

PROFFORMANCE ASSESSMENT TOOL - TEST-version - SELF-REVIEW

Dear Colleague,

On behalf of the PROFFORMANCE consortium, we thank you for your kind interest and contribution to the testing of the PROFFORMANCE Assessment tool developed by 6 partners and around 20 international experts.

The PROFFORMANCE project aims to support quality enhancement of teaching and learning at HEIs in EHEA by supporting higher education teachers' performance.

The consortium has created a set of criteria upon which an assessment tool for teachers, peers and students have been elaborated and is about to be tested at pilot visits in HEIs in all partner countries.

This self-version of the assessment tool aims to provide an overview for teachers and educational professionals, HEI managers what are teachers' strengths and identify areas for development in order to develop institutional T&L strategies and teachers' performance management.

Professors at higher education institutions may use this tool individually to test their competences and to find guidelines, trainings and best practices in the long term.

We kindly ask you to answer each question which is relevant to you and your institutional, national context, otherwise you may mark the field as "not relevant".

You may use your code received from your HEI, in order to assure anonymity, or you may just skip that question.

We kindly ask you to answer a feedback question at the end, please feel free to tell us your opinion. Our aim is to provide a tool which is relevant and useful in your quality assurance, teacher career and performance management system.

Thank you for your kind cooperation!

In case of questions please address to eha@tpf.hu

Kind regards,

PROFFORMANCE Coordination team

The PROFFORMANCE - Assessment Tool and Incentive Systems for Developing Higher Education Teachers' Performance project

This questionnaire is anonymous - does not require any personal data, only uses data for statistical reasons.

The code of the user is OPTIONAL and connected to names only in the institutional

management of the teacher.

Otherwise the <https://profformance.eu/en/privacy-policy> of the PROFFORMANCE project applies.

TEST version NOT TO BE DISTRIBUTED.

COPYRIGHT: PROFFORMANCE consortium

<https://profformance.eu/>

***Kötelező**

**Statistical
data**

This section is for statistical reasons. You may use your code received from your HEI. Or you can just skip that question. This won't be shared with the consortium, but kept at institutional level.

Your feedback is valuable for a highly relevant and usable assessment tool.

We kindly ask you to proceed in a way to be able to fill in the feedback properly.

1. Please measure the time you spend to fill in the questions (without the feedback).
2. Please note the TA and the number of the question with which you had some problems of relevance, comprehensiveness, etc.
3. Please note any remarks, which occur to your mind.

Thank you for all your great efforts.

Kind regards,

PROFFORMANCE team

1. I have read and accept the PROFFORMANCE Privacy policy:

<https://profformance.eu/en/privacy-policy> *

This questionnaire is anonymous - does not require any personal data, only uses data for statistical reasons. The code of the user is connected to names only in the institutional management of the teacher. Otherwise the <https://profformance.eu/en/privacy-policy> of the PROFFORMANCE project applies.

Soronként csak egy oválist jelöljön be.

Yes

2. I declare that I will use this test version of the PROFFORMANCE Assessment tool only during and in the frame of the official pilot testing process in my institution. I won't transfer it to third parties, neither will I use it before the official international launch of the final version of the PROFFORMANCE assessment tool.

*

This questionnaire is a test version of the PROFFORMANCE Assessment tool. It is under the copyright of the PROFFORMANCE consortium. The tested and adjusted, finalized version will be freely available online. Thank you for your contribution to its final form by testing and giving your feedback on its use.

Soronként csak egy oválist jelöljön be.

Yes

3. Code received from your institution (OPTIONAL, NOT COMPULSORY)

THIS IS OPTINAL, YOU MAY SKIP THIS QUESTION - you may use it if you have an agreement with your institution on that

4. Institution *

5. Country *

6. Institutional unit (OPTIONAL)

7. Study field *

Please choose one, or specify in "other"

Soranként csak egy oválist jelöljön be.

- 00 – Generic programmes and qualifications
- 01 – Education
- 02 – Arts and humanities
- 03 – Social sciences, journalism and information
- 04 – Business, administration and law
- 05 – Natural sciences, mathematics and statistics
- 06 – Information and Communication Technologies
- 07 – Engineering, manufacturing and construction
- 08 – Agriculture, forestry, fisheries and veterinary
- 09 – Health and welfare
- 10 – Services
- Egyéb: _____

8. Position

9. Age *

Soranként csak egy oválist jelöljön be.

- 21-30
- 31-40
- 41-50
- 51-60
- 61-70
- 70+
- Egyéb: _____

10. Gender *

Soronként csak egy oválist jelöljön be.

