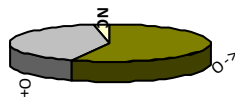
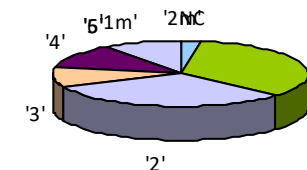


Gender:		
NC	1	2,44%
Male	23	56,10%
Female	17	41,46%



Highest year in which you are enrolled								
NC	1	2	3	4	5	6	1 m	2 m
1	14	13	4	5	0	0	4	0
2,70%	37,84%	35,14%	10,81%	13,51%	0,00%	0,00%	9,76%	0,00%



OFFICE OF THE SECRETARY INFORMATION SERVICE

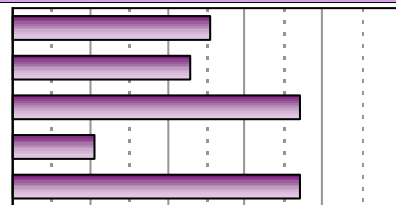
Which medium do you use preferable?

Face-to-face information	20	51,28%
Website	18	46,15%
Virtual Office of the Secretary	29	74,36%
Telephone information	8	20,51%
E-mail	29	74,36%

Answered this item:

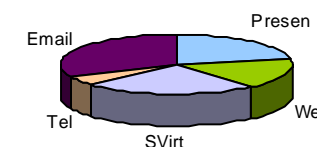
39

% who answered the question



Preferred medium

Face-to-face information	9	21,95%
Website	7	17,07%
Virtual Office of the Secretary	10	24,39%
Telephone information	2	4,88%
E-mail	13	31,71%

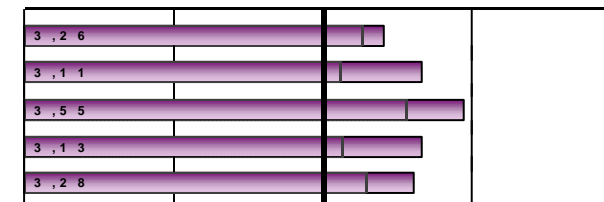


FACE-TO-FACE INFORMATION

Frequency of use of the Office of the Secretary	Very often	Sometimes	Rarely
	1	11	8
	5,00%	55,00%	40,00%

Frequency						
Strongly disagree.....	Strongly agree	1	2	3	4	5
AVERAGE	N/C	1	2	3	4	5

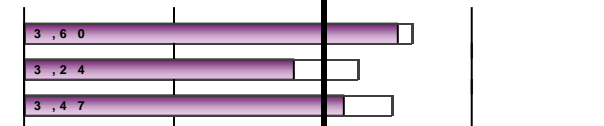
1. I consider that opening hours are adequate.	3,41	24	2	3	2	6	4
2. The organisation of the face-to-face information service is satisfactory and convenient.	3,67	23	2	2	4	2	8
3. I consider that waiting time is usually admissible.	3,94	23	2	0	1	9	6
4. In general, the Office of the Secretary has provided enough information.	3,67	23	3	2	2	2	9
5. In general, I'm satisfied with the personal attention received from the Office of the Secretary.	3,61	23	3	3	0	4	8



FACULTY/SCHOOL WEBSITE

Frequency of use of the Faculty/School website	Very often	Sometimes	Rarely
	1	11	3
	6,67%	73,33%	20,00%

6. The website contains sufficient and updated information.	3,50	27	2	1	2	6	3
7. Information can easily be found on the website.	2,80	26	2	2	8	3	0
8. I am satisfied with the Faculty/School website.	3,14	27	2	1	5	5	1



Scale used: from 1 to 5 : Average for academic year

VIRTUAL OFFICE OF THE SECRETARY

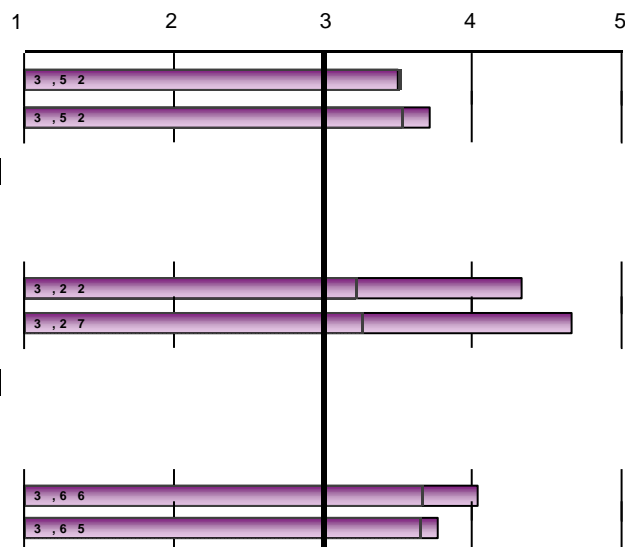
Frequency of use of the Virtual Office of the Secretary	Very often	Sometimes	Rarely	Frequency	AVERAGE	N/C	1	2	3	4	5
	8	30,77%	12	46,15%	6	23,08%					
10. The Virtual Office of the Secretary processes requests adequately and is a recommended system.					3,50	19	2	5	2	6	7
11. I think that the response time is suitable.					3,71	20	3	2	2	5	9

