U-Multirank: участь студентів у формуванні міжнародного іміджу університетів

А.Пятова відділ міжнародних проектів 15 вересня 2016 р.

Data collection subject-based ranking: Student survey

National Technical University of Ukraine: Kyiv Polytechnic Institute

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 mand 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 t 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 du 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 Master	_	Respo Maste	
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						
Computer Science	Automation and Control in Technical Systems Department		Kyiv	Student survey: How to Print Version						

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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						
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						
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						

National Techni	cal University of Ukraine: Kyiv Polytechnic Institute	Data Collect	tion FAQ	Contact	Log Out		
Computer Science	Computer Technics Department	Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook				
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				
Computer Science	Technical Cybernetics Department	Kyiv	Student survey: How to Print Version Draft EMail Draft reminder EMail Codes Serial mails using word and outlook				
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				
Mechanical Engineering	Mechanical Engineering Institute	Kyiv	Student survey: How to				



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 <u>mail</u> 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 <u>email</u> 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!

Dear 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).

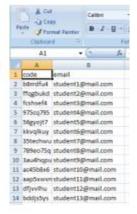
With kind regards,

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

Serialmails using microsoft word and outlook.

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

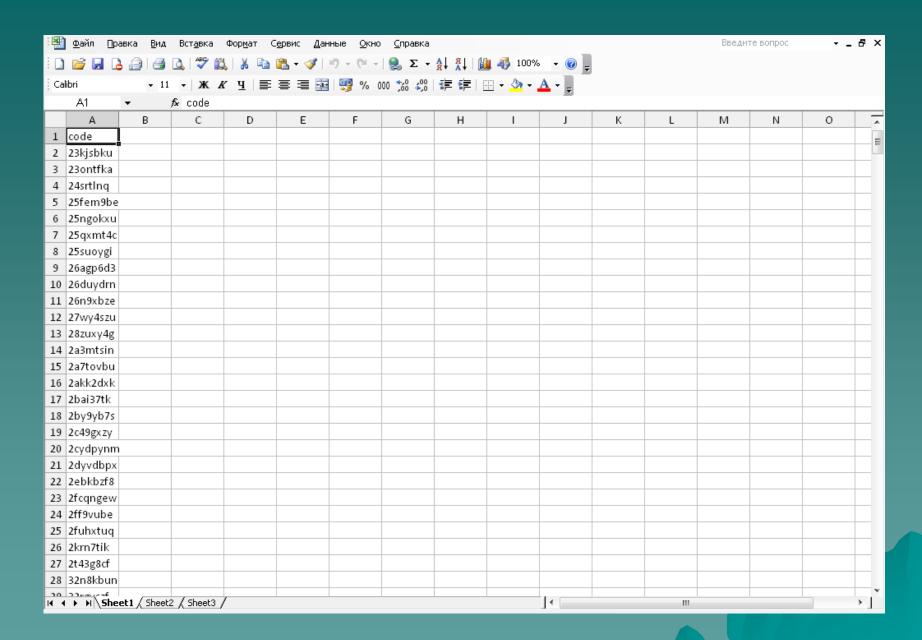
That should look like this:



Save the file to your disk.

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





Дякую за увагу!