



Prague, October 7, 2022  
Ref. no. CVUT00018824/2022

## Methodological Guideline

no. 3/2022

“Anketa ČVUT” polling system: system documentation and methodology

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## Article 1 Opening provisions

This document serves as a methodological instruction for the operation of the Anketa ČVUT internal polling system (hereinafter referred to as “Anketa”) designed for gathering feedback on teaching in all parts of CTU and for teaching quality evaluation.

This Methodological Guideline introduced the relevant terminology and provides a general overview of system operation as well as details of various poll types, the structure of poll tickets and questions. It also provides detailed explanation of operating procedures. Attachment no. 1 offers a proposal for setting up university-wide polls. Attachment no. 2 gives a brief summary of the order of activities carried out by the system administrator and faculty administrators in all phases of a poll.

## Article 2 Terminology

### 1. Guarantees, responsibility

#### a) **Guarantor of the Anketa system (hereinafter referred to as “system guarantor”)**

The guarantor of the Anketa system and the teaching quality evaluation process within the Anketa system is the vice-rector for bachelor and master studies. It is within his/her purview to set the operating rules and methodological instructions for the Anketa system.

#### b) **Faculty-level guarantor (hereinafter referred to as “faculty guarantor”)**

On the faculty level, guarantors are vice-deans for education. They are responsible for setting and running their faculty’s teaching quality evaluations in the Anketa system in accordance with this Methodological Guideline (e.g. the faculty sets the deadlines and partial statuses and decides to hide inappropriate comments; for a full list of responsibilities see paragraph 2 of Article 3).

#### c) **Anketa system administrator (hereinafter referred to as “system administrator”)**

The system administrator is responsible for the entire operation of the Anketa system in accordance with this methodology and other instructions from the system guarantor or faculty guarantors. The system administrator also performs required activities such as pre-semester preparation, launching polls, evaluation, etc. and works in close collaboration with faculty administrators.

#### d) **Faculty administrator**

The faculty administrator is responsible for the faculty’s teaching quality evaluation process in the Anketa system. The faculty guarantor gives them instructions concerning specific polls such as the deadlines, the subjects to be included in to poll, etc. The faculty administrator works in close collaboration with the system administrator.

### 2. System roles. For a complete list of role types in the Anketa system see a separate document “Authorisation for the operation of the Anketa system”.

#### a) **System administrator (ANSS)**

The ANSS is responsible for preparing data for upcoming polls, sets the roles of faculty administrators and deals with issues that the faculty administrators are not authorised to handle in the system. The ANSS is responsible for the entire lifecycle of a poll.

b) **Faculty administrator (ANSF)**

Each faculty has its poll administrator authorised to modify data before the launch of a poll, specifically: subjects and teachers included in the poll, with initial data transferred to the IS KOS system. The ANSF can also make certain modifications of events and manage certain events in a poll. For a full list of faculty administrator rights see Attachment no. 2.

c) **Student**

Students are respondents in polls. Poll tickets (see Article 3) are generated for each student concerning subject-specific and non-specific polls based on the subjects the student attends in the given semester and based on the CTU faculties where he/she studies. Student authentication is provided by the university-wide Shibboleth service or by the active directory service (for students who have completed their studies but who are still entitled to participate in polls regarding their last semester, i.e. within a time period defined by the rules governing CTU role creation and termination – currently 2 weeks after termination of studies). The Anketa system uses this service purely for authentication, not for student authorisation.

d) **Teacher**

This type of role is set up for individuals who contribute to the teaching of subjects opened in the given semester (see Article 4). Like students, teachers are authenticated by the university-wide Shibboleth service.

e) **Management (ANVED)**

This type of role is reserved for people with a CTU identity (authenticated through the Shibboleth service). These people are not necessarily the teachers teaching the given subject and this type of role gives them the right to respond to students' comments in the poll comment section and to view poll results. This typically includes members of the dean's gremium and specific individuals authorised to access the poll in this role. This role is automatically created for the dean of the faculty or the director of the institute responsible for teaching, as well the vice-dean for teaching (or equivalent thereof).

f) **Commenter in subject non-specific poll (ANKOM)**

This role allows its holder to respond to student comments during the evaluation phase after a subject non-specific poll is closed.

g) **Viewer (ANNAH)**

This role allows its holder to view poll results. This role is attributed to students, teachers and all the other roles listed above.

