

Pursuant to Article 56 of the Higher Education Act (Official Gazette of RS, Nos. 56/2025) and Article 21 of the Statute of the EMUNI University (adopted on 26 November 2008 and amendments) (hereinafter: Statute), the Senate of the EMUNI University adopts at its 58th session on 28 January 2026 the following:

RULES ON STUDENT SURVEYS AT EMUNI

I. General Provisions

Article 1

These Rules regulate the conduct of student surveys at EMUNI – Euro-Mediterranean University (hereinafter: EMUNI), including their purpose, scope, implementation, data processing, access to results, and use of findings for quality assurance and improvement of study programmes.

Article 2

The purpose of the student survey is to obtain structured and anonymous feedback from students on:

- the implementation of study programmes,
- individual courses and teaching staff,
- learning and assessment methods,
- study conditions and support services.

Survey results serve as a basis for:

- continuous quality improvement,
- programme self-evaluation,
- development of teaching and learning processes,
- informed decision-making by EMUNI bodies.

Article 3

Student surveys at EMUNI are conducted in accordance with the following principles:

1. Anonymity and confidentiality of respondents,
2. Voluntary participation,
3. Transparency of purpose and use of results,
4. Constructive use of feedback for improvement,
5. Compliance with data protection regulations.

II. Scope and Participants

Article 4

The right to participate in student surveys is granted to:

- students enrolled in EMUNI study programmes,
- students participating in joint or mobility-based study activities at EMUNI.

Students provide feedback only on courses and activities in which they actively participated.

Article 5

Student surveys may cover:

- individual courses and teaching staff,
- overall study programme implementation and student workload,
- learning resources and digital environments,
- administrative and academic support,
- international and interdisciplinary elements of study programmes.

III. Implementation of the Survey

Article 6

1. Surveys are conducted in electronic form.
2. Surveys are carried out regularly and at least once per academic year, in accordance with the purpose of the survey.
3. The timing of surveys is aligned with the academic calendar and the structure of study programmes, as follows:
 - surveys relating to individual courses are conducted after the completion of the semester in which the course is delivered;
 - surveys relating to teachers are conducted after the completion of the course delivery;
 - surveys relating to organisational and institutional aspects are conducted at the end of the academic year;
 - surveys of graduates are conducted one or two years after graduation.
4. Surveys may be conducted in English and in other languages of instruction used by EMUNI.

Article 7

Responsibility for the organisation and implementation of student surveys lies with:

- the EMUNI Quality Assurance body and
- EMUNI Education department or another body designated by EMUNI governance structures.

IV. Data Processing and Protection

Article 8

1. All surveys are anonymous.
2. Individual responses cannot be linked to identifiable persons.
3. Data are processed in aggregated form only.
4. Personal data protection is ensured in accordance with applicable legislation and internal EMUNI rules.
5. Survey results are used as an input for the preparation of self-evaluation reports of study programmes and for quality improvement processes; no separate annual survey report is prepared

Article 9

Survey results are processed only when a sufficient number of responses is collected to ensure anonymity and statistical relevance. Where the number of respondents is too low to ensure anonymity (in particular, fewer than five respondents), qualitative methods, such as a focus group, may be used as an alternative means of collecting feedback.

V. Access to Survey Results

Article 10

Access to aggregated survey results is granted to:

- EMUNI management bodies,
- programme directors,
- bodies responsible for quality assurance,
- course holders and teachers, for courses they delivered,
- department heads.

Students are informed about general findings and implemented improvement measures.

VI. Use of Survey Results

Article 11

Survey results are used exclusively for:

- quality assurance and enhancement,
- programme self-evaluation and accreditation processes,
- improvement of teaching methods and study conditions.

Survey results are not used for disciplinary purposes.

Article 12

Based on survey results:

- strengths and good practices are identified,
- weaknesses and challenges are addressed,
- improvement measures are planned, implemented, and monitored.

Implemented measures are communicated to students in an appropriate manner.

VII. Final Provisions

Article 13

Aggregated survey data and reports are retained in accordance with EMUNI's document retention rules and data protection requirements.

Article 14

These Rules shall enter into force on the date of their adoption by the EMUNI Quality Assurance Commission and shall apply to all EMUNI study programmes commencing in the academic year 2025/2026 and thereafter.

ANNEX I:

- *EMUNI QA SURVEYS*

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University

Guidelines for implementation of student surveys:

- The survey is conducted electronically in the Student Information System.
- The student course assessment survey is carried out for each course at the end of the course implementation (in the last week of the semester, after the examinations).
- The administrative and academic support survey for students is carried out at the end of the spring semester at the end of the implementation of all the courses.
- The survey is carried out if at least 5 students are enrolled in a study programme
- The survey is anonymous and student participation is voluntary.
- The student must open the questionnaire for each assessment and can then decide to fill out the survey or choose the option “do not want to participate” in this manner the voluntariness principle is respected.
- At the end of the academic year aggregated results for each course are presented to course holders and teachers.
- Aggregated results at the study programme level are presented in a yearly student survey report and key findings are presented in the study programme self-valuation report.
- The teachers survey is carried out at the end of the lectures in the current academic year (after the spring examination period,).

