

## Instructions for filling out the questionnaire on Student Community opinions

### Introduction

The opinion of the student community is surveyed with the aim of obtaining useful information for **evaluating teaching, programs**, and to verify if the **resources** allocated to support the teaching activities are adequate. The survey allows, indeed, to gather information on the **satisfaction** levels regarding the content, methods, and organization of any university course, infrastructure, teaching services, and study loads, to constantly improve the course catalogue.



### Methods and Timing

The opinions of the student community regarding the courses already attended or on the ongoing attendance are surveyed through online questionnaires.

The responses provided will be **treated completely anonymously**, and it will not be possible in any way to trace back to the name of the student.

Completing the questionnaire is **mandatory** for exam booking purposes.

The questionnaire must be completed (only once for each course) whether the lessons have been attended or not. In the latter case, a different questionnaire designed for non-attending students will be completed.

Those students who attend the classes of a course in one academic year and book for the exam in the following academic year **MUST** fill out the questionnaire again regarding the classes offered in the following academic year. Even those who have not re-attended the classes must complete the non-attending questionnaire and indicate the level of satisfaction, for example, on how the teacher organized the exams.

The questionnaires can be filled out after that  $2/3$  of the lessons have been completed over a determined survey period. Once the questionnaires are completed and at the end of the survey period, it will be possible to book exams without completing the corresponding questionnaire.

For all courses the questionnaires are available in both Italian and English; the language is initially set by the student in the Student Portal.

## How to fill out the questionnaire

To fill out the questionnaires, you need to log in with your credentials on the Student Portal through the link: <https://studenti.unitus.it/> or through the "smart\_edu" app, which can be downloaded from the APP STORE or GOOGLE PLAY.

Once you are logged in:

1. Go to the "Carriera, Piano di Studi, Esami" section.
2. Select the option "Questionari valutazione della didattica".
3. The list of available questionnaires to be compiled will appear; the course will be identified by course code, name, year, credits, and activities.
4. By clicking the "Compila ora" button, you can directly access the questionnaire.
5. The completion is done by selecting the answer and clicking "Avanti". If necessary, you can go back to the previous question by pressing the corresponding button.
6. By clicking the "Invia" (Submit) button the questionnaire will be concluded and sent.

Once the questionnaire is completed, in the list of available questionnaires, the "Compila ora" button will be replaced by the "Compilato" (Completed) status.

If a course does not appear in the list, you need to add it to your study plan. You can manage it under the "Carriera" section. Once the course has been added, it will be possible for you to fill the questionnaire out.