Man

Woman

Do not want to define

Testing
process

Dear Colleague,

Thank you for testing and giving feedback on the PROFFORMANCE Assessment tool. Please consider the following:

1. Please measure the time you spend on the answers till the 6th thematic areas.
2. If you do not agree with a question, please note its number, and please try to give your suggestion on if we should skip or change it.
3. If you missed a topic we would highly appreciate your suggestion to include it.
4. We would be curious how did you like the 10 points- LIKERT scale for the answers - was it appropriate or too complicated - how many points would be appropriate for you?
5. We would appreciate any kind of comments, so please take notes not to forget.

Thank you for your great efforts, we highly appreciate your contribution.

Best regards,

PROFFORMANCE

TA1 – Curriculum/Course Design and Development

Curriculum/course design and development is about codifying knowledge and creating programmes/courses that allow learners to develop their intended graduate and postgraduate profiles and to achieve relevant subject specific and transferable learning outcomes, which allow them to continue their studies for Lifelong Learning purposes, to get employed successfully nationally and internationally and to become responsible global citizens. Teachers involved in the curriculum/course design and development require a sound knowledge of the disciplinary and interdisciplinary areas in the curriculum/course, pedagogical competencies including the constructive alignment and a profound familiarity with the relevant institutional, national and international rules, regulations and policies. While designing and/or developing the curriculum/course, teachers should consider not only the national, but also the international context, the needs of a digital and inclusive society.

Competence Fields

1. Designing the learning outcomes, considering the specificity of the field/level of studies, labour market and society requirements, diversity and special educational needs of the learners;
2. Structuring the programme/module/course considering the learners workload, both contact and independent working hours;
3. Selecting effective teaching, learning and assessment methods according to desired learning outcomes, specificity of field/level....and individual learning need, diversity and special educational needs of students;
4. Selecting teaching materials relevant to the programme/course learning outcomes considering the state-of-the-art and research in the discipline/disciplines.

11. 1. I follow important state-of-the-art in the curriculum/course design and development and I'm improving my courses on a regular basis according to the latest state-of-the-play developments and trends within my professional and teaching disciplines. *

Hint: You follow the latest developments in the field/discipline you teach. You read the relevant articles, monographs; from time to time you attend face-to-face and/or online, specialized, national and international conferences and/or training courses and reflect the new knowledge/gained information in the curriculum/course syllabi.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

12. 2. I consider the legal framework and university regulations relevant for curriculum/course design and development. *

Hint: You try to be updated on national and institutional regulations on curriculum/course design. You regularly look for and apply new regulations and discuss your modifications with your colleagues.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

13. 3. I am familiar with and apply different pedagogical models and the current discourse on the curriculum development. *

Hint: You regularly update your knowledge on different pedagogical models and concepts of curriculum development. You read specialized articles, books, guidelines, from time to time you attend face-to-face and/or online informational events, seminars, conferences, workshops, training courses, etc.. You assess and select the most effective approaches in collaboration with your colleagues.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

14. 4. I design learning outcomes in terms of knowledge, skills and competences, considering the specificity of the field/level of studies, labour market and society requirements. *

Hint: While designing and/or developing the curriculum/course, you consider National Qualification Framework (NQF) and sectoral/subject specific benchmarks, you look for and apply the results of labour market research, you communicate with potential employers and professional bodies asking and reflecting their opinion. You learn the specific techniques of formulating the learning outcomes (e.g. using active verbs, using revised Bloom Taxonomy verbs, aligning the learning outcomes to the assessment methods, etc.)

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

15. 5. I calculate and define the student workload for different programme/course.

*

Hint: You observe and try to measure the time the students spent on addressing the programme/course assignments needed for achievement intended learning outcomes (e.g. preparation for seminars, presentations, translations, midterm and final exams, writing essays and other types of written homework, projects, etc.). You measure the volume of teaching and learning material assigned. You adjust the students' workload to the results of observations/measurements.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

16. 6. In curriculum planning, I try to consider all relevant learning and teaching methods with regard to their effectiveness in achieving the desired learning outcomes. *

Hint: You regularly update your knowledge on different teaching and learning methods relevant to the fields/disciplines you teach. From time to time you attend face-to-face and/or online informational events, seminars, workshops, training courses, specialized conferences where modern teaching and learning methodologies are discussed. You try to select and apply the methods which ensure students' interactivensness, increased motivation and responsibility and achievement of intended Learning Outcomes.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

17. 7. In curriculum planning, I try to consider all relevant assessment methods with regard to constructive alignment; and choose assessment methods that are effective for measuring LO acquisition. *

