

**CONFIRMED**

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**SURVEYING PROCEDURE**  
**UNIVERSITY OF BUSINESS, ARTS AND TECHNOLOGY RISEBA**

**1. General Terms and Conditions**

- 1.1. This documents describes the procedure and form of quality control of the study process at RISEBA University of Business, Arts and Technology, its primary tool being several questionnaires.
- 1.2. Questionnaires aim to collect feedback about the completed study process. These results allow for flexibility and ability to rectify any deficiencies in university's processes.
- 1.3. RISEBA students and graduates, as well as employers are surveyed.
- 1.4. The frequency of questionnaires depend on their type. The following questionnaires exist:
  - Assessment questionnaire for a study course
  - Assessment questionnaire for a study programme
  - Annual survey of students
  - Alumni survey
  - Employer survey
  - Survey for internship organisations
  - Assessment questionnaire for the thesis writing process
- 1.5. Student and alumni surveys are sent electronically and are anonymous. Surveys of employers and internship organisations are not anonymous to determine the quality of cooperation.
- 1.6. Head of Quality Assurance is responsible for organising the surveying process, and for recording and processing their data.

**2. Organisation of surveys by type**

**2.1. Assessment questionnaire for a study course: procedure**

- 2.1.1. Assessment questionnaires for study courses are a mandatory quality assessment tool to provide information to the academic staff and programme management about the achieved results and student satisfaction with teaching methods. Questionnaires ensure engagement of all students and academic staff in the improvement of a course.
- 2.1.2. All students of RISEBA complete questionnaires.
- 2.1.3. Questionnaires consist of open and closed questions reviewed by the Methodological Council and approved by a Rector's order (see Annex 1).

- 2.1.4. Questionnaires are distributed at the end of each study course, but can be also circulated in the middle of the course if there is a need to promptly respond to a complaint about the teaching quality.
- 2.1.5. IT Engineer of the IT Department monitors exam schedules and prepares a questionnaire concerning each member of the faculty in the teaching language of the respective course in the portal for electronic surveys (webropolsurveys.com). Within three days after the examination date, the IT Engineer is to forward the prepared link to e-mail addresses of students.
- 2.1.6. A student should complete the questionnaire within five business days after its receipt.
- 2.1.7. Faculty of each course receive surveying results only about the course they have taught. The Head of Quality Assurance e-mails electronic questionnaires to respective lecturers. The faculty have an opportunity to express their views about these results to the Head of Quality Assurance, the Programme director and students.

## **2.2. Assessment questionnaire for a study programme: procedure**

- 2.2.1. Assessment questionnaires for study programmes aim to assess the quality of organisation and implementation of study programmes. An assessment questionnaire for a study programme is recommended for each programme.
- 2.2.2. All students of the respective programme complete these questionnaires.
- 2.2.3. They consist of open and closed questions, which are reviewed by the Programme director on annual basis. See Annex 2 for a form with recommended questions. Programmes of various academic directions may have different questions.
- 2.2.4. Questionnaires are distributed once per year, at the end of academic year and at the discretion of the Programme director.
- 2.2.5. Students should fill in the questionnaires by the deadline indicated by the Programme director.

## **2.3. Procedure for annual survey of students**

- 2.3.1. The goal of the annual student survey is to determine the opinion of students about the organization of academic processes at the university, availability of material and technical resources, quality of activities of the student self-governance body and other issues related to the studies and the academic environment.
- 2.3.2. The survey consists of open and closed questions, which are reviewed by the Student Council on annual basis and agreed with the Vice Rector for Studies. See sample questions in Annex 3.
- 2.3.3. Questionnaires are completed electronically (webropolsurveys.com) at the end of each academic year.
- 2.3.4. Students should complete the survey within 14 days.

## **2.4. Alumni survey procedure**



- 2.4.1. Alumni surveys are a mandatory quality assessment tool to gather information about the quality of organisation and implementation of completed study programmes, as well as about the successes of graduates after graduation.
- 2.4.2. All members of RISEBA alumni who agreed to processing of their personal data after graduation take part in the surveying process.
- 2.4.3. The survey consists of open and closed questions, which are formulated according to the survey form recommended by the Study Accreditation Commission (see Annex 4).
- 2.4.4. Questionnaires are completed electronically (webpolsurveys.com) once per three years.
- 2.4.5. The graduates should complete the survey within 14 days.