TELEPHONE INFORMATION

Frequency of use of the service	Very often	Sometimes	Rarely	Frequency	AVERAGE	N/C	1	2	3	4	5
	0	0,00%	2	28,57%	5	71,43%					
12. I consider that attention provided through this channel is adequate.					4,33	35	0	0	1	2	3
13. In general, I'm satisfied with the attention received.					4,67	35	0	0	0	2	4

E-MAIL

Frequency of use of the service	Very often	Sometimes	Rarely	Frequency	AVERAGE	N/C	1	2	3	4	5
	17	62,96%	6	22,22%	4	14,81%					
14. I consider that the response time is suitable.					4,04	15	2	1	1	12	10
15. In general, the information received is adequate.					3,77	15	1	4	5	6	10



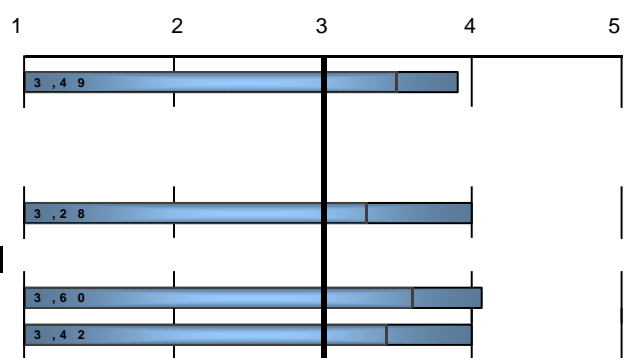
PROCEDURES AND FORMALITIES

ENROLMENT

Frequency	AVERAGE	N/C	1	2	3	4	5
17. My enquiries or formalities related with enrolment have been dealt with appropriately by the Secretary's Of	3,91	9	3	2	4	9	14
Have you made enquiries related with cancellation of enrolment?							
Yes	6	18,75%	26	81,25%			
No							
18. My enquiries or formalities related with cancellation of enrolment have been dealt with appropriately.	4	2	0	1	0	1	2

FEES, EXEMPTIONS AND GRANTS

19. My enquiries or formalities related with university fees have been dealt with appropriately by the Secretary'	4,07	12	1	3	3	8	14
20. My enquiries or formalities related with grants and exemptions have been dealt with appropriately.	4,00	20	2	0	4	5	10



ASSESSMENT RESULTS AND EXAM RECORDS

Have you made enquiries related with assessment results and exam records?	Yes		No		Frequency						
	12	37,50%	20	62,50%	Strongly disagree.....Strongly agree						
					AVERAGE	N/C	1	2	3	4	5
21. My enquiries or formalities related with assessment results or exam records have been dealt with appropri					4,4	2	0	0	1	4	5

STUDENT CARD

Have you made enquiries related with the student card?	Yes		No								
	17	54,84%	14	45,16%							
22. My enquiries or formalities related with the student card have been dealt with appropriately by the Secreta	4,43	3	0	0	2	4	8				

CERTIFICATES

Have you applied for a certificate?	Yes		No								
	11	34,38%	21	65,62%							
23. I consider that the time taken to issue a certificate was adequate.					4,43	4	0	0	1	2	4
24. My enquiries or formalities related with certificates have been dealt with appropriately by the Secretary's O					3,57	4	0	2	2	0	3

CREDIT RECOGNITION AND TRANSFER

Have you made enquiries related with credit recognition and transfer?	Yes		No								
	8	24,24%	25	75,76%							
25. I consider that the time taken to process applications for credit recognition and transfer was adequate.					2,4	3	2	0	2	1	0
26. My enquiries related with credit recognition and transfer have been dealt with appropriately.					3	2	1	1	2	1	1

