



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

**PROCEDURE FOR THE MANAGEMENT OF  
TEACHING ACTIVITIES EVALUATION**

Identification Code: VET-LM5 003

Date: 16/05/2018

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## **0. REVISION MATRIX**

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	42	16/05/2018	First issue
01				
02				
03				
04				
05				



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## 1. AIM

The purpose of this document is to define the methods for managing the assessment of the Courses by students.

The rules contained in this procedure apply to the Degree Course in Veterinary Medicine.

## 2. REFERENCE DOCUMENTS, ABBREVIATIONS AND DEFINITIONS

- University Teaching Regulations in force.
- Certificate of completion of the assessment questionnaire, produced by the centralized system.

## 3. RESPONSIBILITY, AUTHORITY AND COMPETENCES

The figures involved in the procedure are the following:

- The **President of the Degree Course in Veterinary Medicine** has the task of:

- √ making students aware of the evaluation of the Courses at the end of each semester;
- √ using the results of student assessments, prepared by the Planning and Evaluation Office of the University of Pisa, to fill in the SUA-DC form;
- √ identifying any critical issues and taking any corrective measures.

- The **Year Coordinator** has the task of:

- √ communicating in the classroom the start dates of the online assessments;
- √ raising students' awareness of the importance of assessments;

- The **Professors of the Degree Course** have the task of:

- √ checking for each student that the course has been assessed before signing the attestation of attendance (at least 70% of attendance).

## 4. OPERATING MODES

At the end of each semester, the portal <https://esami.unipi.it> makes a questionnaire available with which each student anonymously evaluates the courses they have attended.

- The President of the DC invites the Year Coordinators to communicate in the classroom the start dates of the online assessments and to urge students to fill in the course evaluation questionnaires.

- At the end of each semester, in order to sign the attendance signature on the student's paper booklet, the professors verify the precise attendance at the lessons (at least 70% of the total teaching hours) and the compilation of the evaluation questionnaire, through verification of the certificate produced by the centralized system.

- The evaluations of the courses by the students are processed by the Planning and Evaluation Office of the University of Pisa and transmitted annually to the President of the DC, at the end of the academic year.



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- The President of the DC uses this data to compile the SUA-DC form, in the part concerning "student opinion", which in turn forms the basis for compiling the Annual Review Report.
- If critical issues arise in the individual modules and regard teaching staff, the President of the DC summons the teacher to identify the problems that have occurred and seek any solutions and to improve the quality of the course.
- Any critical issues reported by students regarding teaching facilities and equipment are forwarded to the Head of the Department.

## **5. ATTACHMENTS**