

U-Multirank: участь студентів у формуванні міжнародного іміджу університетів

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відділ міжнародних проектів
15 вересня 2016 р.

Data collection subject-based ranking: Student survey

Student survey: The material to invite your students to the U-Multirank student survey will be provided via links in the table below (a serial letter to print and send by mail and a draft letter and a list of passwords to produce a serial email alternatively). Furthermore you find information on how and whom to invite to the survey and an instruction how to send serial emails.

You can send invitations to your students at any time you consider the best with regards to the academic calendar of your institutions, but before 1 December in order to give enough time to your students to participate in the survey. The questionnaire will be open for students until mid-January 2016.

After sending out invitations to your students please enter the number of students you invited (by field) in the table. This helps us to calculate response rates.

In case you experience a sudden logout while trying to download files from this page, please try again using a different browser (e.g. Firefox). The problems may be due to certain settings of Internet Explorer. If the problems persist, please contact info@umultirank.org

Faculties / departments

Save Number of invitations sent

Field	Unit (Faculty / department)	Sub-unit	Location	Materials to invite students	Information on subject based data collection				
					Comments U-Multirank	Number of invitations sent Bachelor	Number of invitations sent Master	Response Bachelor	Response Master
Business	Faculty of Management and Marketing		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Computer Science	Automation and Control in Technical Systems Department		Kyiv	Student survey: How to Print Version Draft EMail		<input type="text"/>	<input type="text"/>		

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Business	Faculty of Management and Marketing		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Computer Science	Automation and Control in Technical Systems Department		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Computer Science	Automatized System for Information Proceeds and Control Department		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		

Computer Science	Computer Technics Department		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Computer Science	Faculty of Applied Mathematics		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Computer Science	Technical Cybernetics Department		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Electrical Engineering	Institute of Energy Saving and Energy Management		Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook		<input type="text"/>	<input type="text"/>		
Mechanical Engineering	Mechanical Engineering Institute		Kyiv	Student survey: How to		<input type="text"/>	<input type="text"/>		

Information on the U-Multirank Student Survey

1. The sample of students to be included

The U-Multirank student survey will be used only for the *field-based* rankings, i.e. only students from the current fields (information sciences, medicine and psychology), those in which your institution is actually participating, should be included. For example, if your institution does not participate in the psychology ranking, then psychology students should not be invited to participate in the survey.

The survey uses an online questionnaire. After starting the questionnaire students can choose among a number of language versions: English, German, French, Spanish, Polish and Russian.

The rules for the selection of the sample of students are:

- To be included:
 - Bachelor students from their second year: First year students are excluded as they cannot tell much about their learning experience yet.
 - All Master's students
 - Students in undivided programmes with a degree equivalent at least to a Bachelor's degree from their second year
- Not to be included:
 - Ph.D. students
 - Students in special teacher education programmes
 - Students in online/distance education programmes without phases of presence learning

2. Organisation of the survey

Invitations to students to participate in the survey have to be sent by participating universities/higher education institutions. (In most countries laws and regulations of data protection and privacy do not allow to give away students' addresses to external organisations.)

- Invitations can be sent to students **either** by mail **or** by email. Please do not mix both channels!
- The U-Multirank team will provide to institutions - electronically - one package per field/unit with letters including individual passwords to be sent to the students. This package includes all documents for mail and email invitations. Those documents are now available on the information platform for participating institutions on the U-Multirank website.
 - For invitation by mail we will provide a serial letter (pdf document) with finalized letters including the access data to the online questionnaire (link and personal password). You just have to print it and send it to the selected students.
 - For invitation by email we will provide a template letter (Word document) and an Excel sheet with the list of individual passwords. From this you can produce a serial email (including the password at the place marked) and send it to the students.
- For reasons of data quality and comparability of data, invitations have to be sent out in this way. *Do not hand out letters to students personally, neither in classes nor on the campus!* Universities should not send additional instructions on the survey to their students.
- *The questionnaire will be online for students until 31st of January 2017. In order to allow a sufficient period for answering, **invitations should be sent to students no later than 1 December!***
- In order to increase response rates universities may send reminders to students. This is only possible if universities can guarantee that students receive the same password as in the first invitation!

Pear Student,

some weeks ago you received an invitation for taking part in the student survey of U-Multirank. If you did thank you very much for taking part, if not please give us your opinions within the next days, the survey will be closed soon.

One of the major purposes of U-Multirank is to help prospective and mobile students to make an informed choice in selecting their university. In contrast to existing global rankings - that focus mainly on research indicators - U-Multirank has a strong emphasis on teaching and learning. Measuring the quality of degree programmes, the views and assessments of their learning experience by current students is an important source of information for prospective students and those who want to change their university.

Data privacy is guaranteed. We will not know your (email) address and your address will not be linked with your answers.

The questionnaire is available online in several languages.
You can access it at:

<http://che-survey.de/uc/umr2017/>

Your personal password is:

code

If you have any questions on the project or the questionnaire (including technical questions), please contact:

Dr. Sonja Berghoff (sonja.berghoff@che.de).

With kind regards,

Prof. Dr. Frank Ziegele (CHE) and Prof. Dr. Frans van Vught (CHEPS)
U-Multirank Project leaders

Serialmails using microsoft word and outlook.

1. First add a second column containing the email addresses in the excel sheet with the access codes.

That should look like this:



	code	email
1		
2	btmrdfu4	student1@mail.com
3	ffqgbukd	student2@mail.com
4	fcshsef4	student3@mail.com
5	975cq795	student4@mail.com
6	56gyej17	student5@mail.com
7	kkvqikuy	student5@mail.com
8	35techwu	student7@mail.com
9	789eo75q	student8@mail.com
10	3au4hqpq	student9@mail.com
11	ac45b8a6	student10@mail.com
12	aap5xvvn	student11@mail.com
13	dfjvvllu	student12@mail.com
14	bkdjstys	student13@mail.com

Save the file to your disk.

2. Open the word-document "invitation_mail_2014.docx" and via tab "Mailings)" >> "start mail merge" select the option "Step by Step Mail Merge Wizard":



Файл Правка Вид Вставка Формат Сервис Данные Окно Справка Введите вопрос

100%

Calibri 11 Ж К Ч

A1 code

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	code														
2	23kjsbku														
3	23ontfka														
4	24srtlnq														
5	25fem9be														
6	25ngokxu														
7	25qxmt4c														
8	25suoygi														
9	26agp6d3														
10	26duydrn														
11	26n9xbze														
12	27wy4szu														
13	28zuxy4g														
14	2a3mtnsin														
15	2a7tovbu														
16	2akk2dxk														
17	2bai37tk														
18	2by9yb7s														
19	2c49gxy														
20	2cydpynm														
21	2dyvdbpx														
22	2ebkbzf8														
23	2fcqngew														
24	2ff9vube														
25	2fuhxtuq														
26	2krn7tik														
27	2t43g8cf														
28	32n8kbun														

Sheet1 Sheet2 Sheet3

Дякую за увагу!