

On 19 January 2022 at their 6th regular session, the Senate of Alma Mater Europaea - Academy of Dance, on the basis of Article 39 of the Statute of Alma Mater Europaea - Academy of Dance, dated 5 May 2021, adopted

## **RULES ON SURVEYS AT ALMA MATER EUROPAEA - DANCE ACADEMY**

### **1. Nature and purpose of the survey**

#### **Article 1**

- (1) The purpose of the survey is to obtain data and information to improve the quality of operation of Alma Mater Europaea - Dance Academy (hereinafter: AMEU - DA) and thus identify and ensure its quality. The Rules represent the procedure for conducting the survey, the processing and use of the obtained data, and the secrecy and storage of data. All stakeholders (students, graduates, higher education teachers and associates, professional services, mentors of professional internships and others) are included in the survey.

#### **1.1 Goals of the survey**

#### **Article 2**

The goals of the survey are to:

- Obtain the opinion of students on the educational work of teachers and associates and use the obtained results for improving the educational process,
- Obtain the opinion of students on the general conditions of study and use the obtained results in improving them,
- Obtain a basis for the opinion of the Student Council on the educational qualifications of teachers and associates in the procedures for election to the title,
- Obtain the opinions of graduates on the study programs they have completed and use the acquired results to improve the functioning of AMEU - DA,
- Obtain an opinion on the implementation of individual subjects and the cooperation of higher education teachers, associates with AMEU - DA and use the acquired results to improve the functioning of professional services,
- Obtain the opinion of students' mentors on professional practice in the organisation on cooperation with the student and AMEU - DA, and use the obtained results to improve the connection with the environment,
- Obtain the opinion of employers on satisfaction with AMEU - DA graduates and on cooperation with AMEU - DA.

#### **Content of the survey**

The survey process, which is conducted with a questionnaire, is an opinion survey in which respondents express their opinion on study programs, study process, study units and educational work, satisfaction with students and graduates in organisations, and cooperation with AMEU - DA, and they can also provide feedback on their satisfaction with the professional services and material conditions that directly affect the quality of studies.

## Questionnaire and instructions

Regardless of the method of conducting the survey, the relevant questionnaire is accompanied by appropriate instructions. The instructions must contain the following information about the survey: the purpose of the survey, the rating scale, voluntary nature of the survey, and anonymity of the respondents.

## 2. Conducting a survey

### Article 3

The survey is conducted in accordance with these rules.

#### 2.1 Execution time

### Article 4

The survey is conducted every academic year.

#### Student opinion polls and actual student workload

- It is conducted twice a year, after the completion of lectures and exercises;
- In addition to providing their opinion on the implementation of individual courses and practitioners, students assess the actual workload;
- Before enrolling in the senior year, students fill out a general survey on satisfaction with the operation of AMEU - DA;
- After the last trimester, the final report on the student opinion survey is analysed and prepared, and measures regarding implementation and workload are proposed as part of the Self-Evaluation Report.

#### Opinion polls of graduates

- These are conducted once a year, usually in October;
- The analysis is performed as part of the Self-Evaluation Report in December;

#### Opinion polls of higher education teachers and associates:

- These are conducted once a year, after the end of the third semester;
- After the last semester, the final report on the opinion poll of higher education teachers and associates is analysed and prepared.

#### Opinion polls of professional services

- These are conducted once a year, usually in June;
- The report is completed in December.

#### Opinion polls of mentors to students on professional practice

- These are conducted once a year, usually in June
- The report is completed in December.

#### Opinion polls of employers of AMEU - DA graduates and cooperation with AMEU - DA

- These are conducted once a year, usually in June;
- The report is completed in December.

Surveys are processed on an ongoing basis using a statistical software tool. The reports of the opinion polls are also partially presented in the report of the Quality Commission and the self-evaluation report.

## **2.2 Method of implementation**

### **Article 5**

- (1) The survey is conducted by completing a questionnaire. Completion of the questionnaires takes place in electronic form but can also be done by mail survey.

### **Article 6**

- (1) Completion of the survey is done anonymously.

## **2.3 Eligibility for participation in the surveys**

### **Article 7**

- (1) Students, graduates, higher education teachers and associates, professional services, mentors of professional internships in organisations and others (respondents) have the right to complete the questionnaire.

## **Conducting a survey**

The Quality Commission (hereinafter QC) is in charge of preparing and conducting the survey. They have the following tasks in conducting the survey:

- Preparation of the survey and conducting the survey in accordance with the provisions of these rules;
- Preparation of the annual report on the results of the evaluation.

