

SALEIE project - WP5 POLICY-2013

SALEIE - WP5 Policy Survey

We are asking you to participate in a survey into the policy/governance and current practices of your academic activities in the Electrical and Information Engineering (EIE) departments.

For the purposes of this study EIE departments includes those in which there are study programmes in: Electrical, Electronic Engineering or variations there of: Computer Science; Mechatronics; Robotics; Communications (where it is of a technical nature as opposed to Media studies); Control; Avionics; Computer engineering; etc.

A study programme is defined as the whole set of activities undertaken by a student to achieve a qualification. A study programme will typically comprise a number of credit bearing units of study. In this survey the term 'module' is used to describe this unit of study, another common term for this unit is a course although course is also sometimes used as the term for the whole programme. The term University is used in this questionnaire to include an Institution that educates students at the higher education level.

Participation in this study is voluntary and you have the right not to answer any question or item, or to withdraw our consent and terminate participation at any time.

The research is being supported by the SALEIE Project which is funded by the European Union Lifelong Learning Programme.

Your name and email address is requested for the sole purpose of providing additional information should you agree to give it during the questionnaire. We will ensure the confidentiality of your name and email, and no parties involved in the research will release your identity without you agreeing it can be released.

By continuing, I agree to participate voluntarily in a survey. I understand the research purpose of the survey and the protection that will be given to any information I provide. I also understand that by participating in this study I am not waiving any of my legal rights.

I have been informed that I may contact Tony Ward in the Department of Electronics, University of York, England by email at tony.ward@york.ac.uk, or Dorian Cojocaru in the University of Craiova, Romania by email at cojocarudorian@yahoo.com if I have questions or comments about this survey.

If you wish to receive a copy of the results of this project please contact Tony Ward at the above email address.

This questionnaire is a work product of the SALEIE project. Do not copy or otherwise use the material without permission.

Please read the instructions for each of the following questions. Review the response options carefully before you mark your answer.

This questionnaire can be downloaded in **pdf** format from [here](#)

Level of study

Please mark only one level of study your answer will refer. For another level please use a different questionnaire.

***1. To what level of study your answer will refer? Please mark only one type.**

- Bachelor
- Master
- Doctoral
- Lifelong education

About your institution

This section relates to you and your institution.

***2. Institution name:**

***3. Country:**

Country

***4. Your Name**

5. Please indicate your degree of confidence regarding the subject of this survey (1 lower, 4 higher)

1=lower

2

3

4=higher

Introduction of a new academic programme

The following questions relate to the introduction of a new academic programme that does not currently exist within your University

6. For the programme as a whole (check all those that apply):

	Where does the idea come from?	Who is involved in the design?	Who approves the introduction?	Who approves the structure?	Who approves the skills/competences that will be included?
National legislature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National executive staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive agencies (e.g., national educational department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Universities management boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Advisory Committee/Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty management boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing policies and practices on universities levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other national policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional accreditation association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual academic members of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students or Student representative bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Introduction of a new academic programme

7. For each module within the programme (check all those that apply):

	Who approves the module title?	Who approves the skills/competences that will be included?	Who approves the module content?	Who approves the teaching method?	Who approves the assessment method?
National legislature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National executive staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive agencies (e.g., national educational department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Universities management boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Advisory Committee/Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty management boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing policies and practices on universities levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other national policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional accreditation association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual academic members of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students or Student representative bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Introduction of a new academic programme

***8. Is external approval needed for starting a new programme?**

- Yes
- No

Introduction of a new academic programme

9. How much can the programme vary from an existing programme before it can no longer be decided within the University? Please explain:

Introduction of a new academic programme

*10. Does your programme need to have content that is similar to other national or international programme?

