

EVALUATION POLICY – LEARNING & TEACHING

1. Scope

- 1.1 This policy is applicable to all members of the German-Mongolian Institute for Resources and Technology (GMIT).
- 1.2 All members and affiliates of the university are required to participate in the evaluations. Student involvement in surveys is voluntary.

2. Purpose of Evaluation

- 2.1 The implementation of evaluations and surveys aims to regularly ensure and further develop the quality of GMIT degree programs. It is an integral part of the university's quality management system.
- 2.2 Evaluation processes are intended to enhance transparency in the processes within faculties and across the entire university, and to contribute to the assessment, assurance, and improvement of quality, particularly in learning and teaching at GMIT. They are tools for shaping the university's profiles and form the basis for establishing internal objectives.
- 2.3 The execution of evaluations within the context of quality management serves for internal and external accountability, and is a critical basis for the accreditation and re-accreditation of degree programs, as well as for institutional accreditations.

3. Responsibilities

- 3.1 The Rectorate is responsible for quality management and for conducting evaluation processes according to this policy. The Rector appoints an Internal Monitoring Officer (IMO) to manage and conduct evaluations. The IMO coordinates in cooperation with the Quality Steering Committee the individual evaluation processes and is the point of contact for all matters concerning evaluations at GMIT.
- 3.2 Deans and Program Coordinators are responsible for ensuring that the faculties fulfill their evaluation obligations. They are tasked with internally steering, supporting, and organizing survey activities and evaluation processes in cooperation with the IMO and the Academic and Student Affairs Office (ASA).

4. Evaluation procedures

- 4.1 Evaluation procedures involve the continuous and systematic collection and processing of data through standardized methods and instruments. This Evaluation Policy stipulates binding institution-wide standards for conducting evaluations and for handling the results.
- 4.2 The Evaluation procedures (outlined in section 6) and underlying questionnaires are discussed by an appointed task force or by the Senate Committee for Education, endorsed by the Academic Senate, and approved by the Rectorate of GMIT.

- 4.3 Evaluations are conducted with due regard for data protection according to Mongolian law. The anonymity of respondents must be ensured. As a principle, an evaluation can only be conducted if there are at least three responses per survey. An evaluation with a total number of respondents less than three may take place if all respondents agree that an evaluation may be conducted with fewer than three responses.
- 4.4 Evaluations are mainly conducted online-based. Data from online questionnaires stored in the GMIT Campus Management System are retained for at least 10 years according to Mongolian law on Archive and Recordkeeping, unless the university has a legitimate interest in retaining them longer.

5. Module Evaluation

- 5.1 The aim of module evaluations is to obtain a student assessment of the quality of teaching, the module, and learning outcomes. It enables students to systematically and anonymously identify strengths and weaknesses of individual modules, thereby initiating improvements in teaching. Lecturers / instructors receive feedback about the modules they offer and should use this to optimize and develop their modules further.
- 5.2 Students are regularly given the opportunity to evaluate the modules they attend. Their participation in the module evaluation surveys is highly appreciated, but voluntary.
- 5.3 All modules (except BEP) offered during the semester are subject to evaluation.
- 5.4 Module evaluations are typically conducted during the lecture period of the respective semester.
- 5.5 The Academic and Student Affairs Office coordinates the evaluation. The students assess each module they are attending. The findings of the student assessment are made accessible to the students during the last module session of the semester. The respective lecturers / instructors are timely informed about the results of the module evaluation.
- 5.6 The Program Coordinators discuss the findings in individual meetings with the lecturers / instructors, reflecting and discussing potential improvements and suitable measures for remediation. Further discussions will take place at the Senate Committee for Education. These confidential discussions provide the responsible parties of the degree programs and the Rectorate with valuable insights into the results of the module evaluations.
The lecturers / instructors receive detailed information about the evaluation of their module, as well as a chart comparing their results with the values of all modules in the semester.
- 5.7 The consolidated results can be made available within GMIT (e.g. annual report), provided that anonymity can be ensured.
- 5.8 The student assessment of the module should average significantly above +1 on a scale ranging from -2 to +3.