## Article 3 Timeline

### 1. General principles

Polls are prepared, opened and evaluated for each semester separately. Polls are typically open for students to respond during the examination period. The poll tickets are then processed, teachers have a chance to react to comments and comment section interventions such as hiding inappropriate comments can be made over a period of two to three weeks, after which the results are posted. The entire lifecycle of one poll run typically ends in the middle of the next semester. For details of the poll lifecycle see Article 7 and Attachments no. 1 and 2.

### 2. Full overview of a poll run

The following table describes the preparation, launch, evaluation and result publication of a poll. For role definition see par. 2.2. For event definition see par. 3.4.

Access roles	Phase	Status	Event / activity
Administrators (ANSS, ANFS)	preparation	P	D0 (check before poll opens)
			D1 – poll opens
Students	responding	K (poll tickets – completed subject)	D1_2 changes to status K -> Z
		Z (poll tickets – registered subject)	D1_3 data for raffle
			D2 – poll closes
Teachers, management, commenters ( ANVED, ANKOM)	evaluation	U	O (Owner)
			reaction to comments
			hiding inappropriate comments
			A (All)
Students, teachers, management (ANNAH)	publication	RO (Read Only)	D2_2 changes to status O -> A
			D3 – result publication
			result viewing

**Explanation of colour coding:** red indicates university-wide statuses and events, blue indicates faculty-specific statuses and events that are in the purview of each faculty. The faculty may decide not to use some of the statuses and events. For example, it can open a poll directly in the Z status, it may not request data for a raffle, it may skip the O status during evaluation and work directly in the A status or it may completely leave out the phase where teachers react to student comments. For more details on event planning see Attachments no. 1 and 2.

### 3. Description of poll statuses and modes

P	Preparation	Creating a new poll run, downloading data from KOS, other adjustments according to the needs of the faculty.
K	Responding – completed subjects	In the responding status K, the student receives poll tickets only for subjects that he/she duly completed. A subject non-specific poll (faculty-wide) is always opened in the K status.
Z	Responding – registered subjects	In the responding status Z, the student receives poll tickets for all subjects that he/she registered for in the relevant semester. A subject non-specific poll (faculty-wide) is open for responding always in the Z mode.
U	Closing	In this phase, students can no longer add their feedback (fill their poll tickets). The poll is evaluated and checked, inappropriate student comments can be hidden and teachers, ANVED and ANKOM role holders can react to student comments. The poll is made accessible to ANNAH role holders. In the closing status, the poll is in one of the modes described below- O, A or RO. In all modes (O/A/RO), student comments on subjects and student comments in subject non-specific (faculty-wide) polls are visible to teachers and holders of ANVED and ANKOM roles.
O	Owner	This mode is relevant only to subject-specific polls containing questions that concern the subject teachers. In the O (Owner) mode, the teacher sees only comments concerning his/her person (the teacher does not see comments concerning other teachers). All comments concerning teachers are visible to ANVED. Teachers and ANVED can add reactions in response to student comments.
A	All	In this mode, all teachers and holders of ANVED and ANKOM roles see comments concerning all teachers in a subject-specific poll. Teachers and ANVED can add reactions in response to student comments in subject-specific polls. ANVED and ANKOM role holders can add reactions in response to student comments in subject non-specific (faculty-wide) polls.
RO	Read Only	At this point, it is no longer possible to add or change reactions to student comments.