## **2.5. Employer surveying procedure**

- 2.5.1. Employer surveys are a mandatory quality assessment tool to receive information from employers about the knowledge, skills and competences of graduates.
- 2.5.2. The survey consists of open and closed questions, which are formulated according to the survey form recommended by the Study Accreditation Commission (see Annex 5).
- 2.5.3. Questionnaires are completed electronically (webpolsurveys.com) once per three years.
- 2.5.4. The surveys are distributed by Programme director to employers included in the contacts database of the respective programme.
- 2.5.5. The employers should complete the survey within 14 days.

## **2.6. Procedure for surveying internship organisations**

- 2.6.1. The goal of questionnaires for internship organisations is to receive information about the knowledge, skills and competences of interns.
- 2.6.2. The survey consists of open and closed questions, which are formulated according to the survey form approved by the Rector (see Annex 6).
- 2.6.3. The surveys are paper based, and are submitted to the respective Programme director along the assessment signed by the internship organisation.
- 2.6.4. The respective bodies fill in these surveys on the last day of internship.

## **2.7. Assessment questionnaire for the thesis writing process: procedure**

- 2.7.1. The goal of assessment surveys concerning preparation of the thesis is to determine students' opinions about the writing of thesis and cooperation of the scientific or creative supervisor with the student to improve the quality of the above processes.
- 2.7.2. The survey consists of open and closed questions, which are formulated according to the Regulation on preparing study papers (see Annex 7).
- 2.7.3. The survey is anonymous. A student should submit the completed survey to RISEBA Study Department along a printed copy of his/her thesis.



### **3. Collection and analysis of results of questionnaires and surveys**

#### **3.1. Results of assessment questionnaires for study courses: collection and analysis**

- 3.1.1. The Head of Quality Assurance collects all questionnaires submitted for the respective study course and saves them in an internal electronic system. Surveying results are confidential, and access to all results is granted only to the Rector, Vice Rector for Studies and Head of Quality Assurance. Access to surveying results concerning academic staff of specific study programmes is made available only to the Programme Director of the respective programme, the Head of the Department and the Dean of the faculty.
- 3.1.2. After a study of results of assessment questionnaires concerning study courses, the Head of Quality Assurance should review the views of students indicated there, as well as the average score of each course. At the end of an academic year, the Head of Quality Assurance prepares a rating of study courses, ranging them according to their average score. Survey comments concerning specific courses are marked with indicators that allow to focus on study courses that need improvements. If only positive opinions have been indicated in the questionnaire comments, the course is colour-coded green, if negative and positive comments - yellow, and if only negative comments - red.
- 3.1.3. Only surveys where the share of respondents was at least 25% of the total number of students in a specific group are taken into account.
- 3.1.4. If the assessment of a specific member of the faculty is lower than the average assessment of all study courses or if negative comments have been received (yellow or red colour-code), the respective Programme director should discuss this situation with the member of the faculty, involving the head of the department, if needed, and with students. Head of Quality Assurance is to be informed about the results of these discussions.
- 3.1.5. Questionnaire results concerning RISEBA faculty are taken into account during their annual performance reviews and interviews with the head of the department, when decisions are made about their qualification category that affects wages.
- 3.1.6. The Programme director should review the performance of external faculty and decide about a repeat invitation to teach a study course.

#### **3.2. Results of assessment questionnaires for study programmes: collection and analysis**

- 3.2.1. The Programme director is responsible for collection of survey results and introduction of the necessary changes or improvements in the programme, as well as notification of results to lecturers and students. Aggregated results are forwarded the head of respective department, the dean, the Vice Rector for Studies and the Head of Quality Assurance, who have a right to propose improvements in the content or organisation of the programme. The Programme director should incorporate the compiled results in programme records.

#### **3.3. Results of annual survey of students: collection and analysis**

- 3.3.1. The Student Council compiles questionnaire results, and forwards them the Vice Rector for Studies and the Head of Quality Assurance. The Head of Quality Assurance analyses questionnaire results, informs about them the management group of RISEBA, and keeps them in quality management records.



**3.4. Results of alumni surveys: collection and analysis**

- 3.4.1. The Head of Quality Assurance compiles questionnaire results, and informs about them the management group of RISEBA and the respective programme director, and records them in quality management documentation.

**3.5. Results of employer surveys: collection and analysis**

- 3.5.1. The Programme director compiles questionnaire results, informs about them the Head of Quality Assurance, and keeps the results in records of the surveying results programme. The Head of Quality Assurance analyses the surveys and informs RISEBA management group accordingly.

