REGULATIONS ON THE STUDENT EVALUATION OF TEACHING

Effective: from: 15 July 2026

Adopted by the Senate of Dennis Gabor University by Resolution No. 3/2026 of 14 July 2026

The Senate of Dennis Gabor University, pursuant to Section 12(3)(fb), Section 61(1)(b) and Section 61(2) of Act CCIV of 2011 on National Higher Education, and having regard to the provisions of the Organisational and Operational Regulations of the University, with the consent of the Student Government, hereby adopts the following Regulations.

CHAPTER I
GENERAL PROVISIONS

Section 1
Purpose of the Regulations

(1) The purpose of the student evaluation of teaching performance is to:
- *a)* ensure that teaching performance develops in line with the strategic objectives, quality policy and educational objectives of Dennis Gabor University (hereinafter: the University);
- *b)* support the individual professional development of instructors and the development of their teaching methodology;
- *c)* provide instructors with feedback on how students receive and assess their work;
- *d)* provide the management of the University with information on the level of student satisfaction;
- *e)* contribute to the regular evaluation of instructors' preparedness and performance and to identifying directions for the development of teaching activities;
- *f)* support the implementation of quality management in teaching activities;
- *g)* contribute to raising the standard of education;
- *h)* contribute to establishing and supporting the development of subjects and curricula;
- *i)* promote the responsible, objective and constructive expression of opinions by students;
- *j)* ensure that student feedback is incorporated into the University's quality enhancement processes in a documented and traceable manner.

(2) The results of the student evaluation shall not in themselves constitute a comprehensive assessment of teaching performance; rather, they shall be one element of such assessment based on student feedback and shall be taken into account, in the context of and together with other professional, academic administration, managerial and quality management considerations, when evaluating instructor performance.

Section 2
Scope of the Regulations

(1) These Regulations shall apply to:
- a) all organisational units of the University;
- b) instructors employed by the University under an employment relationship or any other legal relationship for the performance of work, and other persons participating in teaching activities;
- c) persons holding student status at the University;
- d) persons participating in the preparation, administration, processing, evaluation and use of the student evaluation.

(2) These Regulations shall apply at all levels of education and in all modes of study at the University.

CHAPTER II
PROCEDURE FOR THE STUDENT EVALUATION OF TEACHING PERFORMANCE

Section 3
Principles

(1) The student evaluation shall be voluntary and anonymous and shall be conducted free from influence and in accordance with uniform principles. All student opinions shall be given equal weight.

(2) Students shall be given the opportunity to complete the questionnaires of their own free will and without external influence. Instructors and other employees of the University shall not offer any advantage or threaten any disadvantage in connection with completion of the questionnaire.

(3) During the evaluation, students shall not be required to provide any information that would allow them to be identified or their identity to be traced.

(4) In the survey, a student may express an opinion only on a course in which the student is enrolled and on the teaching performance delivered in relation to that course in the relevant semester.

(5) The evaluation shall be conducted separately for each course. Where an instructor teaches more than one subject, the instructor's performance shall be evaluated separately for each subject and each course.

(6) Students shall express their opinions on instructors' performance by completing an electronic questionnaire designed for this purpose and capable of capturing both quantifiable and narrative feedback.

(7) The data processed in the course of the student evaluation shall be handled for specified purposes, fairly and transparently, while preserving anonymity.

(8) The results of the student evaluation may be used exclusively for teaching development, quality management, managerial, academic administration and instructor performance evaluation purposes.

(9) Open-ended written student comments shall be processed and communicated so that personal attacks, defamatory or unlawful statements, and content unrelated to the purpose of the evaluation are not given independent weight in the evaluation process.

(10) When interpreting the results of the student evaluation, due account shall be taken of the nature of the course, the number of responses, the level of student participation and the particular circumstances of the teaching situation concerned.

