

## ENTIRE COLLEGE FEEDBACK PLAN\*

<b>FEEDBACK</b>	<b>TARGET GROUP</b>	<b>TIME</b>	<b>PERFORMER</b>	<b>METHOD</b>	<b>TIME AND PLACE OF PUBLICATION OF RESULTS</b>	<b>RESPONSIBLE PERSON</b>
Questionnaire for the readers of the library	Faculty, students	February Every second year in even years March 2010	Head of Library	On paper, if possible, web-based (TMS)	SIS, web page March	Head of Library
Admission feedback questionnaire	First year students	Every year in September/October	Reine Kadastik	Web-based (TMS)	SIS News section on the website November	Head of the Department of Academic Affairs
Lecturers and staff feedback survey	Entire staff of the College	April Every other year in odd years In 2011	Reine Kadastik	Web-based (TMS)	SIS On the notice board on the school anniversary Rector's information hour In May	Reine Kadastik
Teaching and learning environment feedback questionnaire	The second year and the final year students	November	Reine Kadastik	Web-based (TMS)	SIS Notice boards international week	Head of the Department of Academic Affairs
Risk assessment survey	Entire staff of the College	March Every other year in odd years In 2011	Quality work group	Web-based (TMS)	SIS April	Head of the quality work group
Subject feedback questionnaire	Students	Steadily through the academic year	Reine Kadastik	Web-based (TMS)	Inside a chair At the beginning of the next school year/teachers' day	Head of the Department of Academic Affairs

Alumni	Alumni 1-2 years after graduation	March	Department of Academic Affairs in cooperation with the Chairs	Web-based (TMS)	On the website in the news section in SIS April	Head of the Department of Academic Affairs
Employers	Employers	April Once in 5 years Conscious Choice	Conscious Choice	Web-based (TMS)	In SIS and in Website News On the ARCUAS website May-June; article	The Rector
<u>Projects:</u> Evaluation in the framework of the Metropolia project	Students, alumni	Based on their own schedule until January 2013	Reine Kadastik	Questionnaires on paper, e-form	Posters, presentations	Ülle Ernits
Continuing education	Participants of continuing education	At the end of each course	Continuing education coordinator	On paper, e-form	In the Council of the College in January, on the web page under continuing education, for internal use	Vice Rector for Development and International Relations
Internship bases	Internship bases- supervisors	March to June, every even year	To be specified	On paper, e-form	Within Chairs and Departments	Heads of Chairs, Head of the Department of Vocational Education
Cooperation with agencies/organizations	Cooperation partners	Every three years in April 2013	Quality working group, Head of Public Relations	Questionnaire	Media coverage	Head of Public Relations

\*Feedback plan is reviewed each year in the meeting of the Council of the College.