In addition to members of the QC, authorised employees of professional services and members of the AMEU-DA Student Council, who are specifically authorised by the KPC President in writing, may also take part in the survey. Such an interviewer must be adequately trained to participate in the survey process and must be familiar with the purpose and manner of the survey and the content of the questionnaire.

## **2.4 Subject of assessment**

### **Article 8**

- (1) The subject of student assessment includes: study conditions, study program, individual subjects of the study program, teachers and associates participating in an individual study program, student workload.
- (2) The subject of evaluation of higher education associates are: satisfaction with professional management, premises, organisation, information support, research activity, extracurricular activities.

- (3) The subject of evaluation of mentors in practice / clinical training includes satisfaction with the implementation of the practice, student knowledge, organisation of the practice, opportunities for improvement, etc.
- (4) The subject of evaluation of professional associates includes workplace conditions, satisfaction with management, working conditions, etc.
- (5) The subject of the evaluation of graduates is the success of AMEU - DA graduates, their employment opportunities, and satisfaction with their studies.

#### **Article 9**

- (1) Once a year, an individual stakeholder in the educational process assesses the conditions and satisfaction with participation in the educational and research process at AMEU - DA.

### **2.5 Assessments and questionnaire**

#### **Article 10**

- (1) The questionnaire attached to these rules is used in the survey.

#### **Article 11**

- (1) The following five-point rating scale is used for the survey: 1 to 5, taking into account that 5 is the highest rating and 1 is the lowest rating.

### **3. Survey process**

#### **Article 12**

- (1) The survey is conducted in a way that enables respondents to enter the answers directly. The survey program contains direct instructions for answering individual questions, guides the respondent in answering and ensures compliance with the provisions of these rules regarding the time and eligibility to answer questions.

#### **Article 13**

- (1) The student acquires the right to answer the general part of the survey at the end of the annual semester. The student can answer questions from the general part of the survey until enrolment in a higher year or no later than by 30 September of the current academic year.
- (2) The student acquires the right to respond to a special part of the survey, i.e., questions related to individual teachers and subjects and workload, when lectures and exercises in this subject are completed or from the day of the first exam in this subject.
- (3) The right to complete the survey on satisfaction with the internship is acquired by students of undergraduate study programs who have the obligation of an internship within the study program. The survey is activated in July and students can complete it until enrolment in the senior year or no later than before 30 September of the current academic year.
- (4) The graduate acquires the right to respond to the graduation survey when at least six months have passed since graduation. The survey is conducted again four years after graduation.

- (5) The right to complete the survey on the satisfaction of higher education lecturers is acquired by those who have participated in the study process in the current academic year.
- (6) All those mentors who participated in the practical education of AMEU - DA students in the current academic year are included in the survey.
- (7) All those professionals and managers who have been employed for at least 3 months in the current academic year have the right to complete the satisfaction survey.

#### **4. Processing and use of survey results**

##### **Article 14**

- (1) The survey is conducted electronically and online. Surveys for students, lecturers and professionals are conducted through the Higher Education Information System (VIS), and with an online survey tool for all other stakeholders who do not have access to the VIS. Data processing is performed using a statistical software tool. In addition to the estimates, the results of the survey also include the number of responses.

##### **Article 15**

- (1) The general secretary of the AMEU - DA shall have access to the results of the survey and shall provide them to individual users in accordance with these Rules. The results of the survey are submitted for analysis if a relevant sample of responses is achieved. In the case of student surveys, at least 30% of students must complete the survey. All higher education associates also have access to the results of students' opinions on their work, which they can submit to the Student Council and the Habilitation Commission for the needs of the habilitation procedure.

##### **Article 16**

- (1) The general secretary of the AMEU - DA shall submit the results of the analysis of the surveys prepared by the QC to the AMEU - DA Senate for consideration.
- (2) The Senate instructs the heads of organisational units and other heads of departments to propose corrective measures in accordance with the Rules of Procedure wherever the average score is lower than 3.5 or the score has dropped significantly since the previous year. The implementation of measures is reported in the next trimester.
- (3) If the corrective measures in accordance with the analysis of the next survey were not successful, the management of AMEU - DA takes action.

##### **Article 17**

- (1) Upon receipt of the results of the survey, the evaluated teacher or assistant may warn the general secretary of the AMEU - DA in writing of any obvious errors in its implementation. The grade itself is not considered an error.

## **5. Responsibility for implementation and monitoring**

### **Article 18**

- (1) The general secretary of the AMEU - DA is responsible for the preparation of the questionnaire and the computer program, its technical implementation and the analysis of the implementation of the survey.

## **6. Transitional and final provisions**

### **Article 19**

- (1) These Rules shall enter into force on the eighth day after being published on the AMEU-DA website.

Dean  
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