Section 4
Courses, students and instructors covered by the evaluation

(1) For the purposes of these Regulations, a course shall be covered by the evaluation if it has a scheduled class time recorded in the Neptun study administration system in the relevant semester.

(2) The evaluation shall be conducted for students participating in bachelor's programmes, master's programmes, higher education vocational training programmes and

postgraduate specialist training programmes in full-time, part-time and distance-learning modes of study.

(3) Subject to the exceptions set out in paragraph (5), the teaching performance of every instructor assigned in the Neptun study administration system to any course covered by the evaluation in the relevant semester shall be evaluated. Where more than one instructor is assigned to a course in the Neptun study administration system, students shall evaluate each instructor's performance in a separate questionnaire.

(4) The Academic Affairs Centre shall determine the courses and instructors covered by the evaluation on the basis of the data recorded in the Neptun study administration system. Where necessary, the head of the relevant academic organisational unit shall assist in verifying the course and instructor data.

(5) Teaching performance relating to a course shall not be evaluated where:
a) the instructor's level of participation, according to the data recorded in the Neptun study administration system, is less than 20%;
b) the course is an examination-only course or an individual course;
c) the course relates to a work placement or a thesis;
d) the course relates to a college for advanced studies, Scientific Students' Association activity or another special professional activity differing from conventional subject-based teaching;
e) the student seeks recognition of the subject or course in a credit transfer procedure.

Section 5
Evaluation period and procedure

(1) Student opinions shall be collected from the last day of the teaching period of the current semester until the last day of the registration week of the following semester.

(2) The evaluation shall be conducted electronically through the Neptun study administration system.

(3) The Academic Affairs Centre shall maintain the electronic questionnaire required for the evaluation, launch and technically administer the evaluation, and process the results.

(4) When the evaluation opens, an alert message shall be sent through the Neptun study administration system to the students covered by the evaluation.

(5) The information sent to students shall state the purpose of the evaluation, its voluntary and anonymous nature, the deadline for completion, and the fact that student feedback will be used in teaching development and quality management processes.

(6) Only the fact that the questionnaire has been completed shall be stored in the Neptun study administration system; a completed and saved questionnaire shall contain no information that would allow the student to be identified or traced.

(7) The evaluation shall be administered using the Unipoll system, which shall meet the following requirements:
a) it shall ensure the anonymity of the student completing the questionnaire;
b) it shall verify eligibility to complete the questionnaire and shall permit a student to complete a questionnaire concerning an instructor only if the student is listed among

the students enrolled in the relevant course in the Neptun study administration system;

c) on the basis of course and instructor data recorded in the Neptun study administration system, it shall automatically determine the course and instructor in respect of which the student is entitled to complete a questionnaire;

d) while complying with point (a), it shall record the fact that the questionnaire has been completed in a database;

e) it shall ensure that the content of a completed questionnaire cannot be linked to the identity of the student who completed it;

f) it shall enable the evaluation results to be aggregated by subject, course, instructor and organisational unit.

(8) During the evaluation period, the Academic Affairs Centre may, where necessary, send reminder messages to students in order to increase response rates, without prejudice to the voluntary and anonymous nature of the evaluation.

(9) Following the close of the evaluation period, the Academic Affairs Centre shall prepare the data required to aggregate the results and shall initiate the evaluation process.

Section 6
Content of the questionnaire and processing of results

(1) The evaluation questionnaires shall cover the following topics:

a) the percentage of classes attended by the student, by selecting one option;

b) questions concerning the subject, rated on a five-point scale;

c) questions concerning the instructor's teaching performance in class, rated on a five-point scale;

d) questions concerning the instructor's attitude, rated on a five-point scale;

e) written comments concerning the course and the instructor, in the form of an open-ended question;

f) in the case of international students, supplementary questions concerning the specific features of the programme and teaching.

(2) The questionnaire is set out in Annex 1.