Hint: You regularly update your knowledge on assessment methods, strategies and approaches relevant to the field/discipline you teach. From time to time you attend face-to-face and/or online informational events, seminars, workshops, training courses, specialized conferences where assessment methodologies are discussed. You try to select and apply the assessment methodology based on which you may measure the level of achievement of specific and intended Learning Outcomes, both theoretical knowledge and different skills and attitudes.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

18. 8. I select the modern and relevant scientific literature and teaching material. *

Hint: You follow the latest developments and respective national and international publications in the field/discipline you teach (articles, monographs, guidelines, handbooks, textbooks, online resources etc.). From time to time you attend face-to-face and/or online national and international conferences in the relevant fields/disciplines. You choose and/or prepare the teaching and learning material considering the new knowledge and/or gained/updated information.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

19. 9. I design the course in a learner-centered way assuring flexible learning pathways. *

Hint: While designing/developing the course I try to build a supportive and inspiring learning environment for the students, to engage them actively in teaching and learning, to identify and address their individual interests and needs, to support their professional and personal growth. You apply the Bologna Process Tools - ECTS, NQF, mobility windows etc. for flexibility of curriculum.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Horizontal aspects

20. Digitalization: I try whenever it is useful - it has some added value - to include the digital aspect in teaching, learning and assessment in my course design and I support the development of students' digital skills. *

Hint: While designing and/or developing the course, you also include digital teaching and learning material/resources/sources; you plan using online LMS-learning management system (e.g. Moodle, Blackboard, Canvas by Instructure, D2L etc.) in teaching (whenever supported by the University); you select and apply online assessment tools (if applicable); your assignments to students consider ICT to enhance their digital skills (e.g. preparation of presentation, search for and use of online sources, use of specific softwares etc.).

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

21. Internationalization: I embed international best practices relevant for the curriculum/course and if needed develop courses in English (and/or other foreign languages) for international classes, and also plan an international learning environment. *

Hint: While designing/developing curriculum/course you consider the sectoral/subject benchmarks of other countries and international professional bodies, you consult your international peers, you consider the curricula, teaching and learning, assessment methodology of other countries' Universities. You prepare course/courses in English and/or other foreign language(s) relevant to the field/discipline you teach. While planning courses for international students, you pay attention to sensitive topics from a national, ethnic or religious perspective.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

22. Inclusion and Diversity: I am aware of inclusion and equal treatment policies and I apply an inclusion and equality within my course development. *

Hint: While designing/developing curriculum/course you consider the needs of students from different national, religious and social backgrounds, including minorities, socially disadvantaged and underrepresented groups. You try to address properly related sensitive topics and issues (if applicable). While planning the content and respective methodology you keep in mind that some adjustments may be needed for students with special educational needs.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

TA2 –
Teaching
and Learning
- (Teaching
Performance
and the
Student's
Learning
Support)

To a very large extent, the performance of HE teachers is rooted in their views of teaching and learning. Teachers need to know the recent theoretical concepts and principles as well as practical techniques and tools to be able to create a truly efficient process that will meet the variety of educational/professional demands in contemporary society.

Additionally, supervising, and mentoring processes are still extremely important and thus its nature should be properly understood for student learning support. It enables the required professional and personal support on the way of building their professional identity. To become aware of their own abilities and skills as well as to comprehend the ethical and socio-cultural aspects of their work in the academic community is crucial and much based on the relationship between the student and teacher in which the social and communication skills of both parties may be crucial.

Competence fields

- 1.Preparation of the materials for the pre-, while- and post- teaching and learning activities.
- 2.Teacher-student interaction for student-centred enhancement of activities in the learning environment.
- 3.Teacher-student relationship in the learning environment.
- 4.Reflection (individual and mutual) on the student-teacher relationship.

23. 1. I am familiar with the current materials and technologies - including material development tools - available for teaching and learning in my discipline. *

Hint: You regularly search for current available materials and technologies in (online) communities (conferences, social networks etc.) and/or design materials for your teaching. You regularly conduct research in the specific field of the contents to be addressed in the discipline.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

24. 2. I know and understand the diversity of the students' profiles. *

Hint: You pay attention to the special needs of your students regarding their learning and physical disabilities, intellectual giftedness, cultural gaps etc., and you incorporate diversity in the lesson plan giving students flexibility according to the institutional and national regulation.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

25. 3. I understand the importance and methodological diversity of student - teacher interaction to capitalise students' learning. *

Hint: You consider different issues in enhancing student – teacher interactions (Krishnamurthi 2000): (1) type of interaction, (2) number of people involved, (3) modes of interaction, (4) communication tools used and training needed on those tools, (5) incentives offered to students for engaging in interactions, (6) language used for and tone of interactions, (7) roles assumed by students or assigned by instructor for interaction, (8) interaction facilitation techniques, (9) timing and (10) volume and frequency of interactions etc.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