#### 4. Description of events in the Anketa system

Event	Description
D0	<p>Preparation</p> <p>The D0 event is announced by the system administrator after the standard data preparation steps necessary for a new poll run are completed. Before a poll opens, faculty administrators have a chance to check which subjects and teachers are or are not included in the poll and make last changes to these data if necessary. The Anketa system takes up data from the KOS system, for details see Article 4.</p>
D1	<p>Poll opens</p> <p>Polls (subject-specific and faculty-wide) open for student responses.</p>
D1_1	<p>A subject-specific poll opens in the K mode. A subject non-specific (faculty-wide) poll opens in the Z mode.</p>
D1_2	<p>Subject-specific poll changes from mode K to mode Z.</p> <p>In Z mode, students have access even to poll tickets for subjects they have not completed yet or that they do not intend to complete successfully. The subject poll ticket contains a question concerning subject completion. To get better feedback from students, it is recommended that polls are initially open in the K mode and only later changed to the Z mode.</p>
D1_3	<p>Raffle</p> <p>Some faculties, in an effort to motivate students to participate in polls, announce prizes or other incentives for filling in poll tickets. For this, they need a list of students who have already filled their poll tickets and the D1_3 event is used for this purpose.</p>
D2	<p>Poll closes for student responses, poll evaluation begins.</p>
D2_1	<p>Results are made available to teachers and management in the O (Owner) mode.</p> <p>After the closing of the poll (event D2), there can be a phase where teachers or faculty management (ANVED) or authorised individuals (ANKOM) may react to the comments posted in the poll. These reactions then become part of the published results. This phase may also include a review of student comments and if some are found to be inappropriate they can be hidden.</p> <p>Some faculties make the poll initially visible to teachers and management in the O (Owner) mode where a teacher can see only student comments that directly concern him/her (the teacher does not see comments on other teachers). The ANVED role sees comments on all teachers.</p>
D2_2	<p>Changes status from mode O (Owner) to mode A (All).</p>
D3	<p>Result publication</p> <p>In this event, poll results are published including reactions from teachers and ANVED and ANKOM roles. Student comments tagged as inappropriate in phase D2_1 or D2_2 are visible only to users with the ANVED role. The poll now moves to the RO mode where it is impossible to change or add reactions to student comments.</p>

## Article 4 Gathering data for poll run

Most of the data necessary for a poll run are taken from the KOS system, specifically: list of students, list of teachers, list of subjects, teachers by subject and subjects registered by each student and the status thereof (completed, not completed, notes).

With the exception of the last type of data – subjects registered by the student and the status thereof – all data are downloaded only at poll initiation, i.e. in the preparatory phase before event D0. The assumption is that at the end of the semester data concerning the teachers, students and teachers by subject stated in the KOS system are correct at the end of the semester and will no longer change. In exceptional cases, even this data can be refreshed upon agreement with the system administrator.

Gathering information about teachers by subject in the KOS system for the poll is relatively complicated because not all faculties use subject schedules in KOS. In practice, information on which teachers teach specific subjects can be gathered either from the subject schedule or from a list of teachers attached to the announced subject (however, this is a superset of teachers involved in the schedule). The specific approach applied to each faculty is decided by agreement with the system administrator.

## Article 5 University-wide and faculty-wide events and other settings

One of the goals of the Anketa system is to implement the teaching quality assessment process on the university level as well as the level of faculties. This is why some events and parameters are university-wide in order to facilitate comparison among faculties as well as comparison of each faculty's performance in time. On the other hand, other events and parameters are designed based on the specific needs of each faculty; for proposed events and parameters see Attachments 1 and 2.

### 1. University-wide events and settings

- Event D0: check before poll opens.
- Event D1: poll opens.
- Event D2: poll closes.
- Event D3: result publication.
- Subject-specific questions (see section on poll structure)

These parameters are set before preparation for the subsequent poll run and are defined by the system guarantor. The system administrator sets the parameters and is responsible for meeting all deadlines in the regular operation of the system.

### 2. Faculty-specific events and settings

- Event D1\_2: changing of poll status from status K to status Z. The faculty can decide to open the poll in status K and when to change the status to Z. Or the faculty may decide to open the poll directly in status Z.



- Event D1\_3: data for raffle. The faculty may decide to request a raffle list including when it is to be generated and how it is to be used. The faculty administrator requests the raffle data from the system administrator (in the future, this process should happen in the administrator interface).
- Event D2\_2 teacher's reaction to results and hiding of inappropriate comments. It is fully up to the faculty to decide whether to invite teachers and/or management to respond to student comments as part of poll evaluation. These reactions then become part of the poll results.
- Hiding comments considered inappropriate. Inappropriate comments can be hidden by the faculty administrator of the poll in the administration interface.
- Mode of comment visibility to teachers in the phase of teacher reactions to student comments (i.e. in the period between event D2\_2 and event D3). In the O (Owner) mode, the teacher can see only comments concerning him/her and cannot see comments concerning other teachers; the A (All) mode means that all teachers see comments concerning all other teachers. Modes A and O govern only the visibility of comments on teachers. Visibility of comments on subjects is the same in both modes.
- Questions in subject non-specific polls.

