

Manual for filling the questionnaire

STUDENTS' ASSESSMENT OF SUBJECTS AND TEACHING PROCESS

After completing the questionnaire, it become anonymous.

The student can process the evaluation only once and only for the subjects he / she has enrolled in.

The subject is evaluated from following four perspectives

- In general
- Study conditions
- Subject organization
- Self-assessment, students' observations / opinions

and the teachers are evaluated in these areas

- ability to explain and evoke interest students
- teacher's preparation, professional knowledge
- attitude towards students
- objective assessment of knowledge

How anonymization works?

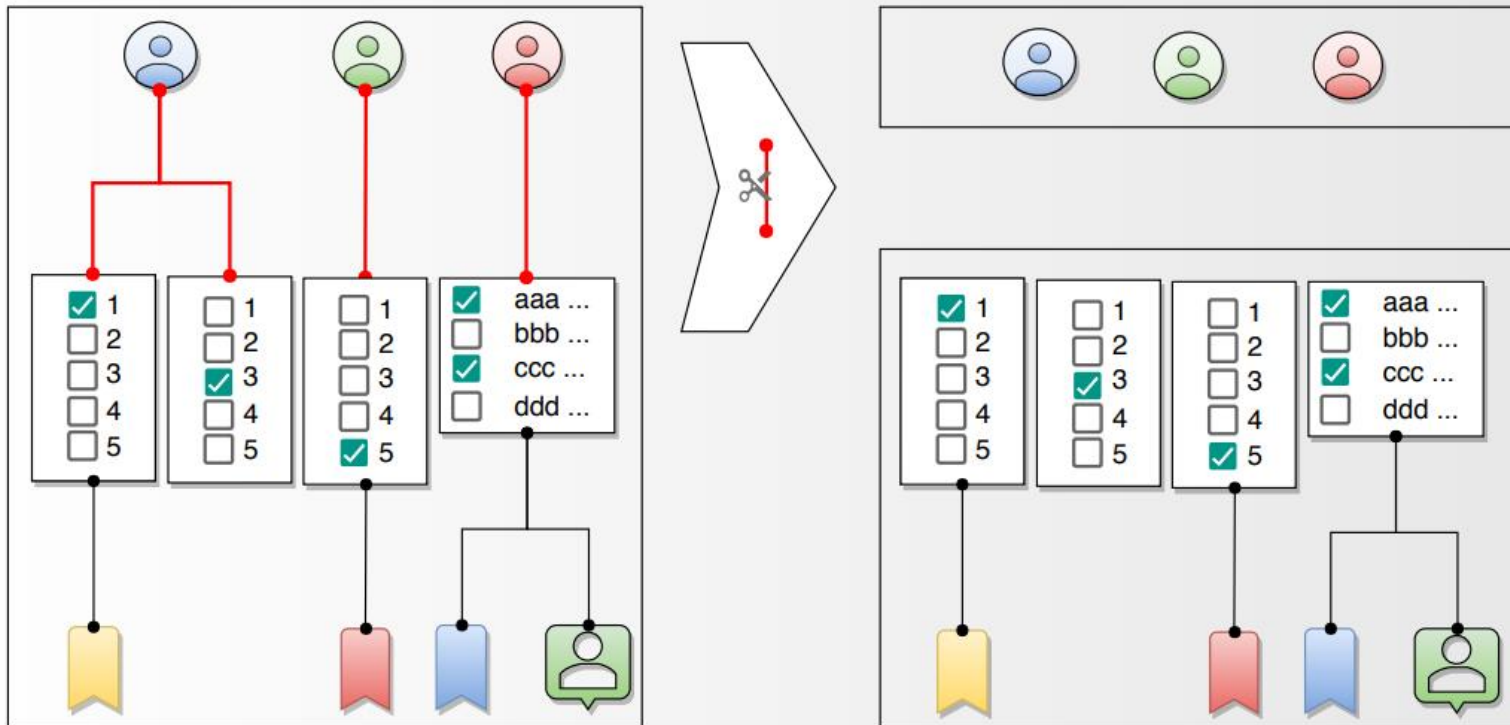
The questionnaire you attend to is anonymous. When you finish its filling out, the relationship between the respondent and his/her responds will be severed. The information who has recorded individual responds will be irretrievably lost.