Student course assessment survey questionnaire

Dear student

This is a student survey for course assessment of evaluation of implementation at EMUNI University.

Your opinion will serve as a valuable contribution to improving quality of the study programme and the academic experience.

The survey is anonymous. It will take 2 minutes to complete.

Collected data will be aggregated and used exclusively for quality improvement.

Thank you for taking the time to complete the survey and for sharing your honest opinions and experience.

1. Course evaluation

1.1 Please, evaluate the organization and content of the course (0-Not relevant, 1-Totally disagree, 2-Do not agree, 3-Nor agree nor disagree, 4-Agree, 5-Totally agree).

1. The course was well planned and organized.

2. Learning objectives and learning outcomes of the course were clear.
3. The various methods used in teaching (lectures, tutorials, seminars, etc.) are well coordinated.
4. Study literature and sources (articles, electronic sources, case studies, etc.) cover the course content well.
5. In this course I gained new relevant knowledge and skills.
6. I was satisfied with the overall implementation of the course.

1.2 Please indicate what aspects of this course were most useful or valuable.

1.3 Please indicate any shortcomings and/or suggestions for improvement related to the organisation and the content of the course.

2. Student Workload

2.1 How many hours per week did you spend on average in order to fulfill the obligations of the course (for lectures, tutorials, seminars, reading and studying literature, preparation for assessment and exams, writing assignments and presentations etc.)?

- Less than 12 hours/week
- 12-16 hours/week
- More than 16 hours/week
- I don't know

2.2 The number of hours of student work for this course (X ECTS x 25-30) is sufficient to acquire the competencies listed in the course syllabus.

- Yes
- No
- I don't know

3. Teacher evaluation

3.1 Please evaluate the teacher of the course (0-Not relevant, 1-Totally disagree, 2-Do not agree, 3-Nor agree nor disagree, 4-Agree, 5-Totally agree).

The teacher...

1. clearly presented the content of the course
2. clearly explained how students will be evaluated
3. was well organized and prepared for teaching

4. teaches in an interesting and understandable way
5. encourages to participate in discussions, expressing opinions, reflection and intellectual curiosity
6. gives prompt and useful feedback on assignments
7. grading was prompt, fair and correct
8. the professor's overall teaching was excellent

3.2 Please list positive observations related to the teachers work in the implementation of the course.

3.3 Please list any shortcomings and/or suggestions for improvement related to the teachers work in the implementation of the course.

Administrative and academic support survey questionnaire

Dear student

This is a student survey for feedback on general aspects of the administrative and academic support at EMUNI University.

Your opinion will serve as a valuable contribution to evaluate our current work and improve the quality of your academic experience.

The survey is anonymous. Collected data will be aggregated and used exclusively for quality improvement.

Thank you for taking the time to complete the survey and for sharing your honest opinions and experience.

1. Please, evaluate your satisfaction with information and institution's support (0-Not relevant, 1- Very dissatisfied, 2- Dissatisfied, 3-Moderately dissatisfied, 4-Satisfied, 5-Very satisfied) – only 1st year students

- During the application process
- During the enrolment process
- In the process of acquiring the visa/TRP
- Overall logistical and organizational assistance and information prior to enrolment

2. Please, evaluate your satisfaction with information, institution's support, overall organization etc. (0-Not relevant, 1- Very dissatisfied, 2- Dissatisfied, 3-Moderately dissatisfied, 4-Satisfied, 5-Very satisfied)

- Availability of information on the EMUNI website
- Availability of information on the Moodle platform
- Organization and functioning of the e-classroom
- Online learning environment
- On-site learning environment (university premises)
- Course schedule and course implementation
- Availability of compulsory and additional study literature
- Student services assistance
- Technical assistance and information
- Logistical and organizational assistance and information

3. Please, evaluate the following statements (0-Not relevant, 1-Totally disagree, 2-Do not agree, 3-Nor agree nor disagree, 4-Agree, 5-Totally agree).

- I am informed of any changes to the course schedule in a timely and appropriate manner.
- I am familiar with the information about whom to turn to in case of any questions, problems or initiatives.
- I know here to find rules and regulations for my studies.
- I am familiar with the activities of the Student Council.
- I am familiar with possibilities of participating in university projects, additional training and educational opportunities.
- I am familiar with possibilities for participating in student mobility.
- I am satisfied with my overall study experience.

4. Please list any positive comments regarding your study experience that you would like to highlight

5. Please list any comments or suggestions regarding the organisation of classes.

6. Please list any suggestions regarding overall organisation of the study programme.

Teacher implementation survey

Dear teacher

This is a teacher's survey for course assessment implementation and institutional support at EMUNI University.

