

“APPROVED”

Rector of the “IUK”,

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12th September 2018

Protocol of the Academic Council

№ 43 dated 11th September 2018

Regulation

on the questionnaire of students of the "IUK"

1. General Provisions.

1.1. This Regulation on the questioning of students (hereinafter referred to as the Regulation) was developed on the basis of:

- The Law of the Kyrgyz Republic on Combating Corruption of August 8, 2012 №153 (As amended by the Laws of the Kyrgyz Republic of May 17, 2014 № 70, October 21, 2016 № 169, March 18, 2017 № 46);
- State Anti-Corruption Policy Strategy of the Kyrgyz Republic dated February 2, 2012 № 26;
- Regulations on the Commission for Anti-Corruption Activities of the “IUK” dated June 26, 2018;
- and other local regulations of the "IUK".

1.2. This Regulation is an internal regulatory local act of the “IUK” (hereinafter referred to as the university), which regulates the organization and conduct of questionnaires among university students.

1.3. The position determines the goals, objectives, the procedure for organizing and conducting questionnaires among university students.

1.4. A questionnaire survey of students to monitor the activities of the university, the quality of educational services provided is one of the forms of control over the

implementation of the requirements of the current legislation of the Kyrgyz Republic on the implementation of state policy in the field of education and the implementation of the Action Plan for anti-corruption activities of the university.

2. Goals, objectives and principles of the questionnaire.

2.1. The purpose of the survey is to obtain and analyze information about satisfaction with the choice of a university, specialty, the quality of the educational process, material and technical support, as well as combating corruption in the framework of the university's anti-corruption activities.

2.2. The objectives of the questionnaire are:

- Revealing the level of students' satisfaction with the elements of the educational process;
- Prevention and implementation of the University Anti-Corruption Action Plan;
- Expanding student participation in university management and enhancing their civic position;
- Providing teachers with the necessary information that allows them to purposefully improve certain aspects of their pedagogical activity and improve its quality;
- Development of measures aimed at improving the work of the university, increasing the efficiency of teaching work, the formation of motivation of the teaching staff.

2.3. The main principles of the questionnaire are:

- Compliance of the content of the questionnaires with the strategy and mission of the university;
- Focus on improvement - using research data to improve the quality of the educational process;
- Consistency and consistency of survey procedures;
- Compliance of issues with the norms of ethics and morality;
- Anonymity of participation.

3. Procedure for the questionnaire.

3.1. Students of all directions and specialties of the university take part in the questionnaire. The activity of teachers who conducted classes of students in the previous semester, at least one academic discipline, is assessed.

3.2. The questionnaire of students is carried out at the end of the study of the discipline, i.e. after passing the exam, in the first month of the next semester. The questionnaire of graduate students is carried out in the last week of the semester, while the results of the survey are transmitted to the teacher after passing the final state exam.

3.3. The scheduling of the questionnaire and informing students about the questionnaire is carried out by the employees of the dean's office. The survey schedule is approved by the vice-rector for academic affairs.

3.4. Carrying out the questionnaire according to the approved schedule, explaining the objectives of the questionnaire, the method of organizing it (including by familiarizing yourself with this Regulation) is carried out by the staff of the ICCPP and SR department together with the Department of Social Work.

4. The procedure for summing up the results of the questionnaire.

4.1. To ensure the accuracy and reliability of the results obtained, at least 65% of the total number of students from this teacher must participate in the survey. If it is impossible to comply with this condition, a smaller number of students may participate in the survey, for which the organizers of the survey need to obtain the written consent of the questioned teacher.

4.2. Processing of questionnaires and presentation of results in tabular form is carried out by the Department of Social Work. The analysis of tabular forms is carried out by the MQCOPP and RE Department and is presented in the form of a final document to the rector and vice-rector for academic affairs within a period not exceeding 20 days from the date of completion of the questionnaire.

4.3. Answers to open-ended questions regarding the teaching of a particular discipline are provided only to the teacher who reads this discipline, the rector and the vice-rector for academic affairs.

4.4. The MQCOPP and RE Department store the results of the survey and are responsible for maintaining confidentiality.

4.5. The following employees of the "IUK" have access to the results of the survey:
- the organizers of the survey: the head of the department of the MQCOPP and RE

Department and the staff involved in the processing of statistical data, the Department of Social Work;

- rector;
- vice-rector for academic affairs;
- teacher.

4.6. The deans of faculties and heads of departments are provided with the necessary information about the quality of teaching disciplines by the employees of their unit.

4.7. The results of the questionnaire are analyzed by the teacher himself, who must identify the reasons for student dissatisfaction (if any), develop a system of measures to improve his pedagogical activity. In addition, the results of the questionnaire can be discussed and analyzed at meetings of the vice-rector for academic affairs, the head of the MQCOPP and RE Department, the head of the educational department, the dean of the faculty, the head of the department and can be used to make personnel decisions, and also serve as the basis for the development and implementation of measures to improve qualifications and retraining of teachers.

4.8. The data of the questionnaire are presented in a generalized form by the Department of Social Work at the rector's office of the "IUK" and posted on the website of the university.