6. Learning and Teaching Evaluation Procedures at GMIT

The German-Mongolian Institute for Resources and Technology, in its commitment to quality assurance in learning & teaching, has established the following evaluation procedures (either online-based or paper-based surveys):

6.1 Admission Survey (paper-based, online-based)

The applicant survey targets the motivations of prospective students and the information sources they utilize in their decision-making process for choosing a study place. The statements are used particularly for analyzing the effectiveness of marketing activities, identifying which were utilized and which appeared to be most suitable. Information is also collected to optimize the degree programs offered. The admission survey is conducted for both undergraduate and graduate programs on a regular basis.

6.2 Module Evaluation Survey (online-based)

The objective of the student survey is to optimize teaching and service offerings based on the assessment of learning and teaching conditions from the students' perspective. Furthermore, it aims to capture discipline-specific statements and trends concerning structural conditions. The student survey is conducted at regular intervals.

6.3 Student Leaving Survey (Dropping Out or Switching Institutions, paper-based)

In the student leaving survey, all such students at GMIT are queried upon de-registration about their opinions on the quality of teaching and their reasons for discontinuing the chosen degree program. The purpose is to identify the reasons and factors that had a significant impact on their decision to switch or withdraw. The data gathered is used to improve degree programs and enhance the feasibility of the study offerings (e.g. work load).

6.4 Graduate Survey (online-based)

The goal of the graduate survey is a retrospective evaluation of the studies, the feasibility of the study offerings, and the qualifications acquired during the degree program, in order to receive feedback for continuous improvement of the degree program and conditions. It may also influence changes to the study conditions and career orientation of the degree programs. The graduate survey is conducted regularly.

6.5 Alumni Survey (tracer study, online-based)

The alumni survey intends to retrospectively evaluate the study experience, the feasibility of study offerings, the qualifications obtained during studies, as well as the professional progress of GMIT's graduates. This feedback serves to inform the continuous improvement of the degree program and conditions, and possibly to adjust the study conditions and career focus of the programs. The alumni survey is conducted on a regular basis.

6.6 Additional Surveys for Quality Assurance in Study & Teaching.

The Internal Monitoring Officer (IMO) may conduct additional surveys for quality assurance in consultation with the Rectorate and Deans, provided they do not contradict the objectives outlined in section 2, comply with data protection regulations, and are coordinated with the Academic and Student Affairs Office.

- 6.7 All evaluation procedures are carried out anonymously. The results of the surveys are published only in an aggregated and generalized form to ensure that no conclusions can be drawn about any individual.
- 6.8 The analysis and dissemination of survey results are centrally managed by the IMO. A comprehensive report is generated and made available to the Rectorate, Deans and internal university committees (e.g. Senate Committee for Education, Board of Governors). Additionally, specific reports may be created as long as they are in line with the objectives mentioned in section 2.
- 6.11 The reports and outcomes of the surveys must be included in the respective quality development processes of the GMIT faculties and departments. The results should also be utilized for accreditations, reviews, and auditing processes as appropriate.

7. Accreditation - External Evaluations

- 7.1 External accreditations enhance the internal audits (incl. monitoring) and evaluation procedures. It is a cross-university and discipline-specific assessment of the quality of learning & teaching by external reviewers (peer group), according to uniform procedural standards like the “Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)”.
- 7.2 The Rectorate and the faculties support external evaluations during accreditation processes (MNCEA, international accreditation agencies, etc.).
- 7.3 The timing for conducting external evaluation / accreditation / re-accreditation is determined by the timelines set by the Accreditation Council, and is to be followed up by the Rectorate. A task force (including external consultants) supports the Rectorate and faculties in the external evaluation process.

8. Data Protection

- 8.1 GMIT ensures that the technical and organizational prerequisites for protecting the collected personal data are met. Individuals involved in the collection and processing of evaluation data are prohibited from processing or disclosing this data for purposes other than those related to their specific task fulfillment. This also applies after the termination of their activities. When processing evaluation data by third parties, a data processing agreement must be concluded.
- 8.2 In case of appointing a Data Protection Officer for GMIT, this person ensures that measures against unauthorized access, unauthorized copying, unauthorized entry, data manipulation, etc., are upheld.