26. 4. I implement a wide range of different and proper methodologies for effective teaching. *

Hint: You use different methodologies for teaching and learning, such as: Direct instruction; Project-based learning; Program-based learning; Game-based learning; Constructive learning; Inquiry-based learning; Cooperative learning; Challenge-based learning; Team-based learning.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

27. 5. I purposefully design and / or search for diverse material and technology, keeping in mind the wide range of activities and their main aims. *

Hint: You search for current available material and technologies in (online or offline) communities (conferences, social networks etc.), literature and/or design materials for different stages of the teaching and learning process.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

28. 6. I engage students in the learning process and capitalise students' potential for a particular discipline. *

Hint: You base your teaching in good practice to engage students in the learning process, such as: 1) encourage the contacts between students and faculty, 2) develop reciprocity and cooperation between students, 3) use active learning techniques, 4) give prompt feedback, 5) emphasize time on task, 6) communicate high expectations and 7) respect diverse talents and ways of learning (Chickering A., Gamson Z., 1987)

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

29. 7. I communicate the adequate scientific knowledge efficiently, in a student-centred way. *

Hint: In your communication and teaching practice you pay careful attention to the knowledge, skills, attitudes, and beliefs that learners bring to the educational setting.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

30. 8. I establish an effective teacher-student relationship according to its profile, and reflect on it regularly to improve its quality in the long run. *

Hint: You individually and with the student collectively reflect on, critically assess and actively develop the student-teacher interaction, using different reflections-methods: monologous (self-reflection questionnaire, portfolio) and dialogical (case discussion, debate, think aloud protocol) forms.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

31. 9. I vary and match materials and activities for efficient teaching according to student needs and expected learning outcomes. *

Hint: You use a wide range of different (traditional and digital) materials and activities (single-, pair-, group-work) in your teaching practice and adapt them to fit and complete each other.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

32. 10. I raise the awareness and usefulness of the discipline specific knowledge, as well as the importance of students' intrinsic motivation. *

Hint: You and your students regularly reflect on the use and relevance of the learning content as well as on their relation and motivation to the field.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

33. 11. I establish and maintain a good teacher-student relationship by teaching and acting promoting the proper relational skills in working environment. *

Hint: Relational skills as interpersonal, communication and teamwork are relevant to establish and assure a good teacher-student relationship in working environment (Suleman F., 2016)

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

34. 12. I promote respect and coherence between peers and students and its influence on the academic achievements in the short- and long-run. *

Hint: As a teacher you understand and promote the sense of relevance of acquiring a wider perspective on professional and human values such as respect, coherence, honesty, beyond the scientific knowledge.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Horizontal aspects

35. Digitalisation: I use digital technologies in a goal-oriented way to provide the adequate learning environment to students for collaborative and self-regulated learning, promoting to them a better and greater engagement as well as supporting the development of students' digital skills. *

Hint: You choose the right media according to your goals, making sure the more complex the media is, the more added value it brings, and the involvement of students also develops their digital skills.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

36. Internationalisation: I am engaged in providing and promoting an international environment for teaching and learning effectiveness (materials and contents; multicultural teams; international perspective of the discipline, etc...). *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

37. Inclusion and Diversity: I consider inclusion and diversity as pillars for the teaching and learning process, on the preparation of materials and particularly in the teacher-student relationship. *

Hint: In the teaching and learning process, you define strategies to ensure that all students feel supported to openly learn, experience and explore the concepts and new ideas, to have a secure environment to express their opinions as individuals and members of a group.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

TA3 – Assessing the Student's Learning

Assessment is part of the learning process and also drives it. The purpose of student assessment is to provide feedback on teaching-learning process, effectiveness of individual learning in relation to the set and expected learning outcomes, and to use this information to help students make the teaching-learning process more effective. The assessment process includes the approach, methods and tools or techniques that are used and the format in which assessment results are documented and feedback is given. The choice of assessment methods and techniques should basically be adapted to the nature of the examined learning outcome. Assessment takes into account the different needs of learners and the educational, institutional context in which learning takes place.

Competence fields

1. To plan, design and implement different assessment methods and use tools adequate for contextual factors of learning, intended learning goals and learner needs.
2. To analyse students' performance and provide timely and useful feedback that supports improvement of students' learning.
3. To regularly monitor the learner's progress and evaluate the effectiveness and adequacy of my assessment process.