The principle of response anonymization in AiS2 questionnaires

Responses with information about respondent, evaluated courses and teachers

Anonymization

Separate list of respondents and responses **without** the information, who entered them

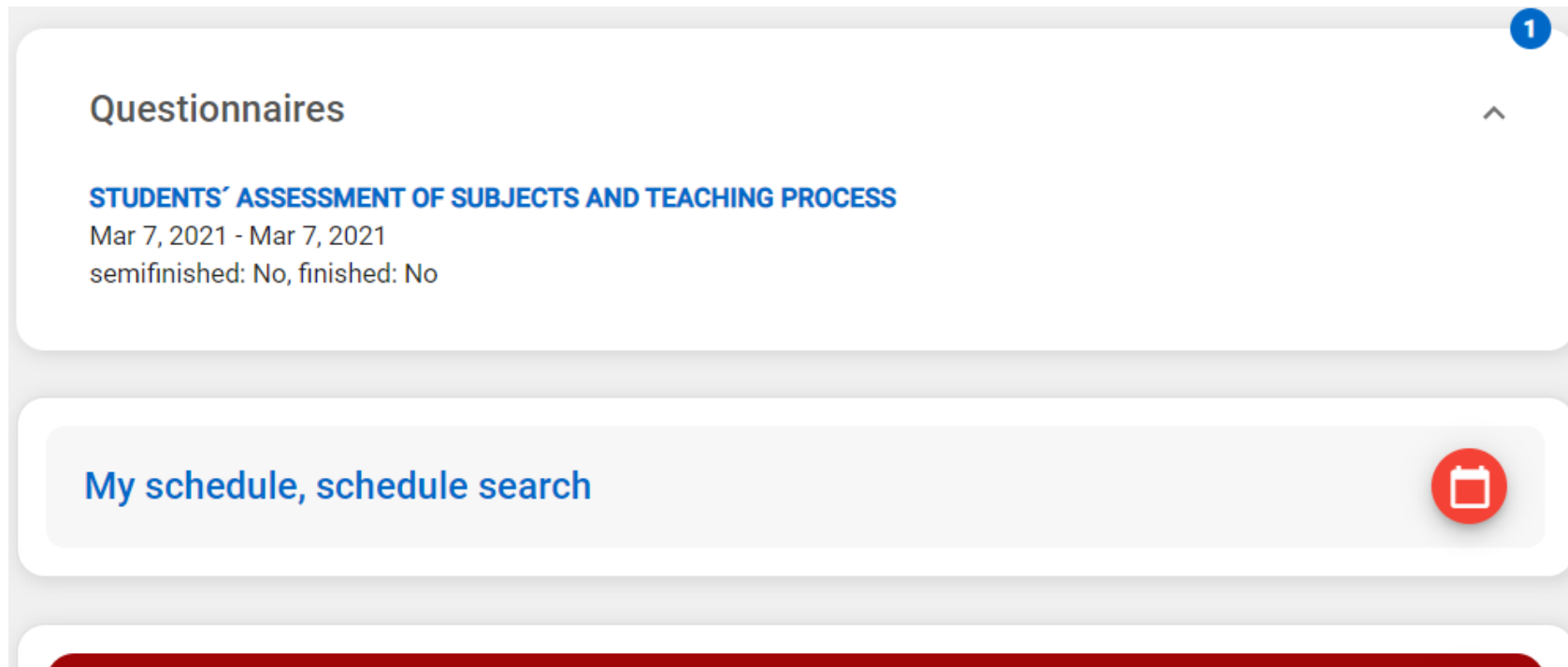


Procedure for questionnaire completion

Log in to the Academic Information System (AIS)

<https://ais2.uniba.sk/>

Picture 1 –After logging into the system questionnaire will be displayed



After logging in to the AIS system, the module Questionnaires is displayed at the top of the screen, which contains the name of the questionnaire, the opening date and closing date and the status of the questionnaire.

Picture 2 – Generated questionnaire

Jessenius Faculty of Medicine in Martin
JLF-02 - STUDENTS' ASSESSMENT OF SUBJECTS AND TEACHING PROCESS

The questionnaire you attend to is anonymous. When you finish its filling out, the relationship between the respondent and his/her responds will be severed. The information who has recorded individual responds will be irretrievably lost.

[How anonymization works?](#)

JLF-01-1. In General

1. **Subject fulfilled my expectations** **Question**

J-S-VL-039: Internal Medicine (1)

- 1 – Excellent
- 2 – Very Good
- 3 – Good
- 4 – Satisfactory
- 5 – Fail

Rating scale

J-S-VL-045: Neurology (1)

- 1 – Excellent
- 2 – Very Good
- 3 – Good
- 4 – Satisfactory
- 5 – Fail

- J-S-VL-039: Internal Medicine ...
- J-S-VL-045: Neurology (1)
- J-S-VL-123: Nuclear Medicine
- J-S-VL-029: Pharmacology (1)
- J-S-VL-117: Public Health (1)
- J-S-VL-122: Radiology
- J-S-VL-052: Stomatology
- J-S-VL-024: Surgery (2)

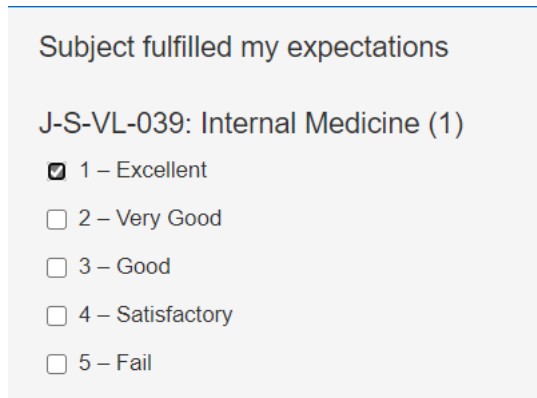
Subjects

[Continue filling out later](#)

[Anonymize and finish filling out.](#)

After clicking on the name of the questionnaire, a questionnaire will be generated for each student. The questionnaire contains only subjects that the student has enrolled in the relevant academic year and semester. **Please fill in the questionnaire step by step by subject, not all subjects at once – click on the first subject, fill in the relevant questionnaire for that subject and then continue with the next one.** You can select it in the Subjects menu.

Picture 3 – Rating scale



Subject fulfilled my expectations

J-S-VL-039: Internal Medicine (1)

1 – Excellent

2 – Very Good

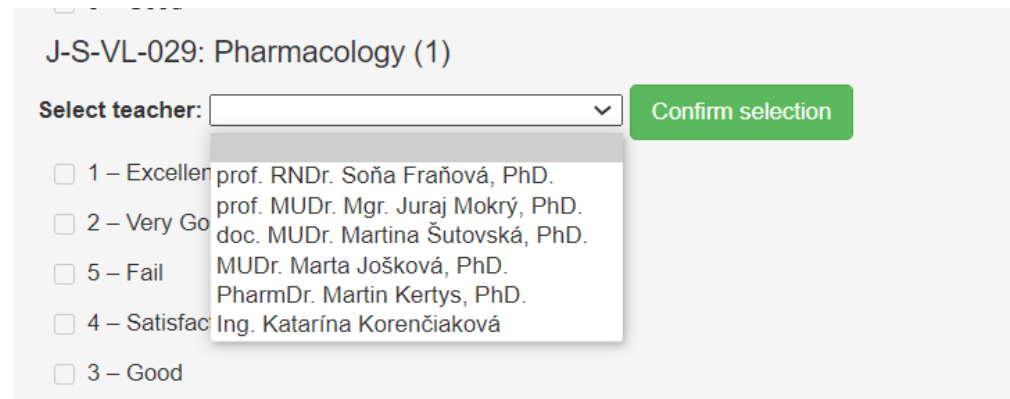
3 – Good

4 – Satisfactory

5 – Fail

The rating range offers five options. Only one option can be selected. If you wish to **change an already selected answer**, you must first **deselect** it (again by clicking on the already selected answer) and then **select the new answer**.

Picture 4 – Teacher Evaluation



J-S-VL-029: Pharmacology (1)

Select teacher:

1 – Excellent prof. RNDr. Soňa Fraňová, PhD.

2 – Very Good prof. MUDr. Mgr. Juraj Mokry, PhD.

5 – Fail doc. MUDr. Martina Šutovská, PhD.

4 – Satisfac MUDr. Marta Jošková, PhD.

3 – Good PharmDr. Martin Kertys, PhD.

4 – Satisfac Ing. Katarína Korenčiaková

For questions related to the evaluation of teachers, it is necessary that you first select the teacher from the list and confirm the selection with the "Confirm selection" button. Gradually repeat the selection process until you have evaluated all the teachers who taught you. **If any teacher present in the list was not involved in your lessons during the study year, please do not evaluate him/her.**

Picture 5 – Other comments

JLF-01-7. Other comments

1. Other comments and opinions on the subject completed

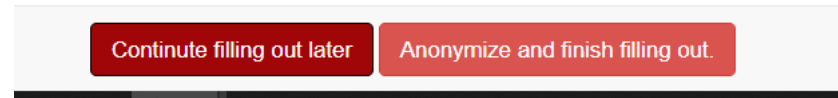
J-S-VL-039: Internal Medicine (1)

J-S-VL-045: Neurology (1)

J-S-VL-123: Nuclear Medicine

In the section “Other comments and opinions on the subject completed” you can enter any text in the boxes.

Picture 6 – Completion of the questionnaire



Finish filling out? ×

Thank you for your time spent by filling out the questionnaire. Your responses have been recorded.

Do you really wish to finish filling out the questionnaire?

If you choose the Yes option, your responds will be anonymized and you will not be able to come back to filling out the questionnaire.

If you choose the No option, you will be able to come to the questionnaire a continue to fill it out.

If you have not completed the questionnaire for each subject, please select **NO** button so that you are able to return to the questionnaire later and complete it.

The questionnaire must be completed by the deadline specified in the Questionnaires module - Picture 1

Only completed questionnaires are evaluated.

If you have completed the questionnaire for all subjects, please confirm **YES**