



Instructions for the completion of the new online questionnaire.
This is a student evaluation of courses they have taken.

How to access the questionnaire:

- The attending student may fill in the questionnaire at the end of the course (anytime after 2/3 of the course is completed) by logging into his/her online record book.
- If the student hasn't completed the questionnaire prior to on-line exam registration, or if he/she is a non-attending student at the time of on-line exam registration, the questionnaire will appear automatically. ONLY after the student has completed the questionnaire may he/she proceed to the exam registration.
- Once a questionnaire for a specific course is completed, it will be saved in memory for the subsequent examination sessions of the same academic year (if the student is required to register for the same exam in the same academic year he/she is not required to complete the questionnaire a second time).

The questionnaire is addressed:

- To all students (attending or not) who wish to register for an exam related to a specific course in the academic year.

The questionnaire:

- The student will be asked: 'Have you attended at least 50% of the classes for this course during the current academic year?'
- If the student answers positively, a questionnaire for attending students will be proposed, otherwise a questionnaire for non-attending students.
- All questions in the questionnaire are compulsory (except for the comments and suggestions section).
- Once the questionnaire is completed, it is not possible to change the answers.
- The evaluation criteria for the on-line questionnaire are the same as those for the paper version of the questionnaire.

Important:

- The data collected through the questionnaire will be treated in accordance with the Legislative Decree 196/2003 "Privacy Code" which guarantee anonymity of those completing the questionnaire..
- For no reason will the teachers or the staff, involved in the data collection, know any opinion expressed by each individual student.



F.A.Q.

Is the completion of the questionnaire compulsory? Yes

When may the student complete the questionnaire?

The student may complete the questionnaire after 2/3 of the course is complete. Examination registration is dependent on completion of the questionnaire by the student. Therefore, when the exam registration period begins the student (even if non attending) has the possibility to complete the questionnaire and then to register for the exam.

Please consider that it takes about 10 minutes to complete the questionnaire, so the Student is encouraged to take an appropriate period of time to answer all the questions with due care..

If a student registers for an exam (having completed the questionnaire in advance) and then he/she decides not to take the exam, is he/she required to complete the questionnaire again at the time he/she registers for the same? No, the questionnaire is saved 'in memory' for the academic year.

If a student registers for an exam (having completed the questionnaire in advance) but then he/she fails the exam, is he/she required to complete the questionnaire again at the time he/she registers for the same exam? No.

If a student declares to attend (for more than 50% of the classes) he/she will have the right to take a 'different' exam? No, the declaration on the attending or not the classes is only aimed to the investigation on students' satisfaction of teaching activities

If a student, while registering for an exam, cannot see the questionnaire, what must he/she do?

Nothing. If the questionnaire does not appear, it means that the course is not under evaluation and therefore he/she should not worry.

If a student did not attend the course in the current year but attended in the previous year, can he/she be considered an attending student?

No, he/she must declare himself/herself as a 'non attending student' because the evaluation is only for the current academic year.