38. 1. I am thoroughly familiar with relevant summative and formative assessment approaches, methods, tools and formats. *

Hints: You are aware of different types and functions of assessment. You know the different methods and tools of assessment, such as diagnostic assessment, formative assessment, summative assessment, competence and skills measurement, norm-oriented assessment, criteria-oriented assessment, etc. You know the right assessment tools for different assessment purposes.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

39. 2. I align the assessment methods and grading schemes with the intended learning outcomes. *

Hints: You are aware that student assessment is context dependent. You choose assessment methods and techniques that must be basically adapted to the nature of the examined learning outcome, and you use an assessment grading scheme to be aligned with the given institutional assessment standards, rules, expected qualification and output requirements, learning outcomes.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

40. 3. I consider different learners' needs when devising assessment methods. *

Hint: You ensure that student assessment is inclusive and responsive to different learner needs. You ensure that rich assessment solutions are systematically offered to all students regardless of their characteristics. Your assessment practices as well as the content and format of assessments are sensitive to particular groups of students and avoid biases by socio-economic background, immigrant or minority status, and gender.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

41. 4. I use valid and reliable tools for assessing the learner's competences. *

Hint: Reliability refers to whether an assessment instrument gives the same results each time it is used in the same setting with the same type of subjects. Reliability is a part of the assessment of validity. Validity refers to how well a test measures what it is purported to measure.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

42. 5. I carry out student assessment in line with the relevant institutional policies and regulations. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

43. 6. I analyse assessment results to improve students' learning performance. *

You are capable of analyzing assessment results and giving feedback on how effectively education is being delivered to students. It is important to design assessment in such a way these undesired effects are minimised. You are capable of analysing the assessment results and make judgements about performance to enhance student outcomes.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

44. 7. I provide timely and relevant feedback to learners. *

Hint: You give very specific feedback about both, what students are doing correctly and incorrectly, in a timely fashion, using different modes (verbally, non-verbally, or in written form) and techniques (e.g. 'feedback sandwich': Compliment, Correct, and Compliment). You also encourage students to have self-feedback and to give you feedback as well.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

45. 8. I regularly adapt the use of assessment tools and processes so as to improve student's learning. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Horizontal aspects

46. Digitalisation: I use digital tools for diagnostic (e.g. LMS log-data), formative (e.g. classroom response systems, quizzes, games) and summative assessment (e.g. interactive tests) as well as for self-assessment (e.g. ePortfolios, self-assessment tables) or for peer assessment (peer-comments) in order to enhance the diversity and suitability of assessment formats and employ them in a personalised way. *

Hint: You use the advantages of technology in assessment such as the simplified administration (it is easier to create, to store, analyse and visualize the results), the time and cost efficiency (automated assessment techniques), the more precise and differentiated feedback (personalised, immediately feedback e.g. using task editor application) and the motivation (e.g. gamification). All this may increase the efficiency of feedback on learning.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

47. Internationalization: I align my student assessment with international standards in my field and I consider students' international mind-set and intercultural competencies in my assessment. I use appropriate assessment methodology in an international classroom. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

48. Inclusion and diversity: I take into account diversity, heterogeneity of students and carry out my assessments accordingly. I conduct student assessment in accordance with institutional assessment standards in fair and equal way, without bias and any kind of discrimination. *

Hint: You ensure that rich assessment opportunities are systematically offered to all students regardless of their characteristics. Hence, to ensure fairness in assessment, it is important to offer a range of different assessment formats and tasks (e.g. test-based, performance-tasks, oral, written). Dimensions of inclusive assessment, such as the sensitivity to cultural and linguistic aspects of assessment, are also be included and developed.



Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

TA4 – Professional Development for the Quality of Teaching

While fostering the student-centered approach, largely influenced by the democratic processes within the HE system, the role of teachers changes tremendously turning them mainly into valuable guides and supporters instead of being the only source of student's knowledge. Knowledge about the contemporary forms of professionalism and the ways in which these are achievable, willingness to upgrade professional insights, skills, values and attitudes, enhancing teaching performance, awareness of the precise standards resulted from the contemporary professional insights and requirement, and ability to conduct unbiased self-assessment are some of the main elements of the picture called professional development. All of them should comply with the indisputably high ethical standards and principles along with the understanding of multicultural perspective. However, professional development should comprise, apart from teaching, research work and contribution to the community and society in which teachers work and for which they have professional responsibility.

Competence fields

1. The field-specific professional development.
2. The general professional development.
3. The willingness to apply QA approaches for the improvement of teaching quality.
4. The self-reflection for further professional development.