- Yes
 No

Introduction of a new academic programme

11. How much does your programme need to have content that is similar to other national or international programme?

Introduction of a new academic programme

12. Will the new programme become a programme other institutions can use?

Yes/No

As dictated by a National, Regional or Institutional policy

This is common practice in my Country

13. Who evaluates the programme (check all those that apply)?

Yes/No

National legislature

National executive staff

Executive agencies (e.g., national educational department)

Universities management boards

Industrial Advisory Committee/Board

Faculty management boards

External consultants

Existing policies and practices on universities levels

Other national policies and practices

Professional organisation

Regional accreditation association

Individual academic members of staff

Students or Student representative bodies

Other (please specify)

Introduction of a new academic programme

14. Who give the final decision without the program does not start (check only one)?

	Yes/No
National legislature	<input type="text"/>
National executive staff	<input type="text"/>
Executive agencies (e.g., national educational department)	<input type="text"/>
Universities management boards	<input type="text"/>
Industrial Advisory Committee/Board	<input type="text"/>
Faculty management boards	<input type="text"/>
External consultants	<input type="text"/>
Existing policies and practices on universities levels	<input type="text"/>
Other national policies and practices	<input type="text"/>
Professional organisation	<input type="text"/>
Regional accreditation association	<input type="text"/>
Individual academic members of staff	<input type="text"/>
Students or Student representative bodies	<input type="text"/>
Other (please specify)	<input type="text"/>

Modification of an existing academic programme

The following questions relate to the modification of an existing academic programme within your University

15. How much can the programme vary from an existing programme before it can no longer be decided within your University? Please explain

	What changes DO NOT require external (outside the University) approval?	What changes can you as an individual academic approve?
Programme title	<input type="text"/>	<input type="text"/>
Programme structure (that is the modules within it)	<input type="text"/>	<input type="text"/>
One or more modules	<input type="text"/>	<input type="text"/>
Module title	<input type="text"/>	<input type="text"/>
The credit value of a module	<input type="text"/>	<input type="text"/>
The content of a module	<input type="text"/>	<input type="text"/>
The student work hours allocated to a module	<input type="text"/>	<input type="text"/>
The teaching method of a module	<input type="text"/>	<input type="text"/>
The assessment method of a module	<input type="text"/>	<input type="text"/>
The number of students you can enrol on the programme	<input type="text"/>	<input type="text"/>
If yes what are the limits?	<input type="text"/>	<input type="text"/>
The entry qualifications for the programme	<input type="text"/>	<input type="text"/>
The fees student pay to take the programme	<input type="text"/>	<input type="text"/>

Please explain

Evaluation of existing academic programme(s)

The following questions relate to the evaluation of a specific academic programme or all of the programmes within a department or faculty.

***16. Does the programme need periodic evaluation?**

- Yes
- No

Evaluation of existing academic programme(s)

17. What is the time period between reviews?

18. Who is responsible for the evaluation?

	Yes/No
National legislature	<input type="text"/>
National executive staff	<input type="text"/>
Executive agencies (e.g., national educational department)	<input type="text"/>
Universities management boards	<input type="text"/>
Industrial Advisory Committee/Board	<input type="text"/>
Faculty management boards	<input type="text"/>
External consultants	<input type="text"/>
Existing policies and practices on universities levels	<input type="text"/>
Other national policies and practices	<input type="text"/>
Professional organisation	<input type="text"/>
Regional accreditation association	<input type="text"/>
Individual academic members of staff	<input type="text"/>
Students or Student representative bodies	<input type="text"/>
Other (please specify)	<input type="text"/>

Evaluation of existing academic programme(s)

*19. In your country is there a National official system for ranking or classifying universities?

- Yes
 No

Evaluation of existing academic programme(s)

20. Please describe or provide a url to the National official system for ranking or classifying universities

Evaluation of existing academic programme(s)

*21. In your country is there a National official system for ranking or classifying academic departments?

