

On the basis of the Rules on the ECTS Credit System of the University of Maribor No. A5/2006-41 AG (UM Notices No. XXIV-1-2006) and Article 8 of the Rules on the Operation and Composition of Student Councils No. A19/2005-81 AH (UM Notices No. XXIII-5-2005), the Senate of the University of Maribor has adopted, at its 30 regular meeting of 30 March 2010, the following

## **RULES**

### **on Administering Questionnaires on the Actual Student Workload**

#### **Article 1**

(Purpose of the Rules)

The Rules on Administering Questionnaires on the Actual Student Workload at the University of Maribor (hereinafter referred to as "Rules") regulate the manner, time frame, framework, deadlines and procedures related to administering questionnaires concerning the actual student workload at the University of Maribor (hereinafter referred to as "Questionnaire").

The annexed Questionnaire is an integral part of these Rules. The Questionnaire is being used to conduct opinion surveys revealing students' opinions on their workload in new programmes. With regard to these Rules, student councils of faculties may administer special (additional) questionnaires on the workload, degree programmes and organizational arrangements with the intention of improving the quality of the educational process.

#### **Article 2**

(Purpose of the Questionnaire)

With the help of the results, student councils of faculties are able to monitor the actual workload of students admitted to new degree programmes and to formulate proposals for both improving the quality and modifying existing programmes.

#### **Article 3**

(Responsibility)

Student councils of faculties are responsible for both administering the questionnaire and interpreting results. The Computer Centre of the University of Maribor (hereinafter referred to as "RCUM") is responsible for analyzing results. At the university level, the Student Council of the University of Maribor is responsible for both administering the questionnaire and observing these Rules.

#### **Article 4**

(Reporting)

On a regular basis, student councils of faculties shall inform ECTS coordinators and deans, who shall act in accordance with their powers, of the results.

If considerable discrepancies between the approved credit evaluation and the actual workload per course are observed for two consecutive years, the faculty's student council shall immediately inform the Senate and suggest appropriate measures.

At the request of the Student Council of the University of Maribor or the Vice Rector for Studies, student councils of faculties are obliged to report their findings and present their activities for carrying out these instructions.

#### **Article 5** (Deadline and Notification)

After the introduction of new degree programmes, the questionnaire is administered each academic year until the first generation of students enrolled has graduated, whereupon it is administered at least every two years. The questionnaire is administered at all faculties of the University of Maribor for all courses in new degree programmes as specified in the previous paragraph.

The questionnaire is being administered from the beginning of the fall examination period until the end of the academic year for all courses passed.

Vice Deans for Studies shall inform students of the questionnaire and its purpose in an appropriate manner (e.g. in a special letter, with a note on the blackboard, per e-mail or on the faculty's website).

#### **Article 6** (Duty)

Students are obliged to complete the questionnaire. The survey is anonymous.

Students shall assess all courses passed.

The questionnaire shall be completed by full-time and part-time students of undergraduate and postgraduate programmes.

#### **Article 7** (Questionnaire)

In terms of its scope and content, the questionnaire is the same for all faculties of the University of Maribor.

The questionnaire includes an introduction, general data on both the faculty and the degree programme (name of the degree programme, year), course title, course coordinator's name and course type, including the number of ECTS credits. The final course grade is also displayed.

Students must mark whether the number of hours determined by the programme has been exceeded. The difference in the number of hours is entered in a separate field.

The annexed questionnaire form is an integral part of these Rules.

**Article 8**  
(Representativeness)

The survey is representative if the majority of students complete the questionnaire.

**Article 9**  
(Course of the Survey)

During the course of the survey, the option of completing missing questionnaires for a particular course appear each time the student enters the AIPS system. After completing the questionnaire, the student must press the confirmation button.

Online enrolment is enabled once the student has completed all questionnaires.

**Article 10**  
(Statistical Analysis)

RCUM is responsible for gathering data and analysing results for all UM members. CCUM shall carry out the statistical analysis and submit the results to student councils of faculties within three months after the start of the academic year.

**Article 11**  
(Display of Results)

Results are displayed in two tables. General data on the workload and data on the workload with regard to the final grade are shown in table 1 and table 2 respectively.

Results for a particular course are displayed in table 1, which contains:

- dates of administering the survey and analysing results
- number of respondents, degree programme, year, assessed course and total number of students enrolled in a year
- frequencies of answers for each course type, arithmetic mean and standard deviation (SD) for discrepancies in the number of hours (filled in by the student).

It must be indicated whether or not the sample was representative.

Results in relation to the final grade are shown in table 2, which contains:

- dates of the administering the survey and analysing results
- number of respondents, study programme, year, assessed course and total number of students enrolled in a year
- frequencies of answers for each course type, arithmetic mean and standard deviation (SD) for discrepancies in the number of hours filled in by the student
- results in relation to the final grade

It must be indicated whether or not the sample was representative.

**Article 12**  
(Confidentiality)

The survey is anonymous.

**Article 13**  
(Archiving)

All material concerning this questionnaire is stored in electronic form for six (6) years after administering the survey.

**Article 14**  
(Entry into Force)

In accordance with these Rules, the Questionnaire will be administered for the first time in the academic year 2009/2010. These Rules shall come into effect within 15 days after their publication in the Notices of the University of Maribor.

Rector of the University of Maribor  
Prof. Ivan Rozman, PhD

PROPOSAL FOR ECTS SURVEY – INTERNAL!!!

**QUESTIONNAIRE ON THE ACTUAL STUDENT WORKLOAD**

With the help of this questionnaire, the student council wishes to determine the actual workload of students enrolled in new degree programmes. Your personal data and answers will remain anonymous and will be used only for the purpose of improving the quality of the educational process. Thank you very much for your cooperation.

UM member: \_\_\_\_\_ (entered by AIPS)    Course: \_\_\_\_\_ (entered by AIPS)  
 Degree programme: \_\_\_\_\_ (entered by AIPS)    Course coordinator: \_\_\_\_\_ (entered by AIPS)  
 Year: \_\_\_\_\_ (entered by AIPS)

Note:

Please indicate whether the programme envisages the correct number of workload hours. Discrepancies should be entered into the relevant field.

**Example:** Within the number of workload hours envisaged by the syllabus, only 10 out of 12 topics could be discussed. In this case, mark “too many” and enter the estimated discrepancy in the number of workload hours (e.g. 20). Repeat this procedure for each course type.

Course type (entered by AIPS)	Number of workload hours envisaged by the syllabus (entered by AIPS)	Envisaged number of hours for this course type (filled in by the student)			Estimated discrepancy in the number of workload hours; without units (filled in by student)
Classes		(-) not enough	(-) adequate	(-) too many	
Seminar course		(-) not enough	(-) adequate	(-) too many	
Lab course		(-) not enough	(-) adequate	(-) too many	
		Compared to the envisaged number of workload hours, I have spent X hours on individual work (filled in by student)			
Individual work		(-) more time	(-) the same amount of time	(-) less time	

Final grade: \_\_\_\_ (entered by AIPS)