



Universidade do Minho

## **QUALITY ASSURANCE IN TEACHING**

### **Student participation**

#### **SIGAQ-UM**

University of Minho Internal Quality Assurance System

**<https://www.uminho.pt/EN/uminho/Quality>**

#### ***Goals***

The University of Minho Internal Quality Assurance System (SIGAQ-UM) aims to promote the University's quality policy in every aspect of the institutional mission. As far as teaching is concerned, SIGAQ-UM has the following goals:

- Monitor the functioning of the course units and the Degree Programmes offered at UMinho;
- Promote the continuous improvement of the teaching and learning processes;
- Encourage the academic community (teachers and students) to become responsibly engaged in the assessment and improvement of teaching.

#### ***Strategy***

The strategy towards assessment and improvement entails the systematic gathering of feedback from all the relevant stakeholders, particularly students and teachers, on the functioning of the course units, degree programmes and teaching support services. It further entails the processing, dissemination and analysis of that information, as well as the results of academic success in order to define measures to improve the learning environments and teaching processes.

#### ***Student Participation***

The engaged and responsible participation of the entire academic community, particularly the students, is fundamental to accomplish the goals of SIGAQ-UM. Only on the basis of reliable, conscientious and statistically relevant information will it be possible to systematically assess the quality of teaching and adopt measures leading to its continuous improvement.

The participation of students, either directly or by means of their representatives, can take multiple forms, all of great relevance:

- In filling out opinion questionnaires about the course units, the degree programme and the support services;
- In discussing and approving, within the Degree Programme Committee, the report of the Programme;
- In discussing and approving the report of the Pedagogic Council on the quality of teaching at each of the Teaching and Research Units (UO);
- In the Improvement Teams to perform pedagogical audits which includes students;
- In the SIGAQ-UM Monitoring Committee, a strategic coordination body of the System that includes four students.

### ***Instruments***

- Student and teacher opinion questionnaires;
- Stocktaking of academic results;
- Self-assessment reports for each course unit;
- Self-assessment reports for each Degree Programme and their approval by the Degree Programme Committee;
- Summary reports of the Pedagogic Councils aimed at assessing the quality of teaching and the adequacy of the educational offer of each Teaching and Research Unit;
- Plans for the improvement of teaching quality and the follow-up of their implementation;
- Elaboration and extended discussion of a Portfolio of Best Practices;
- Pedagogical audits in cases of serious or persistent unsatisfactory results.

### ***Online questionnaires***

Opinion questionnaires are now online. As questionnaires are essential to the efficiency of the system, their fulfilment is now **mandatory**.

Questionnaires for students will be made available on the Academic Portal during periods that will be widely disseminated and individually communicated via email to the **institutional addresses**.

### ***Dissemination of results***

The results of the teaching self-assessment are disseminated within the University, with a view to stimulating the commitment and participation of the entire academic community. The results of the student questionnaires, among others, will thus be released according to the Degree Programme and Teaching and Research Unit.

### ***Documentation***

- ***Quality Manual***. Defines the organization and functioning of the Internal Quality System (SIGAQ-UM)  
[www.uminho.pt/PT/uminho/Qualidade/SIGAQ-UM/Documents/ManualQualidade-UMinho.pdf](http://www.uminho.pt/PT/uminho/Qualidade/SIGAQ-UM/Documents/ManualQualidade-UMinho.pdf)

### ***Your opinion matters!***

[sgaq@reitoria.uminho.pt](mailto:sgaq@reitoria.uminho.pt)

### ***Students Participation***

#### ***COURSE UNIT***

- ***QUESTIONNAIRES (Course Unit and Programme)***
- ***IMPROVEMENT TEAMS (pedagogical audits)***

#### ***DEGREE PROGRAMME***

- ***PROGRAMME COMMITTEE***
- ***Report on the quality of the Programme***

#### ***UO***

- ***PEDAGOGIC COUNCIL***
- ***Report on the quality of teaching at the UO***