Your opinion will serve as a valuable contribution to improving quality of the study programme and the overall student's academic experience.

The survey is anonymous. It will take 2 minutes to complete.

Thank you for taking the time to complete the survey and for sharing your opinions and experiences with us.

1. How do you evaluate the information and support you received before, during and after your course? (0-Not relevant, 1-Not appropriate, 2-Satisfactory, 3-Average, 4-Good, 5-Excellent)

- EMUNI's website and its information
- Support for course planning and implementation
- Teaching schedule
- Familiarity with the rules and regulations
- Collaboration with professional/administrative services
- The online environment (e-classroom, information-communication platform, ŠIS)
- My overall satisfaction collaborating with EMUNI

1.1 Please list comments and suggestions regarding the collaboration with EMUNI.

2. Please evaluate to what extent you agree with these statements regarding the implementation of your course. (0-Not relevant, 1-Totally disagree, 2-Do not agree, 3-Nor agree nor disagree, 4-Agree, 5-Totally agree).

- I informed students about the course objectives and intended learning outcomes at the beginning of the course.
- I informed students about the content of the course.
- I informed students about their student obligations and assessment criteria.
- All about information the course is available in the e-classroom.
- I frequently encourage students critical thinking.
- I encourage student for active, problem- or research-based learning.

- I frequently give examples on how to apply their knowledge in practice.
- I use new and innovative teaching methods to complement the study content.
- The assessment methods are appropriate and transparent.
- I provide timely and meaningful feedback on assignments to enable improvement
- All students successfully acquired course competencies

3. Please list up to 3 examples of your involvement in research or professional practice this academic year

4. Please list up to 3 examples of integration of research/practice into teaching

5. Please give some examples of use innovative teaching methods (if applicable)

6. Please list cooperation with external partners during course implementation (industry, public institutions, NGOs, guest lecturers).

Alumni survey

Intro

Dear Alumni,
this is a survey for EMUNI Alumni and is part of the EMUNI Quality Assurance and Improvement system.

We would very much appreciate if you would take a few minutes to fill out the survey. This will give us valuable feedback and will enable us to improve the programme content, our operations and programme delivery.

Q1 - Basic information Please mark your employment status

Možnih je več odgovorov

- Employed
- Self-employed
- Continuing studies
- Unemployed
- Other

Q2 - Please state your current job position

Q3 - Relevance of the study programme To what extent did the study programme contribute to your professional development?

Možnih je več odgovorov

- Very significant
- Significantly
- Moderately
- Slightly
- Not at all

Q4 - How relevant are the acquired knowledge, skills and competencies to your current employment or field of work?

Možnih je več odgovorov

	Very relevant	Relevant	Partly relevant	Not relevant
Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q5 - Teaching and Learning Overall quality of teaching staff (expertise, clarity, support)

Možnih je več odgovorov

- Excellent
- Good
- Adequate
- Poor

Q6 - Alignment between course content and intended learning outcomes

Možnih je več odgovorov

- Very well aligned
- Well aligned
- Partly aligned

Alumni survey

Poorly aligned

Q7 - Appropriateness of assessment methods (transparency, fairness)

Možnih je več odgovorov

- Very appropriate
- Appropriate
- Partly appropriate
- Not appropriate

Q8 - Study Conditions and Support Satisfaction with administrative and organisational support

Možnih je več odgovorov

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

Q9 - Access to learning resources (e-platforms, literature, materials)

Možnih je več odgovorov

- Excellent
- Good
- Adequate
- Poor

Q10 - International and Mediterranean Dimensions Quality of the international and intercultural study environment

Možnih je več odgovorov

- Excellent
- Good
- Adequate
- Poor

Q11 - Extent to which the programme enhanced your understanding of Euro-Mediterranean topics

Možnih je več odgovorov

- Very significant
- Significantly
- Moderately
- Slightly
- Not at all

Q12 - Overall Evaluation Overall satisfaction with the study programme

Možnih je več odgovorov

- Excellent
- Good

Alumni survey

- Satisfactory
- Poor
- Very poor

Q13 - Would you recommend this programme to prospective students?

Možnih je več odgovorov

- Yes
- Maybe
- No

Q14 - Which elements of the programme were most beneficial for your professional or personal development?

Q15 - In your view, which general transferable competencies, knowledge and skills (e.g., communication, critical thinking, teamwork, digital skills) have been most beneficial in your career?

Q16 - Which knowledge, skills and competencies, knowledge gained during the study programme were most beneficial for your professional or personal development?

Q17 - Which competencies from the study programme do you feel were insufficiently developed or missing?

Q18 - Which additional competencies, knowledge and skills (not included or not adequately covered in the programme) would have better prepared you for your current professional role?

Q19 - Which aspects of the programme should be improved to enhance quality?

Q20 - Any additional comments or suggestions:
