

BALTIC INTERNATIONAL ACADEMY SURVEY PROCEDURE REGULATIONS

1. General conditions

1.1. Baltic International Academy (BIA) survey regulations (Regulations) determine organization, conduct and processing of results of surveys of students, graduates, employers, academic and general staff (Respondents) in the BIA.

1.2. The objectives of the surveys are as follows:

1.2.1. to regularly find out respondents' satisfaction with the educational services provided by BIA and the internal work environment;

1.2.2. to identify sectors and industries in which graduates work and to get an assessment of the education obtained at the BIA from the point of view of a labor market participant;

1.2.3. to obtain information from employers about the labor market, the demand for relevant specialists and recommendations for their education;

1.2.4. to use survey results to raise the quality of studies, to improve achievable study results, as well as to improve the internal working environment.

1.3. The questionnaire system (System) is managed by the BIA Vice-Rector of Studies, but the system's operation and technical solutions are provided by the Computer Center.

1.4. Surveys of respondents are carried out in the form of questionnaires.

1.5. The form and content of the respondents' questionnaires are determined by the Vice-Rector of Studies, if necessary coordinating their content with the head of the BIA structural unit or relevant study direction, in compliance with this Regulation and recommendations of state institutions in the field of higher education.

2. Organization of surveys

2.1. The Department of Studies is responsible for planning, organization and analysis of survey results.

2.2. Respondent surveys are organized and implemented by the Department of Studies, Heads of Study Areas, Directors of Study Programs, Doctoral School, Computer Center, as well as BIA branches.

2.3. Surveys are organized as follows:

2.3.1. Student surveys are held at least once per academic year at the end of the spring semester;

2.3.2. Surveys of graduates and employers take place once every 1-2 years;

2.3.3. Surveys of academic and general staff are conducted as necessary by order of the rector.

2.3.4. Surveying of respondents is organized in compliance with anonymity, confidentiality and requirements for personal data protection, using questionnaires in an electronic data carrier and in BIA database.

2.4. The terms of the respondents' surveys and persons responsible for the organization of surveys, processing and analysis of their results are determined by the rector's order.

2.5. Relevant questionnaires are created and located:

2.5.1. Student questionnaires - on the NEXUS portal (Mans BSA) and their completion is mandatory. Students can be limited in availability of the NEXUS (Mans BSA) portal during the time period provided for completing the questionnaires, motivating them to submit answers;

2.5.2. The graduate survey is conducted through the Google Drive portal, and the submission of the survey is facilitated by the Study Department, as well as the Study Direction and Program Directors.

2.5.3. The employer survey is conducted through the Google Drive portal, and the submission

of the survey is facilitated by the respective Head of BIA study direction.

2.5.4. Academic and general staff surveys are conducted through the NEXUS (Mans BSA) and/or Google Drive portals, and submission of the surveys is facilitated by the Study Department and the Personnel Department.

2.6. Processing of survey materials and completed questionnaires is provided by the Computer Center, observing conditions of limited availability of information and they are stored for at least 6 years after the date of its completion.

3. Processing and analysis of survey results

3.1. The Computer Center collects Surveys and prepares a Report on the analysis of the survey results of the respondents of the relevant study program, regularly submitting it to the Vice-Rector of Studies, heads of BIA study areas, directors of study programs, the Personnel Department, BIA branches and the Student Parliament. The deadlines for analysis of survey results are determined in the BIA annual work plan.

3.2. Reports on the analysis of survey results may be issued to other BIA structural units and persons, based on the rector's instructions, in a form and volume that meet the goals of the analysis.

3.3. The results of the surveys are discussed at the meetings of the Council of BIA study areas and in the Senate.

3.4. Reports on respondent surveys are stored for at least 6 years after the date of their completion in the Department of Studies.

4. Use of survey results

4.1. The results of the survey should be taken into account:

4.1.1. The rector and vice-rectors in order to assess the quality of the BIA study process, academic and general staff work and the internal work environment, as well as to analyze changes in the evaluations given in the surveys to improve the quality of studies, to improve the achievable study results and scientific activity;

4.1.2. Heads of study areas to evaluate the work of teaching staff of their study programs and plan measures to improve the quality of studies;

4.1.3. Study program directors to improve the quality of study program implementation;

4.1.4. Teaching staff to evaluate their performance, as well as the necessary improvement of the study process and study courses.

4.2. The Student Parliament is informed about the comments and proposals of the students expressed in the questionnaires.

4.3. The President of the Student Parliament has the right to receive the survey results by submitting a justified request to the Studies Department.