**3.6. Results of internship organisation surveys: collection and analysis**

- 3.6.1. The Programme director compiles questionnaire results, includes them in the annual description of the study programme, and keeps the results in records of the surveying results programme.

**3.7. Results of the assessment questionnaire for the thesis writing process: collection and analysis**

- 3.7.1. The Study Department conveys all surveys to the Head of Quality Assurance to prepare a summary of results. The compiled results are forwarded to the respective programme director and the dean in an electronic form to improve the process for preparing the thesis and cooperation with the scientific or creative supervisor. Aggregate results are also sent to supervisors of theses.

**4. Notification of survey results**

- 4.1. Results of assessment questionnaires for study programmes are discussed in the Programme Board and included in the annual description of each study programme that is publicly available on RISEBA homepage.
- 4.2. Aggregate results of annual student surveys are available from the Student Council and the Head of Quality Assurance of RISEBA. Members of the Constitutional Council are informed about surveying results during its annual meeting.
- 4.3. Aggregate results of alumni surveys, employer surveys and internship surveys are available from the respective programme director. Members of the Programme Board, the head of the respective department, and the Faculty Dean are informed about surveying results.

**ASSESSMENT QUESTIONNAIRE FOR A STUDY COURSE**

1. In how many lectures have you been present during this course?

- ☐ 100-75%  
☐ 75-50%  
☐ 50-25%  
☐ Less than 25%

2. Please consider each question and select the most appropriate answer!

*5-completely agree, 4-more agree than disagree, 3-do not know, 2-more disagree than agree, 1-completely disagree*

5 4 3 2 1

I have learned/discovered a lot during this course

☐ ☐ ☐ ☐ ☐

At the beginning of the course, students were informed about the content, requirements and deadlines of the course

☐ ☐ ☐ ☐ ☐

The necessary literature and materials were available during the course (adequate library resources - books and other materials)

☐ ☐ ☐ ☐ ☐

The content knowledge of each class was explained in an easy to understand manner by underlining the most important aspects

☐ ☐ ☐ ☐ ☐

Students had an opportunity to ask questions during classes and participate in discussions

☐ ☐ ☐ ☐ ☐

Classes started and ended on time

☐ ☐ ☐ ☐ ☐

The lecturer efficiently used the e.riseba.lv platform (materials, communication, tests)

☐ ☐ ☐ ☐ ☐

The lecturer encouraged analytical thinking

☐ ☐ ☐ ☐ ☐

I was given an assessment and explanations regarding tests that I took while doing the course

☐ ☐ ☐ ☐ ☐

It was possible to receive lecturer's advice after classes

☐ ☐ ☐ ☐ ☐

I would willingly recommend lectures given by this lecturer to a friend

○ ○ ○ ○ ○

3. Your recommendations, comments about organisation, teaching methods, testing forms, course materials, etc. of this course?

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**Thank you for participation and your time! Your opinion is very important to us! Your RISEBA**



### STUDY PROGRAMME ASSESSMENT QUESTIONNAIRE

The questionnaire is carried out to determine the level of student satisfaction with study programmes offered by RISEBA.

Programme \_\_\_\_\_

Study course \_\_\_\_\_

Learning language \_\_\_\_\_

Teaching form (full-time, evening, distance learning) \_\_\_\_\_

1. Please rate each factor related to studies in your programme.

No	Factors	Completely agree	Agree	More disagree than agree	Completely disagree	Comments
1.	I am satisfied with the quality of studies	4	3	2	1	
2.	The programme meets my expectations	4	3	2	1	
3.	I am satisfied with the quality of academic personnel	4	3	2	1	
4.	Library resources are adequate	4	3	2	1	
5.	I am always informed about changes in the study schedule on time	4	3	2	1	
6.	I am satisfied with the weekly schedule of classes	4	3	2	1	
7.	The study load is even	4	3	2	1	
8.	The total study load is intensive	4	3	2	1	
9.	I am satisfied with the performance of programme administrators	4	3	2	1	
10.	I am satisfied with the performance of Programme director	4	3	2	1	
11.	I am satisfied with the support provided by the tutor	4	3	2	1	
12.	e.riseba (moodle) helps me during the learning process	4	3	2	1	
13.	I am satisfied with the technical means and facilities (rooms,	4	3	2	1	