- Yes
 No

Evaluation of existing academic programme(s)

22. Please describe or provide a url to the National official system for ranking or classifying academic departments

Evaluation of existing academic programme(s)

***23. In your country is there a National official system for ranking or classifying university faculties?**

Yes

No

Evaluation of existing academic programme(s)

24. Please describe or provide a url to the National official system for ranking or classifying university faculties

Evaluation of existing academic programme(s)

***25. In your country is there a National official system for ranking or classifying academic programmes?**

Yes

No

Evaluation of existing academic programme(s)

26. Please describe or provide a url to the National official system ranking or classifying academic programmes

Evaluation of existing academic programme(s)

27. Please rate the objectives of the periodic evaluation of your programmes by external bodies.

	1 = Not at all important	2 = Not very important	3 = Slightly important	4 = Very Important
Increasing accountability to public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving student learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving academic program efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitating intranational comparisons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitating international comparisons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>			

Evaluation of existing academic programme(s)

28. Please rate the objectives of the periodic evaluation of your programmes by your own University.

	1 = Not at all important	2 = Not very important	3 = Slightly important	4 = Very Important
Increasing accountability to public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving student learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving academic program efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitating intranational comparisons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitating international comparisons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>			

Student exchanges

The following questions relate to exchange programmes that are formally recognised between your University and another, such as through an ERASMUS exchange agreement, or less formal exchange arrangements.

29. In your country is there any National office for organizing student and/or teacher exchanges (e.g. ERASMUS)?

Yes

No

If Yes please provide more details

Organizing student exchanges

30. In your university is there any office for organizing student and/or teacher exchanges (e.g. ERASMUS)?

Yes

No

If Yes please provide more details

Organizing student exchanges

31. Which of the following problems have you experienced in relation to student exchanges? (Please select all that apply)

	Yes	No
Student being unable to financially support themselves	<input type="radio"/>	<input type="radio"/>
Determining whether the student is academically prepared for the modules they will take at your University	<input type="radio"/>	<input type="radio"/>
The student is not academically prepared for the modules they will take at your University	<input type="radio"/>	<input type="radio"/>
The modules available are not compatible with the student's home University	<input type="radio"/>	<input type="radio"/>
Credits awarded by your University not being accepted by the student's home University	<input type="radio"/>	<input type="radio"/>
Student being unable to understand your language sufficiently well to take the modules	<input type="radio"/>	<input type="radio"/>
Student being unable to adapt to the culture of your country or institution Yes/No	<input type="radio"/>	<input type="radio"/>
The start time or duration of your teaching periods not aligning with the student's University	<input type="radio"/>	<input type="radio"/>
Module assessments not being within the time period of the student's exchange period	<input type="radio"/>	<input type="radio"/>
Module assessment not being accepted by the student's home university	<input type="radio"/>	<input type="radio"/>

The Teaching and Learning Process

The following questions relate to the general teaching and learning within your Electrical and Information Engineering programmes. For each question you are asked for two responses, one is the Policy – there is a formal, documented National, Regional or University statement; the second is Practice – whilst not formally required, what is asked happens commonly in practice.

SALEIE project - WP5 POLICY-2013

For each question you are asked for two responses, one is the Policy – there is a formal, documented National, Regional or University statement; the second is Practice – whilst not formally required, what is asked happens commonly in practice

32. Please select yes/no for the following question:

	Policy	Practice
Is the minimum level of academic achievement (skills) defined for any particular type of employment for any specific body your students to when they graduate?	<input type="text"/>	<input type="text"/>

If yes, please describe

33. Please select yes/no for the following question:

	Policy	Practice
Is the minimum level of work experience defined for any particular type of employment for any specific body your students to when they graduate?	<input type="text"/>	<input type="text"/>

If yes, please describe

34. Please select yes/no for the following question:

	Policy	Practice
Is industrial experience or working experience a mandatory part your programmes?	<input type="text"/>	<input type="text"/>

If yes, please describe

35. Please select yes/no for the following question:

	Policy	Practice
Do your academic staff provide specific support to a small group of students (such as personal or pastoral support)	<input type="text"/>	<input type="text"/>

36. Please select yes/no for the following question:

	Policy	Practice
Is there a range of the ratio between number of teachers and number of students (Student / Staff ratio).	<input type="text"/>	<input type="text"/>

37. If your answer is yes for the question above , please state the range of the ratio between number of teachers and number of students (Student / Staff ratio) and explain who decides it.