## Article 6 Structure of polls and poll tickets

In every poll run, each faculty can set up two types of polls: subject-specific and subject non-specific.

### 1. Definition of terms

#### a) **Subject-specific poll**

Consists of a set of poll tickets. Each student registration in each subject is represented by a separate poll ticket. In other words, a student can fill as many poll tickets as the number of subjects he/she studied that semester.

Some subjects can be excluded from a poll. Subjects can be excluded either individually or with the help of a template applied to subject codes. During the preparation and response phases, information about subjects included in and excluded from a poll can be found in the data report, see par. 6.5.

A subject-specific poll ticket includes a part dedicated to the subject and a part dedicated to the teachers of the subject. In the same poll ticket, the student can give feedback on none, one or more teachers teaching the subject. The role of the teacher within the subject (lecturer, instructors, etc.) is not considered in the poll ticket but the student, if he/she so wishes, can differentiate the roles in the comments he/she can leave under every teacher evaluation.

During the preparation and response phases, a teacher's participation in a subject can be found in the data report, see par. 6.5.

### **b) Subject non-specific poll**

Consists of poll tickets containing questions concerning the entire faculty, typically about the atmosphere, services, equipment, etc. Every student can fill no more than one poll ticket in a subject non-specific poll.

Students of other faculties can participate in subject-specific and non-specific polls held by a faculty if they attended classes organised by the faculty in the relevant semester.

Filled poll tickets are implicitly anonymous – meaning that they cannot be linked to the student who filled them. However, even these anonymous poll tickets are linked to information about the student's grade point average, field and specialisation and the results achieved in the subject examination (if the poll concerns a subject and the student has already completed the subject).

In each poll ticket (or rather in each verbal answer/comment), the student may decide to give a "signature". In such cases, the poll results then show the student's name in the text comments.

## **2. Visual aspect and content of poll tickets**

The visual aspect and structure of poll tickets and the wording of questions are motivated by an effort to attract the highest possible number of students. The student should be able to fill the poll ticket in under a minute even on a mobile device with a limited screen space.

At the same time, however, the poll ticket must give the respondent enough space to express his/her opinion in detail. Faculties should also keep this principle in mind when creating their own questions. The poll must be set up in two languages – in Czech and English – and all parts of poll questions must be available in both languages.

The poll ticket consists of several questions of three types:

- Value questions on a scale from 1 to 5 where the different values are represented by five emojis (smiley faces). "1" represents the best assessment and "3" represents a neutral value.
- Text-based questions where respondents can give their answer in the form of a text.
- Combined: the question has both a value scale and a comment section.

The proposal emphasizes the intuitive and understandable nature of the poll, which is why each question consists of several parts that suitably complement the context of the question. Some parts of a question are not mandatory. Questions and parts thereof, both in Czech and English, of an active poll are available in the data report.

### **a) Value question**

Consists of:

- Brief text – e.g. "Overall impression", "Subject content", etc.
- Explanatory text that pops up when the respondent points to the (standard) question mark icon. E.g. "Evaluate your overall impression of the subject (content + teacher). In this poll ticket, you can share your evaluation of the subject and/or individual teachers."

- Value scale: a sequence of emojis that allows the student to select only one option.

**b) Text question**

Consists of:

- Brief text – e.g. “Subject completion”
- Explanatory text – e.g. “You can share your comments on subject completion, e.g. difficulty, fairness, in line with requirements, etc.”
- Longer (and more detailed) question: “Share your opinion on subject completion.”
- Text field where the respondent can add his/her own comments.

With text-based answers, useful information about the respondent’s specialisation, year and grade point average could be added in the form of check boxes. Implicit choices can be parameterised for each poll. Respondents also have the option of “signing” their comments. If this option is checked, the poll results will show the respondent’s name attached to the comment.