	equipment, etc.) used for the studies					
14.	I am satisfied with methodological and informative tools and resources used for the studies	4	3	2	1	
15.	I am satisfied with the range of available electives	4	3	2	1	
16.	I am satisfied with extra-curricular activities and open lectures	4	3	2	1	
17.	Knowledge learnt during the programme can also be used in the real life	4	3	2	1	
18.	I am satisfied with the offered internship/job opportunities	4	3	2	1	
19.	I am satisfied with exchange programme opportunities	4	3	2	1	
20.	Studies in the programme allow me to find new contacts	4	3	2	1	
21.	In general, I am satisfied with the content of the programme	4	3	2	1	
22.	I am given an opportunity to participate in the improvement of programme quality	4	3	2	1	

## 2. In your opinion, what are the strengths of the programme?

**Comments:**

## 3. In your opinion, what are the weaknesses of the programme?

**Comments:**

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Completely agree	Agree	More disagree than agree	Completely disagree	Comments
4	3	2	1	

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## Questions of RISEBA annual survey of students

1. Study level
2. Study programme
3. Year
4. Study form
5. Learning language
6. Please indicate which social media accounts of the Student Council you follow
7. Did you know that you could approach the Student Council at 3 Meža Street, Room 303, with your problem or proposal?
8. Have you heard about an event called RISEBA Golden Awards?
9. Did you know that RISEBA organises volleyball and football sessions?
10. Are you interested in any athletic activities? If yes, please indicate!
11. In general, the study load (intensity) is: (if too high or low, please provide reasons for change and what you would like to change)
12. Test, examination, etc. requirements are: (if too strict or too relaxed, please provide reasons for change and what you would like to change)
13. Is the quality of studies higher at RISEBA than the average level of the Latvian universities and colleges?
14. Do you think that the tuition fees are commensurate with the quality of studies?
15. Are you offered an adequate number of extra-curricular activities (open lectures, business incubator, trips, etc.)?
16. Is the choice of Part C courses (or electives) extensive enough to match your interests?
17. I would like to make the following improvements in how the faculty performs:
18. Will you participate in the annual RISEBA scientific conference for scientific, research and artistic creation papers, which will take place on 13-14 June 2018? If not, why?
19. Are you interested in activities that are related to science and research or artistic creation and that you would like to participate in at the university?
20. What would motivate you to engage in individual scientific, research or creative projects during entire studies?
21. Please check those activities offered by the university, as well as institutions that you are informed of:
22. Do you complete university questionnaires about lecturers? If not, what would motivate you to do that?
23. Would you be interested in using the opportunities offered by the university's business incubator? (for information: in RISEBA Creative Business Incubator you can receive support to start or run your business)
24. Which topics would you like guest lectures to cover?
25. Did you know that RISEBA offers international opportunities (ERASMUS+ experience exchange, double degrees)?
26. Do you feel that you have received enough information about international opportunities and that the scope of available information meets your needs?
27. Do you know how to apply for ERASMUS+ exchange programme and how it takes place?

28. Are you satisfied with the discipline and activity of other students during lectures and their attendance rate? (If not, what would you recommend to do and what action to take to improve group activity during lectures and attendance rate?)
29. Are you notified about changes in the lecture schedule promptly and on timely basis?
30. Do you receive information about open lectures and other extra-curricular activities on timely basis?
31. Which distribution channel would be the most suitable for general information?
32. Do you receive information from your group leader about the latest developments and opportunities?
33. Do you know your group tutor?
34. Are you aware that any problems related to the university, unpleasant situations and recommendations can be communicated via RISEBA homepage contact form or by writing to my\_opinion@riseba.lv?
35. If you have participated in an Erasmus+ programme or studied for a double degree, were you satisfied with university communication in this regard?
36. Are you satisfied with university Wi-Fi (if not, please indicate in which building and/or room you find it unsatisfactory)?
37. Are you satisfied with availability of software in university computers? In your opinion, are there any additional software that could be useful and valuable for the study process?
38. Are you satisfied with the support provided to students by the IT department?
39. Were library textbooks adequate for your needs?
40. Were library electronic databases (EBSCO, EMERALD, LETA archive and Nozare.lv) adequate for your needs?
41. Do you know how to use electronic library databases?
42. Are you satisfied with RISEBA support to secure student housing?
43. In which rooms do you find the technical equipment and facilities inadequate (please indicate the room number and address)?
44. Do you find the bicycle stand on Meža or Durbes Street satisfactory? If not, please specify.
45. Are you satisfied with cafe Cantine at 3 Meža Street (if not, please specify)?
46. Are you satisfied with the cafe at 4 Durbes Street (if not, please specify)?
47. If you again had to choose a place to study, would you still choose RISEBA?
48. Your recommendations to improve the environment, information exchange, academic process and other aspects at the university.