(3) The following averages shall be calculated during the evaluation:

a) the arithmetic mean of ratings given on the five-point scale, by subject, course and instructor;

b) the overall instructor average calculated from the ratings of the instructor's various courses;

c) the overall arithmetic mean, by instructor, of ratings given in response to the questions referred to in paragraph (1)(c);

d) the overall arithmetic mean, by instructor, of ratings given in response to the questions referred to in paragraph (1)(d);

e) the arithmetic means of the ratings relating to instructors;

f) aggregated, non-identifying data relating to the University as a whole.

(4) The data shall be processed within three months following the survey. The results shall be produced at a level of detail that enables conclusions to be drawn for teaching development purposes while preserving anonymity and personal rights.

Section 7
Access to results, instructors' comments and approval of the evaluation

(1) Following aggregation of the evaluation, the instructor concerned shall be given access to the evaluation results relating to that instructor through the Neptun study administration system or another electronic platform used by the University. The individual instructor evaluation shall include at least the numerical results relating to the instructor, identification of the courses on which the evaluation was based and, subject to the protection of anonymity and personal rights, an aggregation or extract of the written feedback.

(2) The results of the student evaluation may be accessed, to the extent necessary for the performance of their respective duties and the exercise of their powers, by the instructor concerned, the head of the relevant academic organisational unit, the Rector, the organisational unit responsible for quality management, and the Academic Affairs Centre participating in the technical administration, data preparation, processing and aggregation of the evaluation. Access to the results shall be arranged so that it is limited to the purposes and functions specified in these Regulations. Individual instructor evaluations shall not be made public or disclosed to any person who is not entitled under these Regulations to access the results.

(3) Within eight working days of receipt of the individual notification, the instructor may state in writing that they disagree with the evaluation results relating to them and may request that the results be supplemented by their own comments. The instructor's statement shall not result in any modification of the student evaluation data but shall be retained as part of the documentation relating to the instructor's evaluation.

(4) Following expiry of the deadline for submitting statements, the Rector shall take the necessary action to approve the evaluation results.

(5) Within 15 days following approval of the evaluation, the heads of the academic organisational units shall summarise their comments on the evaluation in writing.

Section 8
Classification of results and improvement measures

(1) The University shall inform students of the principal aggregated findings of the student evaluation while ensuring the protection of anonymity and personal rights. Such information may be provided, in particular, by means of a notification sent through the Neptun study administration system, a summary prepared for students, or aggregated non-identifying information published on the University's website on a page related to quality management or surveys.

(2) The results of the student evaluation shall constitute one criterion in the assessment of teaching performance and shall be taken into account, together with other professional, academic administration and quality management considerations, when evaluating an instructor's activities.

(3) The aggregated results of the student evaluation shall be used in quality management processes, teaching development, curriculum development, the development of teaching methodology, and institutional self-evaluation and accreditation processes.

Section 9
Approval, feedback and use of results

(1) On the basis of student opinions, an instructor whose rating is 4.51 or higher shall be classified as outstanding.

(2) For the purposes of the student evaluation, an instructor shall be classified as requiring improvement if the instructor's teaching activities receive a rating of 2.00 or lower in two consecutive semesters.

(3) Where an instructor receives a rating of 2.00 or lower in two consecutive semesters, the head of the department responsible for the subject shall review the evaluation results and, where necessary, prepare a proposal for measures. The Rector shall be informed of the measures.

(4) The proposal for measures may include, in particular:
a) consultation or development in teaching methodology;
b) classroom observation or professional peer observation;
c) review of the subject syllabus, teaching materials or assessment methods;
d) professional support or mentoring for the instructor;
e) modification of course organisation or academic administration arrangements;
f) a repeat evaluation or targeted follow-up evaluation in the following semester.

(5) When determining whether an instructor is classified as requiring improvement, account shall be taken of the number of responses, the specific features of the course, the nature of the subject, student participation data and other professional information concerning the instructor's activities.

(6) In the case of an outstanding result, the head of the academic organisational unit may propose the identification and University-wide sharing of good practices.

