

REGULATION
on the Survey of Participants in the Educational Process
at Hetman Petro Sahaidachnyi National Army Academy

Lviv-2025

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1. GENERAL PROVISIONS

1.1. This Regulation on surveying participants in the educational process at Hetman Petro Sahaidachnyi National Army Academy (hereinafter – the Regulation) defines the fundamental principles for organizing and conducting surveys of participants in the educational process at Hetman Petro Sahaidachnyi National Army Academy (hereinafter – the Academy) with the aim of ensuring and enhancing the quality of educational activities.

1.2. The Regulation has been developed in accordance with the “Regulation on the Organization of the Educational Process at Hetman Petro Sahaidachnyi National Army Academy,” the “Regulation on the Internal Quality Assurance System for Educational Activities and Higher Education at Hetman Petro Sahaidachnyi National Army Academy,” and with consideration of NATO Strategic Commands Joint Directive 075-007 “Education and Individual Training” dated 24 March 2025.

1.3. Surveys at the Academy serve as a form of feedback between the administration, faculty, teachers, cadets/ learners, academic staff, other participants in the educational process, and, if necessary, stakeholders such as employers, alumni, and commanders of graduates.

2. PURPOSE AND OBJECTIVES OF THE SURVEY

2.1. The purpose of the survey is to determine the opinions of a representative group of participants in the educational process regarding the quality of educational activities at the Academy and to use the obtained information to improve the educational process and continuously enhance the quality of higher education.

2.2. Objectives of the survey include:

assessing the content and relevance of educational programs, information on learning goals and program learning outcomes, and the quality of teaching content and methods;

identifying strengths and actual or potential problems in the organization of the educational process, as well as consolidating opinions on ways to address them;

ensuring a student-centered approach through the collection of objective information about learners’ satisfaction with teaching methods, quality of instruction, access to learning infrastructure and electronic resources, as well as organizational and informational support;

determining adherence to the principles of academic integrity, fairness in assessment, and ethical conduct within the Academy;

obtaining, when necessary, in-depth information about specific aspects or components of the Academy’s educational activities;

providing a basis for making managerial decisions in the field of educational activities.

3. TYPES OF SURVEYS

3.1. By frequency:

Regular surveys – conducted within the calendar or academic year in accordance with a schedule approved by the Academy's leadership or the responsible unit, or related to events of a systematic nature. These include surveys following the completion of basic military training, annual program monitoring surveys, surveys after internships/practical training, upon completion of a study program, during comprehensive tactical exercises, etc.

One-time surveys – conducting a one-time, unscheduled survey aimed at exploring the opinions of participants in the educational process on recent innovations, changes, or specific events.

3.2. By format:

Questionnaires – the most common survey method, usually conducted electronically. This format allows a broad audience to be covered and enables automated processing of survey results.

Interviews – conducted either with focus groups or individuals to obtain detailed comments, explanations, and suggestions.

4. PROCEDURE FOR ORGANIZING AND CONDUCTING SURVEYS

4.1. Initiating a survey

A survey at the Academy may be initiated by:

the leadership of the higher education institution;

the quality assurance department;

the program guarantor / course director;

the NCO council;

a structural unit (institute, faculty, department, service, etc.);

external bodies.

The initiator defines the purpose of the survey, its target audience, the proposed methodology, questions, and timeframe.

All surveys related to the Academy's educational activities—except those conducted within the framework of classroom instruction—must be coordinated with the Scientific and Methodological Department for Quality Assurance of Educational Activities and Higher Education (hereinafter – QAD). The QAD is responsible for the overall monitoring of surveys in the Academy and maintains records of conducted surveys and their results.

It is important to avoid conducting redundant or similar surveys of the same target audience by different departments.

4.2. Preparation for conducting a survey

Survey questions must be prepared in an appropriate number and content to match the stated purpose and target audience. Overloading the survey with irrelevant questions that go beyond the defined objectives is not permitted.

The purpose of the survey and the principles of anonymity must be clearly communicated to the target audience.

In the case of questionnaires, a pilot test is conducted after the survey form

is developed. During this pilot stage, the structure and any ambiguous questions are adjusted to ensure clarity and consistency of responses.

4.3. Conducting a survey

Survey start and end dates are defined, within which the questionnaire or interviews are conducted.

After the designated end date of the questionnaire, the number of respondents is analyzed, and a decision is made whether to close the survey or, if necessary, extend the survey period. The total sample size is determined based on a confidence level of 95% and a confidence interval (margin of error) of 5%.

During interviews, responses are documented either via notes or, with the respondent's consent, through audio/video recording.

Responses are collected in accordance with ethical standards, free from pressure or interference by stakeholders.

4.4. Processing and analysis of results

Upon completion of the survey, responses are collected and securely stored.

A report is compiled based on the responses, containing an analysis of the survey results. If no formal report is required, the responses are shared directly with the initiator of the survey.

Personal data of respondents are not disclosed, and the results are not used to penalize participants of the educational process, unless serious violations of law or academic integrity are documented.

The final survey report is made available to all relevant stakeholders.

5. FINAL PROVISIONS

This Regulation, as well as any amendments and/or additions to it, shall be approved by the Academic Council of the Academy and enacted by order of the Commandant of the Academy.