## Survey of RISEBA University of Business, Arts and Technology alumni

1. At which level did you graduate from one of our programmes?\*

(if you have completed several RISEBA programmes, please select the last one)

- ☐ College level programme
- ☐ Bachelor programme
- ☐ Master programme
- ☐ Doctoral programme

2. Which college programme did you complete?

(check as needed)

- ☐ Occupational safety
- ☐ Business organisation and management
- ☐ Real estate management

3. Which bachelor programme did you complete?

(check as needed)

- ☐ Architecture
- ☐ Audiovisual media arts
- ☐ Business psychology
- ☐ Business management in a digital environment (previous name: electronic commerce, e-business)
- ☐ European business studies (previous name: DEBA)
- ☐ Public relations and advertising management
- ☐ Business management (previous name: business organisation and management)

4. Which master programme did you complete?

(check as needed)

- ☐ Audiovisual media arts
- ☐ Human resources management
- ☐ Project management
- ☐ Public relations management (previous name: integrated public relations communications)
- ☐ International business
- ☐ International finance
- ☐ Business management
- ☐ Health management
- ☐ Management and administration/RISEBA MBA (in cooperation with Salford University)
- ☐ Strategic business management
- ☐ Management psychology and supervision

5. In which language did you study?\*

(in the last programme completed)

- ☐ Latvian
- ☐ Russian
- ☐ English

6. How long ago did you complete the study programme you indicated?\*

(the last completed RISEBA programme)

- ☐ Less than 1 year ago
- ☐ 1-3 years ago
- ☐ 4-10 years ago
- ☐ More than 10 years ago

7. Why did you choose this specific study programme?\*

(several choices possible)

- ☐ I was interested in the chosen academic direction (or content)
- ☐ Good prospects in the labour market
- ☐ Career growth opportunities



- ☐ High quality studies  
☐ Tuition fees commensurate with the quality of studies  
☐ Suitable study timetable (studies in the evening, on weekends and via distance learning)  
☐ Professional and knowledgeable faculty (industry experts)  
☐ Foreign faculty  
☐ Standing of the university  
☐ Opportunity to study in my preferred language  
☐ Positive feedback from alumni  
 Other:  
☐ \_\_\_\_\_

**8. Please assess each criterion:\***

	Bad	Satisfactory	Good	Very good
Quality of the study programme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administration of the study programme (performance of programme director)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price and quality ratio of the study programme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support from the Study Department (performance of administrators, information centre)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Competence and knowledge of the faculty, its use during the teaching process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance of the group tutor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequacy of library resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical equipment and facilities (auditorium equipment, hardware, availability of software)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude towards students, and the academic environment at the university	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compatibility of knowledge acquired during the studies with the current labour market demands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compatibility of skills and competences acquired during the studies with the current labour market demands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contribution of the completed education to finding a job (or starting a business)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness of the received qualification and/or degree for my professional duties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Content of the completed programme (profession/degree) covers the latest development trends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to continue studies at the next academic level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Organisation of the graduation ceremony

☐ ☐ ☐ ☐**9. In the study process, what was:\***

(please indicate in the space provided)

Positive:

☐

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Motivating (kept me going on until graduation):

☐

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Negative:

☐

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**10. What would you propose to improve in the completed study programme?**

(please list)

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**11. Would you recommend this study programme to your friends, relatives, and acquaintances?\***

(check as needed)

Completely disagree   Disagree   Agree   Completely agree

I would recommend this study programme to my friends, relatives, and acquaintances

☐ ☐ ☐ ☐**12. Did you work, when you graduated?\***

(check as needed)

☐ Yes☐ No**13. Did you get a job within 3 months after graduation?**

(check as needed)

☐ Yes



- ☐ No, I was looking for a job
- ☐ No, I continued my studies
- ☐ No (other reason)

**14. What is the type of your occupation?\***  
(check as needed)

- ☐ Salaried employee
- ☐ Employer
- ☐ Self-employed
- ☐ Homekeeper
- ☐ Unemployed