**c) Combined question + “requesting” a verbal comment and special options for negative assessments**

A combined question consists of both parts mentioned above. The field for verbal comments and the relevant navigation context are “packed up” in order to save space. However, if the respondent chooses to give the worst value option (mark “5”) the verbal comment section automatically “unrolls” and shows special context specifically designed for negative assessments. Example: “You gave a negative assessment of the subject content. In order for us to improve the subject, we need more information about what you were dissatisfied with and what can we do to improve the subject next year. Please, be as specific as possible, we greatly appreciate your frankness.”

The figure below shows the layout of the poll ticket including its individual parts. The names of columns in the poll question data report correspond to the labels in the image below. In the case of combined questions where the respondent gives the worse assessment (mark “5”), columns with the label “...\_bad\_...” are used instead of columns with the label “...\_normal\_...”.

The screenshot shows a poll interface with the following elements:

- Header:** "Value\_question\_CZ" followed by a help icon and a dropdown menu labeled "Text\_context\_CZ". To the right is a rating scale with five emoji icons: a sad face, a neutral face, a neutral face, a happy face, and a very happy face.
- Main Content:**
  - "Value\_question\_CZ" with a minus sign on the right.
  - "Text\_expl\_normal\_CZ" (explanatory text).
  - "Text\_question\_normal\_CZ" (main question text).
  - A text input field with the placeholder "Placeholder\_CZ".
  - "Zveřejnit:" (Publish) button.
  - "Mé jméno" (My name) checkbox.

### 3. Subject-specific poll

There is a fixed set of questions identical for all faculties. Students can evaluate:

- The subject in general – value question: one value (emoji) expressing the overall impression of the subject.
- The content of the subject: combined question.
- The teachers of the subject: combined question. The student can evaluate any number of teachers.
- Completion of the subject: text-based question.

Only the first question in the poll ticket is mandatory, the other questions are optional. The figure below shows a specific example of a subject-specific poll ticket.

#### Hodnotíte **04AM1 Angličtina M1**

**Celkový dojem** <sup>?</sup> Ohodnoťte celkový dojem z předmětu (obsah+vyučující). Nižší pak můžete přidat hodnocení předmětu a/nebo vyučujících

Obsah předmětu <sup>?</sup>

Čápová Hana Mgr. <sup>?</sup> ×

Fučík Radek Ing. Ph.D. <sup>?</sup> ×

Máca Radek Ing. Ph.D. <sup>?</sup> ×

Přidat hodnocení vyučujícího ▾

Přidat komentář: Obsah předmětu

Přidat komentář: Zakončení předmětu

Přidat komentář: Čápová Hana Mgr.

Přidat komentář: Fučík Radek Ing. Ph.D.

Přidat komentář: Máca Radek Ing. Ph.D.

Zahodit vyplněná data Uložit a odeslat

The faculty guarantor may submit a request to the system guarantor asking for an expansion or change of the set of subject-related questions. The system guarantor makes a decision on the request and on whether the changes will affect questions for other faculties.

### 4. Subject non-specific (faculty-wide) poll

Questions in this type of poll primarily help individual faculties assess students' satisfaction with the faculty environment. In exceptional cases, the system guarantor may decide to expand subject non-specific (faculty-wide) polls to contain a shared question (such as participation in the Erasmus programme).

## 5. Data reports

Data reports provide information on the state and structure of each poll, especially during the preparation and responding phases. Data reports provide information only about the current poll run (for the current semester) and no authentication is required to access the data reports.

The following data reports are generated for each poll:

- State of poll completion (for subject-specific polls). This data report shows how completely poll tickets were filled for each subject as well as the percentage of filled poll tickets in a poll.
- Subjects in the poll. This data report shows the subject included in the poll as well as excluded from the poll. For excluded subjects, the report states whether they were excluded on a one-by-one basis or with the help of a template.
- Subject teachers. This report shows which teachers are registered for which subjects. There are two versions of this report: sorted by subject and sorted by teacher. This report also includes a list of excluded subjects. Teachers of excluded subjects are not shown.
- Poll questions. This data report provides information about the structure of subject specific and non-specific polls.

All the above data reports contain information about the status of each poll (P, Z, K, U) as well as the time when the poll opened (D1) and closed (D2).

All data reports are automatically refreshed in approximately two-hour intervals. The time of the latest update is indicated in the footer of each data report.