49. 1. I apply modern tendencies and technologies to master my field-specific professional development and career progression. *

Hint: You attend most relevant development courses and conferences to upgrade your field-specific competence and knowledge and apply it for teaching with support of modern technologies.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

50. 2. I apply modern tendencies and technologies to master my continuous pedagogical development. *

Hint: Continuity could be measured in terms of the frequency and assessing if there are any longer gaps in professional development as well as the application of the new tendencies and skills into teaching.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

51. 3. I use quality assurance mechanisms with regard to my professional development. *

Hint: You do regular assessment of your professional development, observe areas for improvement, and plan to attend correspondent training, conferences, read the corresponding literature, do the peer learning, share the best practices of peers and apply gained knowledge and competence in to teaching.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

52. 4. I regularly participate in relevant events (conferences, strategic dissemination and communication events...) in my specific field. *

Hint: You are regularly aware of the relevant events going on around the world online or offline. Select most appropriate ones for your professional development, search for the corresponding financial and time resources and apply for participation.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

53. 5. I regularly reflect on my own professional development (as a teacher). *

Hint: There are several ways of reflecting on our own professional development: be aware and consider students feedback, search for peer review and consider it, do self-reflection of the expectations and results at the end of the course, observe how course goals as well as personal goals achieved, observe student achievement.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

54. 6. I use different sources for self-development both in professional and pedagogical and program development aspects. *

Hint: All the sources used for professional development would be apply for the better teaching and definitely contribute to the program improvement. This should be collaborative work with other colleagues and program leaders.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

55. 7. I participate in the quality assurance processes with the cooperation of all the stakeholders. *

Hint: Program development requires the skills which link the final outcomes with the program stakeholders understanding their needs.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

56. 8. I am aware of the importance of applying modern principles in teaching in order to advance myself within and out of academia. *

Hint: Throughout the professional development you master the skills that are important within and out of academia: communication, digitalization, networking, time management, project management.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

57. 9. I develop the awareness of open-mindedness towards various standard and recent QA approaches as one of the most important values of my teaching. *

Hint: You are aware of national and international standards of quality assurance and quality assurance approaches in all your professional experience: teaching, research, community services as well as in self-development. You take quality assurance as one of core principles of our professional live.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

58. 10. I promote implementing quality culture and openness of opinions for the betterment of teaching and learning. *

Hint: Quality culture is responsibility of each and everyone and to promote it you should try to raise awareness among of participating parties as well as support everyone for critical self-reflection and strive for the improvement of their practices.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Horizontal aspects

59. Digitalization: I cleverly exploit the opportunities technology offers for the continuous renewal of my own professional development and the improvement of related professional communities, paying particular attention to the constantly developing my digital skills and students' digital skills as well. *

Hint: You use digital technology to search for and identify suitable training and professional development opportunities, to exchange in digital professional communities as a source of professional development (e.g. video tutorials, MOOCs, webinars etc.) as well as to provide training opportunities for colleagues and peers.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

60. Internationalization: I regularly participate at international events, courses, and mobility in order to further develop my professional knowledge and pedagogical skills. *

Hint: You apply internationalization to all the aspects: international conferences, events, modern up-to-date literature, peer learning, peer review with international partners, virtual or on-site mobilities, benchmarking internationally.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

61. Inclusion and Diversity: I apply aspects of the social dimension of teaching and learning in my professional development. *

Hint: Inclusion and diversity is part of every activity of teaching and learning.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

**TA5 –
Research,
Innovation
and Social
Responsibility**

The teacher knows their subject area including new trends and knowledge in this area, and how to use proper scientific methods. They have the ability to conduct original research/innovation as well as respect and reflect ethical values in their work. The socially responsible teachers initiate and contribute to social engagement programmes as well as participate in relevant events as a representative of the HEI.

They support society and industry with their expertise; through consultation with government and public bodies, industry, and society groups as well as coordinate and participate in joint industry and societal projects, in public discussions and communication events, e.g., company visits, visits to schools, and public lectures.

Competencies

1. The capacity to participate in and contribute to teaching related research, innovation and social projects, events, and networks.
2. The capacity to publish articles, register patents and influence teaching practice based on my research, innovation, and social partnership activities.

62. 1. I understand social responsibility and the contribution I can make to the development of society. *

Hint: You know how to behave as a representative of the HEI in social engagement activities including being familiar with public speaking and the use of different kinds of media tools.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

63. 2. I know how to establish partnerships in my field of expertise. *

Hint: You are aware of the importance and application of professional skills and behaviour in research, innovation, and social partnerships.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

64. 3. I have well developed communication skills to facilitate external engagement.

