surveys as one of the elements of the monitoring system for quality control of the educational process.
- **Ensuring the participation** of Participants in the University's activities, obtaining feedback in the educational process.
- **Enhancing the effectiveness** of the educational process.

The main requirements for sociological research among Participants or University staff are:

- Correspondence of the content of the questionnaires to the objectives and tasks of the University.
- Anonymity of participants.
- Systematic and consistent survey procedures.
- Use of standardized survey procedures and criteria.
- Continuity.
- Informativeness.

Sociological research may be initiated by the Rector, Vice-Rectors, the Dean of the Medical Faculty, and the heads of other structural units, Participants, stakeholders, and other participants in the educational process at the University.

3. Procedure for Conducting Sociological Research

Sociological research is conducted through the survey of Participants, listeners, graduates, and University staff twice a year.

Surveying is a method of questioning in which respondents independently complete a questionnaire. It allows for group or individual surveys.

Sociological research is conducted by a working group, the composition of which is determined by the Rector's order depending on the topic and scope of the research.

The working group responsible for conducting the survey:

- Develops a plan for conducting the survey.
- Approves the list of questions for the survey and prepares questionnaires.
- Identifies individuals who will directly participate in the survey and provides training to University staff involved in the survey.
- Conducts the survey, processes the survey data, and analyzes the results.

The timing and procedure for conducting research are determined by the working group and approved by the First Vice-Rector or the Vice-Rector for Educational and Methodical Work.

The content of the questionnaire is coordinated with the First Vice-Rector or the Vice-Rector for Educational and Methodical Work and with the bodies of the Student Self-Government. Changes to the content of the questionnaire are made when necessary based on submissions from the University administration, bodies of the Student Self-Government, and other participants in the educational process.

These surveys may investigate current issues initiated by the University's administration, deans, departments, other units, or University staff, including research on identifying manifestations of corruption at the University if necessary.

The working group, based on the problematic situation, may orient itself towards both quantitative and qualitative methods of data collection and processing. Data collection can be carried out through respondent surveys, both in-person and online via the Internet.

Various types of questionnaires are used for conducting surveys (e.g., Student questionnaire, Listener questionnaire, etc.). Thematic sections, content, and wording of questions included in the questionnaires are determined and approved by the First Vice-Rector or the Vice-Rector for Scientific and Pedagogical Work.

The main directions for surveying respondents include:

- Improving the quality of education at the University;
- The selection of the best academic staff by the Student for the past academic year;
- The level of knowledge and skills acquired, which determine whether the graduate will recommend other individuals to study at the University in their specialty;
- The readiness and ability of the graduate to work in a team, their professional development;
- The level of proficiency in personnel and team management skills;
- Satisfaction with the education and personal achievements;
- Compliance of the planned curriculum and the results obtained during the learning process with the expectations and demands of the modern job market;
- Forms and methods of teaching, transparency and clarity of assessment, organization of the educational process, absence of discrimination, and adherence to ethical principles.

The survey is conducted by employees of the educational department with the involvement of responsible representatives from structural units and the Student Self-Government. The survey process is accompanied by an explanation of its objectives, as well as a demonstration of the questionnaire forms used during the survey.

The object of evaluation is the quality of educational activities at the University, as well as compliance with the regulated rights and duties of all participants in the educational process.

The subject of evaluation includes students, listeners, graduates, employers, stakeholders, and other participants in the educational process.

The assessment of the quality of educational activities is carried out at the end of the academic year in the form of a sociological survey of students using questionnaire surveys. The participation of respondents in the survey is voluntary and anonymous. The survey can be conducted in the form of written or electronic questionnaire submissions.

Surveying for the current academic year is conducted at the end of the academic year (usually in May) during lectures or student gatherings. Postponement of the survey at the initiative of the Student Self-Government is possible, but not more than for 2 weeks. Additional surveys can be conducted at any time during the current academic year at the initiative of participants in the educational process, during lectures or student gatherings.

4. Procedure for Processing Sociological Survey Questionnaires and Reporting of Results

The processing of questionnaires is carried out by employees of the educational department, specialists in sociological research, together with the working group, which may include representatives of the involved structural units and the Student Self-Government. Specialized licensed software packages are used for processing the obtained empirical information collected during the survey.

The head of the educational department provides the Rector of the University with a written report on the results of the sociological monitoring, including general conclusions and recommendations.

Based on the results of the sociological research, an investigation report is compiled, which is submitted for approval to the Rector of the University and is also reported to the University's Rectorate and the Academic Council. Reports on the results of sociological research are kept in the educational department for one year

5. Procedure for Using the Information Obtained from Sociological Research

The findings of sociological research, documented in the form of an act, report, presentation, or publication, are taken into account by the University administration when making relevant decisions to enhance the quality of the educational process and the University's activities.

The procedure for utilizing the research results, the content, and the scope of information provided for disclosure are determined by the Academic Council and approved by the Rector or the First Vice-Rector, with mandatory acquaintance with the research results by the heads of units where the survey was conducted.

The results of sociological research must be discussed at meetings of the respective departments or faculties with the aim of addressing negative issues.

The results of sociological research are considered in the following instances:

- By the University's competition committee when permitting participation in the competition for the appointment of academic and pedagogical staff and providing recommendations to the Rector regarding the duration of the contract and the University's activities;
- At extended meetings of the labor collective of departments when nominating candidates for academic and pedagogical positions and determining the terms of their work;
- At meetings of the University's Academic Council when discussing appointments to academic positions;
- During the revision of educational programs;
- In the organization of the educational process at the University;
- In shaping the curriculum;
- When updating educational programs for disciplines;
- In planning the professional development of instructors;
- By departments in enhancing the methodological support of the educational process, updating training materials, lecture materials, and so forth;
- When issuing appropriate orders and directives by the Rector, unless otherwise stipulated by current legislation.

Access to the full information that is not subject to public disclosure may be granted to Student Self-Government bodies and individual instructors with prior permission from the Rector. The dissemination of information that is not subject to public disclosure is prohibited.

6. Final Provisions

This regulation shall come into effect from the day following its implementation by the Rector's order, unless otherwise specified by the same order.

Changes and additions to this Regulation may be made by the Rector's order upon the decision of the University's Academic Council. In the same manner, this Regulation is revoked. After the adoption of a new version of this Regulation, the previous version loses its validity.