**15. Do you work in the area you studied?**  
(check as needed)

- ☐ Yes
- ☐ No

**16. In which country do you work now?**

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**17. Please indicate the sector of the company you work for (as a salaried employee or an owner)**  
(check one of the below sectors)

- ☐ Agriculture, forestry and fisheries
- ☐ Mining and quarry works
- ☐ Processing
- ☐ Power, gas supply, heating and air conditioning
- ☐ Water supply, sewage, waste management and depollution
- ☐ Construction
- ☐ Wholesale and retail, car and motorbike repairs
- ☐ Transport and storage
- ☐ Hospitality and catering
- ☐ Information and communication services
- ☐ Finance and insurance

- ☐ Real estate transactions
- ☐ Professional, scientific and technical services
- ☐ Administrative and service organisations
- ☐ State administration and defence, mandatory social insurance
- ☐ Education
- ☐ Health and social care
- ☐ Art, entertainment and recreation
- ☐ Other services

**18.** Please indicate the level of your current position

- ☐ Senior manager
- ☐ Middle level manager
- ☐ Employee

**19.** Please indicate your gross salary

(pursuant to Sections 5 and 75 of the Law on Higher Education Institutions, the university has to provide information about careers of its students after graduation, incl. employment and the salary range)

- ☐ less than EUR 430
- ☐ from EUR 430 to EUR 850
- ☐ from EUR 851 to EUR 1,000
- ☐ from EUR 1,001 to EUR 1,500
- ☐ from EUR 1,501 to EUR 2,000
- ☐ EUR 2,001 and more

**20.** Would you be interested in continued cooperation with the university?\*

- ☐ Yes
- ☐ No

**21.** In which of the below ways would you be interested in cooperating with the university?\*

(check all options of interest to you)

- ☐ Be active in the Creative Business Incubator by becoming a mentor/couch
- ☐ Become a partner of the Creative Business Incubator to develop your business idea
- ☐ Continue studies in a master or doctoral programme



- ☐ Conduct research for your company to improve its business indicators
- ☐ Offer internships to students
- ☐ Share your experiences by delivering an open guest lecture
- ☐ Become a cooperation partner of the university by sponsoring various entertainment activities at the university
- ☐ Become a cooperation partner of the university by sponsoring various higher education events
- ☐ Be active in the alumni community by contributing to its development and strengthening
- ☐ I do not wish to have active cooperation with the university

Other options (please indicate)

☐

**22.** Please indicated your gender:\*

- ☐ Male
- ☐ Female

**23.** Please indicate your age:

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0% completed

**Thank you for your participation!**  
**Your university RISEBA**

### **EMPLOYER SURVEY**

Pursuant to the law of Latvia, universities have to provide information about professional development of their graduates and views of employers about the level of professional preparedness of their students and graduates. Thus, as you are a valued cooperation partner, RISEBA University of Business, Arts and Technologies would like to find out your opinion about our students/graduates.

Your answers will be very important for further improvement and development of the university and the quality of education of our students. The data will be used only in an aggregate form for RISEBA to create the right conditions for successful preparation of students/graduates for the labour market. Completion of this survey will take no more than 10 minutes.

**1. How many RISEBA graduates that were awarded a diploma during the last 5 years work in your company (please indicate approximate number)?**

☐ 0 (if 0, please do not answer other questions)

☐ 1 to 2

☐ 3 to 5

☐ 6 to 10

☐ More than 10

**2. What type of education RISEBA student/graduate, i.e. your employee(s) has? (several options possible, if you have several such employees):**

☐ In business/management

☐ In economics (finance)

☐ In arts (audiovisual media arts)

☐ In communication (PR, advertising)

☐ In architecture

**3. What level of education do RISEBA graduates have (several options possible)?**

☐ Bachelor education (if yes, please move on to Question 4)

☐ Master education (if yes, please move on to Question 4)

☐ Doctoral education (if yes, please move on to Question 5)

**4. Please indicate to what extent the below statements apply to RISEBA graduates:**

	disagree	more disagree than agree	more agree than disagree agree	agree	does not apply to my company
Able to demonstrate basic and specific knowledge typical for the profession					
Able to understand typical professional concepts and rules					
Has knowledge and understanding of the latest sectorial and professional					



discoveries					
Able to integrate knowledge from various areas					
Able to independently perform professional functions					
Able to solve problems independently					
Able to discuss sectorial or professional issues with specialists					
Able to explain sectorial or professional aspects to involved parties					
Continuously improves competences and specialisation					
Able to take responsibility for the performance of a team					
Able to analyse personnel performance					
Able to acquire, select, analyse and use information					
Able to make decisions					
Able to create innovations in the respective branch of science or profession					
Understands professional ethics and impact of his/her professional activity on the environment and society					
Contributes to development of the respective professional area					