*

Hint: You can transfer knowledge into beneficial actions and to present and communicate properly in the right context (use proper communication techniques in different environments while networking with societal actors), respect different opinions and transfer their knowledge skill-fully to their clients.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

65. 4. I regularly participate in (online or offline) scientific meetings and academic/professional networks. *

Hint: You have membership(s) of relevant scientific and/or professional networks and attend regular national and international conferences, workshops etc.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

66. 5. I know how to apply research methodologies in my research field and I am up to date with related technologies. *

Hint: You have a high level of knowledge of research methodologies in your field, actual trends and you are familiar with development of new technologies which support these methodologies.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

67. 6. I successfully participate in application processes of grant calls. *

Hint: You regularly succeed in grant competitions.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

68. 7. I regularly produce academic papers to a high standard. *

Hint: You publish in highly ranked journals in your research field with a proper scientific language and the reviewing-process usually requires minor changes.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

69. 8. I know the relevant databases in my professional field and regularly use and apply them. *

Hint: You can use databases such as Web of Science, Scopus, EBSCO etc. or field relevant databases and you can use Google Scholar etc.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

70. 9. I understand and apply the ethical values associated with the production of academic outputs and the significance of respecting authorship. *

Hint: You respect authorship and you properly quote your and other colleagues' work. You recognise the work of your students in academic outputs.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

71. 10. I know the principles underpinning intellectual property rights and apply them in my teaching and research activity (such as proper citation, register patents etc.). *

Hint: You show your students how to use intellectual property rights in practice.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

72. 11. I can apply the principles of the open access approach to the publication of my academic outputs. *

Hint: Open access refers to the practice of making peer-reviewed scholarly research and literature freely available online to anyone interested in reading it. It has three types: Gold Open Access (all articles and content are open access), Green Open Access (the publisher allows the author to keep the non-commercial rights to his/her article so it can be posted in open internet archives), Hybrid Open Access (only a restricted number of articles in a subscription journal is open to anyone).

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

73. 12. I apply the results of my research, innovation, and social projects on the basis of participation in scientific and or professional networks to my teaching.

*

Hint: You show the results of your research, innovation, and social projects to your students. You use your scientific and/or professional contacts to enrich your teaching and learning approach for your students.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

74. 13. I involve my students in my research, innovation, and social projects. *

Hint: You outsource smaller or larger tasks to your students in your research and social projects using the results for supporting students' thesis as well as for presenting together in social or professional events, conferences etc.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Horizontal aspects

75. Digitalisation: I embed digital technologies in the support of my research, innovation and social projects, events, and networks. *

Hint: You use digital technologies to collect and analyse research data and to engage in collaboration with other educators and/or social stakeholders (e.g. in professional social networks), for sharing and exchanging knowledge and experience, and collaboratively innovating research and social practices.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

76. Internationalisation: I engage in research, innovation and social projects, events, and networks at an international level. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

77. Inclusion and Diversity: I respect the diversity of all stakeholders and their needs in the pursuit of inclusive research, innovation and social projects, events, and networks. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

TA 6 – Organizational and Administrative Tasks

The teacher needs to be able to deal with a range of organisational and administrative activities on different levels. This competence is very important for his/her ultimate performance as it is to ensure the smooth and high quality implementation of the course/module/programme and achievement of the intended learning outcomes. A timely and effectively established communication with different internal and external stakeholders (e.g. students, colleagues, representatives of the faculty or university administration, potential employers, etc.) is crucial, being much dependent on his/her abilities to organise and administer the required tasks. The teacher should also get familiarized with different internal regulations in order to address the relevant structural unit(s) for solving organisational issues that may occur.

Competence fields

1. Managing the programme/module (director, co-director, coordinator, etc.) with efficiency.
2. Organising faculty meetings (on the programme/module/course level) with efficiency throughout the key stages (preparing, conducting, follow-up activities).
3. Supervising tutors and teaching assistants (including HR aspects).
4. Fostering close cooperation with the university/faculty/administration and other relevant bodies in defining (recognising) and addressing the educational needs of students.

78. 1. I am familiar with the programme/module content and structure, consequently, I manage organizational and administrative tasks with efficiency.