Student / Staff ratio

Who decide Student / Staff ratio

38. Please select yes/no for the following question:

	Policy	Practice
Other than the limit set by the size of the room, is there a maximum number of students who can attend any lecture?	<input type="text"/>	<input type="text"/>

If the answer is yes, please state the maximum and the reason for this limit if you know it and explain who decides it.

39. Please select yes/no for the following question:

	Policy	Practice
Are there any minimum education requirements of members of staff of your University who teach?	<input type="text"/>	<input type="text"/>

If yes, please describe and explain who decides it.

40. Please select yes/no for the following question:

	Policy	Practice
Are there any minimum language abilities of members of staff of your University who teach?	<input type="text"/>	<input type="text"/>

If yes, please describe and explain who decides it.

The Teaching and Learning Process

41. Are you required to have students involvement in decision making at any of the following levels within your University (Please check all that apply):

	Policy	Practice
Design of a new programme	<input type="text"/>	<input type="text"/>
Design of a new module	<input type="text"/>	<input type="text"/>
Modification of an existing programme	<input type="text"/>	<input type="text"/>
Modification of an existing module	<input type="text"/>	<input type="text"/>
Assessment of student results of a programme	<input type="text"/>	<input type="text"/>
Assessment of student results of a module	<input type="text"/>	<input type="text"/>
General University administration	<input type="text"/>	<input type="text"/>
General faculty administration	<input type="text"/>	<input type="text"/>
General department administration	<input type="text"/>	<input type="text"/>
As part of the external assessment of your programmes or department	<input type="text"/>	<input type="text"/>

The Teaching and Learning Process

42. Do you have any rules relating to students who do any of the following (please check all that apply)

	Policy	Practice
Cheat in examinations	<input type="checkbox"/>	<input type="checkbox"/>
Collude with others in an unacceptable way	<input type="checkbox"/>	<input type="checkbox"/>
Plagiarise (copy the work of someone else with our crediting the original author)	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above, could you say more about your rules/regulations or provide a url to a relevant document.

43. Do you use questionnaires/surveys to test student opinion on any of the following activities? (Please check all that apply)

	Policy	Practice
Teaching of the whole programme	<input type="checkbox"/>	<input type="checkbox"/>
Management of the whole programme	<input type="checkbox"/>	<input type="checkbox"/>
Teaching of a module	<input type="checkbox"/>	<input type="checkbox"/>
Management of a module	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of the whole programme	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of a module	<input type="checkbox"/>	<input type="checkbox"/>
General management	<input type="checkbox"/>	<input type="checkbox"/>

44. How many times can a student retake the examination for a module?

Number

Please add any comment explaining your policy

The Teaching and Learning Process

45. How is your academic year arranged?

	Yes/No
As 2 teaching semesters	<input type="checkbox"/>
As 3 teaching terms	<input type="checkbox"/>
Other (please specify)	<input type="text"/>

46. Are there any formal rules (National, Regional or your Institution) relating to your working with local companies?

- Yes
- No

If Yes, please describe them

Equal Opportunities

The following questions relate to the your policies and practices in respect of recruitment and the teaching and learning process of the broad range of potential students.

47. Special needs is a term used differently in different countries, in this questionnaire no specific definition is implied. Do you have any specific rules relating to students who fall into the following categories (please check all that apply)

	Policy	Practice
Students with any form of disability	<input type="checkbox"/>	<input type="checkbox"/>
Students who have special sporting ability	<input type="checkbox"/>	<input type="checkbox"/>
Individuals who would not normally be able to afford higher education	<input type="checkbox"/>	<input type="checkbox"/>
Immigrants	<input type="checkbox"/>	<input type="checkbox"/>
Individuals from recognised minority groups	<input type="checkbox"/>	<input type="checkbox"/>
Individuals who are academically exceptional good	<input type="checkbox"/>	<input type="checkbox"/>
Individuals who are academically exceptional weak	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

48. If you answered Yes to any of the above questions could you explain

49. Do you specifically recruit to any of the above 'special' groups

- Yes
- No

If Yes, please describe what you do

50. Please fill in your email address here,if you would like to receive a copy of this questionnaire:

Email Address:

51. Other comments:

Thank You

Thank you for your assistance with our study.