

## Guidelines for collecting feedback from students and alumni of the Estonian Academy of Music and Theatre

1. The Academy regularly solicits feedback from students and alumni to
  - evaluate the adequacy of the content and quality of offered education in terms of student expectations;
  - evaluate the quality of the organisation and infrastructure of studies and the general reputation of the Academy in society;
  - collect proposals on improvement of particular subject courses, study arrangements and the learning environment;
  - evaluate the competitiveness and success of the graduates of the Academy in the labour market.
2. The feedback surveys for students and alumni are conducted by the Registry and Student Affairs Department.
3. Students are surveyed in three ways:
  - Continuous monitoring of the quality of teaching in subject courses – the survey is conducted online in the studies information system immediately after a subject course to provide the teaching staff member feedback on the content, methodology and organisation of the subject course; the results are analysed by the relevant teaching staff member who provides feedback to students and records areas of improvement in his or her evaluation documents;
  - Feedback from new students – the survey is conducted on a paper questionnaire in the context of the subject ÜAX400, *University Studies and Professional World*, to collect feedback on admission procedures, entrance examinations and the organisation of studies in the first weeks; the results of the survey are used by the Registry and Student Affairs Department to make improvements in the admission system and in the advisory services provided to students;
  - Feedback from graduates on the organisation of studies and the quality of the learning environment – the survey is conducted online in the studies information system among the graduates from bachelor's and master's degree programmes; the results of the survey are analysed by the Student Council and the Study Committee, and the conclusions are published in the yearbook of the Academy.
4. Students are surveyed on the basis of the questionnaires provided in these Guidelines. The surveys are anonymous.
5. An alumni survey is conducted at the end of each calendar year. All graduates of that year are interviewed by e-mail or telephone to ascertain whether they
  - continue their studies in the same or a different specialty,
  - are employed in their field of specialisation,
  - are employed in another field,
  - are looking for work,
  - are on parental leave or homemakers.

The results of the annual alumni survey are published in the yearbook of the Academy.

## Monitoring of the quality of teaching in subject courses

Dear student, we ask you to fill out the following form. Your considered and candid answers gives teachers a feedback on her/his work. Please rate the accuracy of arguments in five-point scale (1 - This argument is not in place at all; 5 - This statement is absolutely correct), present your own opinion in free form, where it is possible. The questions marked by an asterisk are compulsory

**1. Is there anything you liked about the teacher/subject very much?\***

**1.1. Teacher's name\***

**2. The teacher explained the aims of the course, the criteria and the methods of assessment in the beginning.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**3. This course was too difficult for me.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**4. The teacher has good teaching methods; her/his explanations were easy to understand.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**5. The teacher was enthusiastic, her/his classes interesting and active, you enjoyed the work atmosphere.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**6. The students were given every chance to give their opinion, the teacher encouraged the students to think independently.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**7. The teacher has a good knowledge of the current situation of her/his subject both in Estonia and elsewhere.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**8. The teacher dealt with her subject putting it in the wider context and connected it with other fields.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**9. The teacher was interested in the students' progress (tests, performances etc.) and gave them feedback.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**10. The teacher treated the students fairly and objectively.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**11. The teacher was punctual, consistent and trustworthy in his/her requirements.\***

It's true  It's almost true  Can't say  Can't quite agree  Not true

**12. What would you like the teacher to change in her/his future work?\***

**13. How many classes did you participate in : 75-100%, less than 50%. If you were absent from classes, give your reasons:\***

## Questionnaire on the student satisfaction for the graduates

Dear graduates : We would be very grateful if you could assess your studies at the EAMT. The questions marked by an asterisk are compulsory

### 2. Your curriculum, speciality\*

YOUR ASSESSMENT TO THE CURRICULUM AND THE CONTENTS OF YOU STUDIES.ulum and the contents of you studies.

### 3. How do you assess the contents and the capacity of your speciality/speciality courses ( A part of the curruculum)

Contents:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

Capacity:\*

Too large  Adequate  Too small.

### 4. How do you assess the contents and capacity of other studies?

Contents:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

Capacity:\*

Too large  Adequate  Too small.

### 5.How do you assess the contents and the capacity of the practical training (teaching/speciality)?

Contents:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

Capacity:\*

Too large  Adequate  Too small.

### 6.How do you assess the choices ( elective courses, minor speciality) within your curriculum?\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

### 7.How do you assess the knowledge obtained at the Academy concerning your future career?\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

### 8. How do you assess the feedback received from your professors during your studies?\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

### 9. How do you assess the options offered by the Academy to attend the master classes and special seminars ?\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

### 10. Is there anything in your studies/curriculum you consider very valuable?

### 11.Is there anything in your studies/curriculum that did not fulfil your expectations?

ASSESSMENT TO THE WORK OF THE REGISTRY AND STUDENT AFFAIRS DEPARTMENT AND SUPPORTING UNITS.

**12.How do you assess the contents and the availability of information concerning the studies?**

Contents of the information:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

Availability:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**13.How do you assess the general organization of the studies and the conditions for study?**

Class schedule:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

Examination schedule:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The condition of the instruments:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The state of the practice rooms:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The practice facilities:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**14.How do you assess the availability and the quality of student counselling ?**

The availability of academic counselling:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The quality of academic counselling:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The availability of psychological counselling (if you used it)

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The quality of psychological counselling (if you used it)\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The availability of career counselling:

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The quality of career counselling:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**15.How do you assess the IT support for your study?\***

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**16. How do you assess the accommodation facilities and the rent? (if you lived in the dormitory):**

Facilities:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The rent:\*

Too many  Adequate  Too few.

**17. How do you assess the Academy library?**

The availability of materials necessary for your studies:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The services for the readers:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The library as the study environment:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**18. How do you assess the choices of performance or the introduction of your work offered by the Academy? (if it is required in your speciality)**

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**19. Is there anything in the work of the student affairs department and support units you most appreciate?\***

**20. Is there anything in the work of the student affairs department and support units that you find unsatisfactory?\***

ASSESSMENT TO THE WORK OF THE STUDENT COUNCIL AND THE EXTRA-CURRICULUM ACTIVITIES.

**21. How do you assess the work of the Student Council?\***

Excellent  Very good  Good  Satisfactor  Unsatisfactory

**22. How do you assess the quality and the number of events of the Student Council?\***

Quality:\*

Excellent  Very good  Good  Satisfactor  Unsatisfactory

The number of events:\*

**23. Is there anything about the work of the Student Council/extra-curriculum activities you most appreciate?\***

**24. Is there anything about the work of the Student Council/extra-curriculum activities you find unsatisfactory?\***

**25. Do you have any suggestions or recommendations for the future?\***