*

Hints: Compiling course description by deadline in the required form, uploading and sending to all stakeholders, sending relevant information to all stakeholders on the course and its implementation and results.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

79. 2. I know how to organise faculty meetings (on the programme/module/course level) or other professional meetings (e.g. workshops, conferences) with efficiency throughout the key stages (preparing, conducting, follow-up activities). *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

80. 3. I know how to supervise tutors and teaching assistants with ease (e.g. regular guidance and hints, meaningful feedback, regular and fair communication throughout the supervision process). *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

81. 4. I am so familiar with the university regulatory framework according to organisational and administrative tasks. *

Hint: You usually read the university documents and ask for clarifications if needed in order to apply the relevant articles/principles into your better practice regarding organisation and administration.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

82. 5. I communicate with groups and individuals with efficiency paying attention to our common goals (e.g. verbal, paraverbal and nonverbal communication based on good social and intercultural skills). *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

83. 6. I successfully solve the administrative tasks required by the institution (data provision related to education and research, quality assurance, etc.). *

Hint: You usually keep the deadlines, applying the given technical environment and application properly and without any problems. In case of a problem, You know which administrative procedure You should turn to for help.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

84. 7. I work in a team very well exercising responsibility and membership awareness to achieve common goals and objectives. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

85. 8. I plan organisational and administrative activities and manage the available time very well. *

Hint: I know the academic and administrative calendar of the year and I take it into account when scheduling my activities.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

86. 9. I work with administration, employers, preparing documents and decisions with success taking into account their qualifications, preferences, suggestions, etc. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

87. 10. I am well-aware of the principles of professional ethics in a workplace. *

Hint: You know the standard of ethics of your institution, and you are aware of the working committees and processes on ethics.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

88. 11. I am well-aware of the importance of fair and equal treatment of students and peers in the process of administration. *

Hint: You always seriously consider the rights and needs of your students and peers when it comes to administrative issues.

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Horizontal aspects

89. Digitalisation: I use digital technologies to enhance organisational communication and collaboration with administrators, colleagues and students, considering digital data protection rules. *

Hint: You participate on the digital communication- and collaboration-channels of your institution (newslists, social and professional networks), share resources on online personal or organisational platforms (websites/blogs). You grant adequate data protection, respecting privacy, copyright and other sensitive data (e.g. students' grades, exams).

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

90. Internationalisation: I tend to meet the key international requirements of contemporary (business) communication. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

91. Inclusion and diversity: I create new efficient ideas/solutions to suit different organisational and administrative needs of various target users. *

Soronként csak egy oválist jelöljön be.

- 0 - Not relevant
- 1 - Very strongly disagree
- 2 - Strongly disagree
- 3 - Disagree
- 4 - Mostly disagree
- 5 - Slightly disagree
- 6 - Slightly agree
- 7 - Mostly agree
- 8 - Agree
- 9 - Strongly agree
- 10 - Very strongly agree

Feedback

Thank you for testing the PROFFORMANCE Assessment tool
 Hereby we kindly ask you to express your opinion, and we highly appreciate some constructive feedback, how we could better serve individual and institutional needs.
 Thank you in advance!

92. How USEFUL do you find the assessment tool for assessing your performance? *

Soronként csak egy oválist jelöljön be.

	1	2	3	4	5	
Not at all useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very useful

93. Would you use this tool ? *

Soronként csak egy oválist jelöljön be.

	Yes, definitely	Rather not, thank you	Maybe	Only, if it would be obligatory
INDIVIDUALLY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IN INSTITUTIONAL FRAMEWORK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

94. How comprehensible have been the questions and the hints? *

Soronként csak egy oválist jelöljön be.

	1	2	3	4	5	
Not clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very clear

95. Please enumerate the questions, if any, which you think should be better EXPLAINED or ELABORATED. We would appreciate your suggestion for reformulation.

96. Which question should be better explained or elaborated? We would appreciate your suggestion for reformulation. enumerate the questions, if any,

97. How much time did you need to fill in the questionnaire (excluding this feedback session)? *

Soronként csak egy oválist jelöljön be.

- Less than 30 minutes
- 30-60 minutes
- 60-90 minutes
- 90-120 minutes

98. How do you assess the relevance of the different thematic areas for your self-assessment? *

Soronként csak egy oválist jelöljön be.

	Not relevant	Rather not relevant	Neutral	Rather relevant	Relevant
TA1 - Curriculum development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA2 - Teaching and learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA3 - Assessment of students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA4 - Professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA5 - Research and social responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TA6 - Administration and organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

99. How often would you fill in this assessment tool? *

Soronként csak egy oválist jelöljön be.

- Once in a school year
- At the end of each semester/trimester
- Every two years
- Egyéb: _____

100. What do you think about the 10 points LIKERT scale? *

Soronként csak egy oválist jelöljön be.

- It is fine
- 7 point scale would be better
- 5 point scale would be better
- 3 point scale would be better
- Egyéb: _____

101. We would highly appreciate any other feedback, questions, suggestions which might contribute to the improvement of this assessment tool.

Thank you for your contribution. It is highly appreciated!

We get back to your institution with the results of the pilot testing of the PROFFORMANCE Assessment tool.

Ezt a tartalmat nem a Google hozta létre, és nem is hagyta azt jóvá.

Google Űrlapok