

Types of control of students' knowledge

The knowledge assessment process is continuous throughout the training period in the Mediation program. Such types of control of students' knowledge as current, intermediate and final are used.

Current control is carried out by interviewing students in the classroom, considering the timeliness of homework and individual tasks.

Intermediate control is carried out mainly by performing tests, case studies or other tasks after studying each section.

Final control is carried out by defending group or individual projects, passing a written individual exam or task.

Exam

The exam can be conducted in any form chosen by the teacher, which will help assess the level of knowledge of the student and the outcome of the course (discipline). The exams are conducted according to a schedule that clearly states the time, place and duration of the exams. The exam can be written, oral, in the form of group or individual projects, case studies, or in another form established in accordance with the requirements of academic policy. Observance by the student of the terms of performance of examination works established by the teacher is obligatory.

At least 30% of the share of the final grade for the course must be based on an individual exam or a group project. It can be done in the form of written work or an individual task. In order to pass the course, the student must obtain the appropriate passing score on the results of the individual exam. Grades given by the teacher for attending classes or for other tasks cannot compensate for the unsatisfactory grade obtained for the individual exam.

If the student has not passed the individual exam, but has attended all classes, successfully completed group or individual tasks, he is entitled to retake the exam.

Feedback

Assessment of knowledge, development of skills and achievements of the student is performed by the teacher during the study of the course. Feedback from students is an effective way of improving the quality of learning. Feedback is both individual and group. Passing the final exam is carried out no later than one month after the end of the course. The teacher is obliged to check the exam papers within a 10-day period and provide comments to the student about the work performed orally or in writing. The teacher informs students about the form of feedback on the completed tasks during the course. Types of feedback on the results of completed assignments for the course are specified in the course program. Informing students about the received grades is a mandatory element of the educational process, if necessary, the teacher comments on the grades.

Policy in the field of monitoring and improving the quality of the educational process

Ensuring and constantly improving the quality of teaching is one of the priorities of the Business School staff. We strive to achieve a high level of quality of teaching and learning that will meet the requirements and expectations of students of the program Mediation and Conflict Resolution.

A questionnaire of students on the quality of teaching skills and teaching is a mandatory element of the educational process. The results of the survey of students of the program are confidential and may not be used to restrict the rights of participants in the survey or any other actions against students participating in the survey.

The results of the student survey are reviewed by the administration of the Business School and the Mediation and Conflict Resolution program. Based on the survey data, the rating of teachers is compiled. These results are the basis for choosing the "Teacher of the Year".

Assessment of teaching skills and teaching quality applies to all teachers, regardless of status and position.

There are several types of student surveys, the purpose of which is to find out the opinion of students on various aspects of learning. This type of activity is very important because it helps to implement constant changes aimed at improving the quality of education and the program itself. Monitoring and evaluation of the quality of the educational process includes the following types of questionnaires:

Intermediate assessment of the quality of the training course

Carried out for courses lasting at least 10 classroom hours, and after the teacher has delivered 15-25% of all classroom hours allocated for the course. The general perception of the course and the teacher, the usefulness of the materials, and the quality of teaching is assessed. The feedback received gives the chance to teachers to modify the maintenance, and to make changes in teaching methods if necessary. Intermediate questionnaire gives students the opportunity to express their views and focus on the main points that the teacher must change in the course.

The results of the questionnaire in an integrated form are passed to the teacher to make the necessary changes and adjustments to the course. The teacher is obliged to give comments to students on the results of the survey.

Final evaluation of the quality of the curriculum

The questionnaire is conducted after graduation, before graduation. The generalized results are used by the management of the Business School for further development of the program, incorporation of innovations and improvement of the material base.

In addition to the standard formal feedback methods, students can express their views and comments on the quality of teaching, comments or suggestions on the organization of the training process of the program manager, Business School management in free form during group meetings, individually, through messages by e-mail or other means of communication. For suggestions on how to improve the quality of the learning process, please contact the program manager.

The program manager acquaints teachers with the results of student surveys. Teachers, after reviewing the results of the survey, are required to provide comments to the group.

Verbal feedback can be provided by the Mediation and Conflict Resolution Manager or the Director of the Business School to the whole group or individually to each student, depending on the situation and results. Oral feedback is also provided by the teacher to the whole group or in some cases individually to each student. Typically, during the training module, the program manager arranges meetings with the group to discuss administrative issues, as well as meetings with the Business School administration to discuss changes to course content, assessment methods, etc., if necessary.