The data reports are accessible via a link on the landing page of the Anketa ČVUT application visible without logging in.

## Article 7

### Preparation, opening and evaluation of polls for a closed semester

This Article gives detailed description of various aspects of the day-to-day operation of the Anketa system, the various phases and events including procedures and responsibilities of different roles, instructions concerning the content of subject-specific and non-specific polls and definition of the access right to the Anketa system for different roles.

#### 1. Preparation

##### a) Preparation for the next poll run – system administrator

Preparation for the next poll run is carried out by the system administrator. Preparation includes the following steps:

- Copy subject-specific and non-specific polls for all faculties into the new semester and set their status to P (preparation).
- Set common (university-wide) events. For the recommended timeline see Attachment no. 1 hereto.
- Download data from the KOS system for the next poll run (for the next semester). This data concerns lists of subjects, teachers, students, teachers by subject, student registration for subjects.
- Initial input of data into each subject-specific poll: subjects and teachers in each subject.

- Message to faculty administrators that the polls are ready to open, i.e. announcing event D0 – check before polls open.

#### **b) Check before polls open – faculty administrators**

Faculty administrators are responsible for checking the polls before they open. Typically, this means checking that the polls correspond to department schedules and teachers. Faculty administrators also need to receive instructions from faculty guarantors concerning those parts of the process (events, settings) that are in the purview of the faculty.

The faculty administrator performs the following steps:

- Set faculty-specific settings based on instructions from the faculty guarantor. Faculty-specific settings primarily include:
  - setting dates in the administrator interface (see Attachment no. 2) also indicating decision on raffles and on whether teachers will have the option to react to comments and in what modes (Owner/ReadWrite/ReadOnly) as well as whether the evaluated poll will be made accessible to students,
  - any changes to questions in subject non-specific (faculty-wide) polls.
- Check the subjects using the relevant data reports and, if necessary, make corrections through the administrator interface. Checks and changes concern:
  - subjects excluded from the poll – subjects can be excluded either on an individual basis or with the help of a template,
  - teachers of each subject.

Any discrepancies in data in terms of excluded polls or teachers missing from subjects identified during this check can be solved in a similar way in the administrative interface.

- Notify the system administrator that the faculty's polls are ready for open or open the polls directly through the administrator interface.

## **2. Responding**

Faculty polls open for students' responses on the set D1 day. In this phase, students have access to the poll and can fill their poll tickets. The poll has either the K status (open for completed subjects) or the Z status (open for registered subjects).

Information about completed subjects is refreshed in the Anketa system from the KOS system once every 24 hours. If the poll is in the K status, this means that students are offered poll tickets only the **next day after they successfully completed the subject and the information is entered into the KOS system.**

If a student or a teacher reports discrepancies in the poll subjects and/or teachers the faculty administrator can correct these discrepancies even during the response phase.

In an effort to appeal to students to participate in the polls, the landing page of the student interface of the KOS application shows a message reminding students that poll tickets were

added to the Anketa system including a list of the subjects that they can evaluate. The message also includes a link to the Anketa system.

### **3. Evaluation – reactions of teachers and commenters, hiding of inappropriate student comments**

The faculty administrator closes the poll (event D2) and asks the system administrator to generate results.

Based on the faculty guarantor's instructions, the faculty administrator then enters settings that allow teachers to view and/or comment on student comments and, if necessary, hides inappropriate student comments. In his phase, the comment visibility mode for teachers is activated (A – all or O – owner).

In this phase, teachers can have access either to only those comments that directly concern them or they can have access to comments concerning all teachers. Comments on the subjects are visible to all teachers involved in this evaluation as well as to individuals with the ANVED role. Teachers can react only to comments that directly concern them or the subject that they teach.

The faculty management sees comments concerning all teachers but cannot add reactions to these comments. As some of the teachers might not have access to the Anketa system (or any other university system) at this stage the faculty administrator can, in collaboration with the system administrator and with the approval of the faculty guarantor, provide access rights for these teachers through an external authentication, see par. 7.5.

The option to react to student comments in subject non-specific polls is not tied to a teacher or management role. For these purposes there is the ANKOM role which is currently set by the system administrator at the request of the faculty administrator and with the approval of the faculty guarantor.

