

System for collecting student feedback: how it works

The process

The process of collecting data on student feedback works as follows:

1. At seminar completion, and after the teacher will have submitted the seminar evaluation module to the Segreteria Didattica, students will receive an invitation e-mail in their name.lastname@conservatorio.ch e-mail address.
2. By clicking the link in the invitation e-mail, a browser window will open with the feedback questionnaire already loaded for participation.
3. After filling out the questions, students should click the “Submit” button to save their responses.
4. Students will get a confirmation e-mail stating that they have successfully completed the questionnaire.

The conditions

The conditions for participating in the survey are:

1. Participation is open only to students who have participated to all regulated learning hours (80% participation for full-year seminars, 100% participation for all the others, as per [our regulations](#)).
2. The survey will be open for 1 month, after which it will be automatically deactivated, making participation no longer possible.
3. Students will be able to participate only once per seminar.

Data management time-plan

In order to collect, analyse, and report data, the following steps will be followed:

1. Teacher submits the seminar evaluation module to the Segreteria Didattica.
2. QM officer checks which students should be invited to participate.
3. QM officer activates the survey and sends e-mail invitations.
4. After 15 days, e-mail reminders are sent to those students who have not yet given their feedback, or who haven't yet declined participation.
5. On day 31, the survey is deactivated.
6. Data is downloaded and transposed for analysis.
7. QM officer generates the internal and the teacher report.
8. Teacher report is sent to the teacher via e-mail.

9. Internal report is submitted to the head of Academic Services.
10. Internal report is analysed and actions are taken (to improve, extend, vary, eliminate, etc. the seminar).
11. Reports and official directorate decisions are archived.