**5. Please indicate to what extent the below statements apply to RISEBA graduates:**

<b>Learning outcome</b>	<b>disagree</b>	<b>more disagree than agree</b>	<b>more agree than disagree</b>	<b>agree</b>	<b>does not apply to my company</b>
Able to demonstrate knowledge of the latest scientific theories and ideas, has good knowledge of research methodology and contemporary research methods in the respective branch of science or professional area, if these areas are linked					
Able to independently review and select most suitable methods for scientific research, has contributed to expanding knowledge or new understanding of the current knowledge and its practical application by implementing a substantial and original research					

project, part of which is of the quality of internationally cited publications.					
Able to communicate in writing and orally about his/her branch of science (area) with a larger scientific community and the public.					
Able to independently improve his/her scientific qualification, and implement scientific projects by securing achievements that meet international criteria in the respective sector.					
Able to manage research and development activities in companies, institutions and organisations, where extensive research knowledge and skills are required.					
Able to perform significant research and innovation tasks by means of continuous and critical analyses, syntheses and evaluation, able to come up with research ideas independently, plan, structure and manage large scientific projects, incl. in the international context.					

**6. In general, how would you describe RISEBA graduates that completed their studies during the last few years (*several options possible*):**

- ☐ good theoretical knowledge, able to start performing their professional duties immediately and independently
- ☐ good practical basis, able to start performing their professional duties immediately and independently
- ☐ graduates were well prepared, but their practical skills were insufficient
- ☐ difficult to provide a general assessment, as graduates differ
- ☐ other: \_\_\_\_\_

**7. In your opinion, what needs to be improved to increase the professional qualification level of RISEBA graduates (your employees) (please list).**

**8. Information about company:**

**9.1. Company name:** \_\_\_\_\_

**9.2. Sector in which the company operates:**

☐ Agriculture, forestry and fisheries



- ☐ Mining and quarry works
- ☐ Processing
- ☐ Power, gas supply, heating and air conditioning
- ☐ Water supply, sewage, waste management and depollution
- ☐ Construction
- ☐ Wholesale and retail, car and motorbike repairs
- ☐ Transport and storage
- ☐ Hospitality and catering
- ☐ Information and communication services
- ☐ Finance and insurance
- ☐ Real estate transactions
- ☐ Professional, scientific and technical services
- ☐ Administrative and service organisations
- ☐ State administration and defence, mandatory social insurance
- ☐ Education
- ☐ Health and social care
- ☐ Art, entertainment and recreation
- ☐ Other services

**9.3. Total number of employees:**

- ☐ less than 50 employees
- ☐ 51 to 200 employees
- ☐ more than 200 employees

**Thank you for your time!**

**Annex 6****Survey for an internship organisation**



### ASSESSMENT QUESTIONNAIRE FOR THE BACHELOR/MASTER THESIS WRITING PROCESS

Name of the study programme \_\_\_\_\_

Name of scientific supervisor \_\_\_\_\_

Date \_\_\_\_\_

Dear Student,

**We would like to invite you to assess the process of writing your thesis at RISEBA. The questionnaire aims to determine your opinion about this process to improve its quality. The questionnaire is anonymous, and its results will be used only in an aggregate form.**

To provide your answers, please rely on a 5-point scale, where 1 equals the lowest score and 5 the highest score.

Criterion	1	2	3	4	5
Deadlines for completion of the thesis were provided in due time					
Procedure for selecting a scientific supervisor was understandable					
The scientific supervisor was available, regularly replied to my e-mails, supported requests for meetings					
It was easy to communicate with the scientific supervisor					
The scientific supervisor was competent and knowledgeable					
The scientific supervisor provided valuable advice about the thesis					
The scientific supervisor encouraged creative thinking					
Trial defence of the thesis was useful					
After the trial defence I made corrections/changes/additions to my thesis					
Regulation on writing study papers was easy to understand and useful during writing the thesis					
Research and data processing methods were easy to understand					

Your recommendations for improving the process of thesis writing:

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**Thank you for your time!**