### **4. Viewing rights for students, teachers and management**

The poll enters this phase in event D3. Teachers and people with the ANVED role can no longer add reactions to student comments and the poll results are accessible for all users for reading only.

Comments that were hidden during the previous phase remain hidden for all roles in the Anketa system. They are not removed from the database but they are tagged with the "hidden" attribute and can be read only through the administrator interface.

The result reading module allows poll result filtration by various criteria (faculty department, teacher, subject, template, etc.). The reported aggregated results can be exported in the form of a CSV file and can be further used, for example in an Excel spreadsheet.

### **5. Access to polls**

Subject-specific polls posted by a specific faculty are accessible to those CTU students who registered for any subject at the faculty in the given semester through the KOS system.

Subject non-specific polls posted by a specific faculty are accessible to those students who are students of the relevant faculty at the time of the poll or are students of another faculty but registered for at least one subject in the relevant faculty.

Fresh graduates can participate in polls concerning their last semester. These respondents must be authenticated in the system through the LDAP service. In line with the rules for access to university-wide services, this authentication is active only for a limited time after completion of studies (typically two weeks).

During the evaluation phase (between event D2\_2 and event D3), the poll is accessible to teachers who taught any of the subjects included in the poll as well as to people with the ANVED role whose poll access rights are set by the system administrator at the request of the faculty administrator and with the approval of the faculty guarantor.

During the result viewing phase (after event D3), the poll results are accessible to students who were able to participate in the poll as well as teachers and people with the ANVED role.

Once a year, in early October when new student enrolment is completed, the system administrator adds students newly enrolled to the relevant faculties to the list of student with the right to view poll results from previous years.

## **Article 8** **Final provisions**

1. This Methodological Guideline takes effect and comes into force on the date of its signing.

doc. Dr. Ing. Gabriela Achtenová  
vice-rector for bachelor and master studies



## Attachment 1

### Proposed schedule for the entire University

The proposed dates are a compromise based on the requirements of different faculties raised over the past five years. The dates are defined relative to the calendar month or an important annual event that takes place during the semester. Dates for specific poll runs are announced by posting the information in the academic year schedule, ensuring that the determining day is always a Monday closest to the relatively defined date.

D0 – generation of a new poll run for checking

- Winter semester – last Monday before Christmas break.
- Summer semester – first Monday in May.

D1 – poll is made accessible to respondents

- Winter semester – early January – first day of the examination period.
- Summer semester – mid-May – first day of the examination period.

D2 – end of the response phase of the poll

- Winter semester – early March – two weeks after the start of the new semester.
- Summer semester – end of September – Monday of the first week after the end of the summer semester.

D3 – poll results are made available to the academic community

- Winter semester – last Monday in March
- Summer semester – Monday of the third week after the start of the next academic year (approximately early October)

## Attachment 2

### Parallel timeline of system administrator (ANSS) and faculty administrator (ANFS) activities

Poll phase	event	System administrator (ANSS)	Faculty administrator (ANFS)
preparation	D0	Prepares a new poll run	
		Notifies the ANFS	
			Checks / completes poll data: <ul style="list-style-type: none"> <li>- Subjects excluded from the poll</li> <li>- Teachers of the relevant subjects</li> <li>- Questions in a subject non-specific poll</li> </ul>
			Sets faculty dates and decisions: <ul style="list-style-type: none"> <li>- Open status - Z or K</li> <li>- Change to Z D1_2</li> <li>- Time for teachers to respond (D2_2 – D3), status O and/or A</li> </ul>
responding	D1		Opens the poll (status K or Z)
	D2_1		Changes status to K (if previous status was Z)
	D2_3		Requests data for raffle
evaluation	D2		Closes the poll
			Asks the ANSS to generate results
		Generates results Notifies the ANFS	
	D2_2		Open for teachers' responses (A/O)
			Hides inappropriate student comments.
		Sets access rights for ANKOM Notifies the ANFS	Asks the ANSS for access rights for ANKOM
publication	D3		Makes results accessible for ANNAH
			Closes comments (status RO)

**Explanation of colour coding:** red indicates university-wide statuses and events, blue indicates faculty-specific statuses and events that are in the purview of each faculty.