(7) The results of the student evaluation shall not be applied mechanically or used as the sole basis for decision-making in the evaluation of instructors. When interpreting the results, the teaching environment, the type of course, the number of students and the specific circumstances of the relevant semester shall always be taken into account.

CHAPTER III
DATA PROCESSING AND PUBLIC DISCLOSURE

Section 10
Data processing and access

(1) The processing of data in connection with the student evaluation shall be governed by the University's data protection and information security regulations and by the applicable data protection legislation.

(2) In connection with the student evaluation, the University shall process only the data necessary to administer the evaluation, process the results, provide feedback to instructors, develop teaching and conduct quality management processes.

(3) The University shall retain the documents and aggregated results of the student evaluation in accordance with its internal records management and data processing rules.

(4) Access to individual instructor evaluations shall be arranged so that they may be accessed only by persons authorised under these Regulations on the basis of their duties and powers.

Section 11
Documentation, retention and public disclosure

(1) Information published for students may contain only aggregated, non-identifying data and general institutional findings.

(2) Subject to the protection of anonymity and personal rights, the University may report on the use of the results of the student evaluation in quality management reports, management summaries or other institutional documents.

CHAPTER IV
FINAL PROVISIONS

Section 12
Entry into force

(1) These Regulations were adopted by the Senate of Dennis Gabor University by Resolution No. 3/2026 (14 July 2026).

(2) These Regulations shall enter into force on 15 July 2026. At the same time, the Regulations on the Student Evaluation of Teaching adopted by the Senate of Dennis Gabor University on 14 December 2022 shall cease to have effect.

Budapest, 14 July 2026

Dr Krisztina Zimányi sgd.
Rector

Annex 1 to the Regulations on the Student Evaluation of Teaching

STUDENT QUESTIONNAIRE

The purpose of the student evaluation of teaching performance is to develop teaching performance in line with the University's strategic objectives; provide instructors with feedback on how students receive and assess their work; provide the management of the University with information on the level of student satisfaction; contribute to the regular evaluation of instructors' preparedness and performance and to the continuous assessment of their suitability; support the implementation of quality management in education; contribute to raising the standard of education; and support the development of subjects and curricula.

The questionnaire is completed anonymously.

Block	Question	Type
A	**What percentage of the classes for this subject did you attend?** ***0–25% / 25–50% / 50–75% / 75–100%***	Single choice
B	**How would you rate the following aspects of the subject?** where 1 is the lowest and 5 is the highest rating	
	Interest and usefulness of the subject (relevance of content, up-to-date content, clarity, ease of following)	Five-point scale
	Teaching materials for the subject (accessibility, usability, support for exam preparation)	Five-point scale
	Requirements of the subject (alignment between the teaching materials provided and the assessments)	Five-point scale
C	**How would you rate the following aspects of the instructor's teaching performance in class?** (where 1 is the lowest and 5 is the highest rating)	
	The instructor's preparedness (whether the instructor demonstrates expertise in the subject matter, provides accurate and credible answers to students' questions and is evidently well prepared for classes)	Five-point scale
	The instructor's delivery (communication and presentation skills, dynamism, ease of following)	Five-point scale
	The instructor's class management	Five-point scale

	(logical class structure, use of effective teaching methods, interactivity, use of digital and AI-based tools, motivation of students)	
D	**How would you rate the following aspects of the instructor's attitude?** (where 1 is the lowest and 5 is the highest rating)	
	The instructor's fairness (compliance with rules, adherence to previously announced conditions, transparent assessment of student performance, impartiality and avoidance of preferential treatment)	Five-point scale
	The instructor's conduct towards students (helpfulness, sensitivity to students' problems, respect for students' human dignity and humane treatment in general)	Five-point scale
E	**Please describe the change you would most like to see so that the subject and the instructor can support students' learning even more effectively.** If you have no comments, leave the field blank.	Open-ended question