INTERNSHIPS

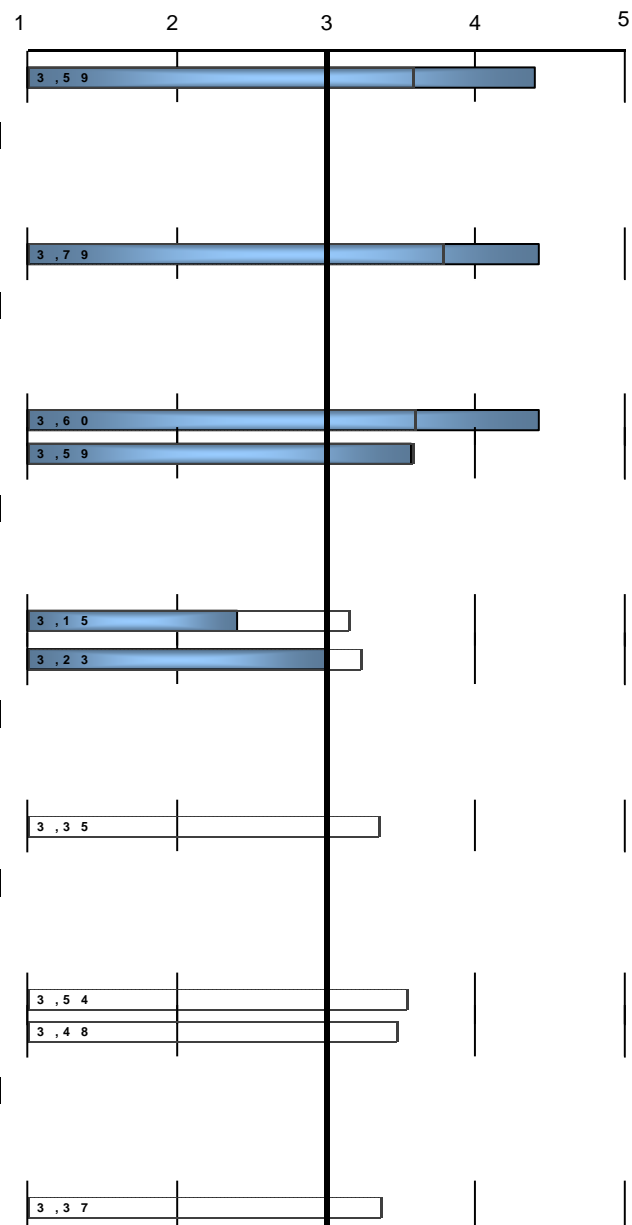
Have you made enquiries related with internships?	Yes		No								
	1	3,12%	31	96,88%							
27. My enquiries related with internships have been dealt with appropriately by the Secretary's Office.					*						

FINAL THESIS

Have you made enquiries related with the final thesis?	Yes		No								
	1	3,12%	31	96,88%							
28. The information received on formalities or enquiries related with the final thesis was adequate.	*	0	0	0	0	0	1				
29. I consider that the deadlines for submitting/presenting the final thesis are adequate.	*	0	0	0	0	0	1				

INTERNATIONAL RELATIONS

Have you made enquiries related with mobility programmes?	Yes		No								
	4	12,12%	29	87,88%							
30. My enquiries or formalities related with mobility programmes have been dealt with appropriately.	*	3	0	0	0	1	0				



Scale used: from 1 to 5

: Average for academic year

DEGREE CERTIFICATES

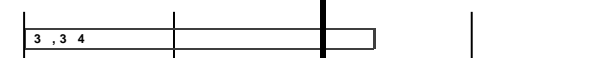
Have you made enquiries related with the issue of the degree certificate?	Yes		No		Frequency						
	1	3,23%	30	96,77%	Strongly disagree.....Strongly agree						
					AVERAGE	N/C	1	2	3	4	5
31. My enquiries or formalities related with the degree certificate have been dealt with appropriately.					*	0	0	0	0	0	1



EARLY EXAMINATION ATTEMPT

Have you requested an early examination attempt?	Yes		No								
	1	3,12%	31	96,88%							

32. My enquiries or formalities related with early examination attempts have been dealt with appropriately.	*	0	0	0	0	1	0
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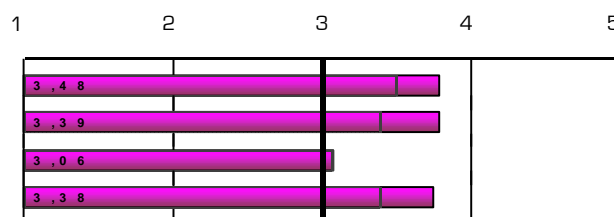
APPEALS AGAINST ASSESSMENT RESULTS

Application of enquiries to challenge qualifications	Yes		No					
	O	0,00%	32	100,00%				
33. The information received about procedures or enquiries to challenge qualifications has been adequate	*							



GENERAL

The Office of the Secretary carries out the tasks expected from it.	3,79	8	3	1	10	5	14
The Office of the Secretary usually deals with my requests satisfactorily.	3,79	8	3	3	6	7	14
I have observed improvements in the general operation of the service on the occasions that I have made use of	3,08	15	6	4	7	0	9
In general, I am satisfied with the operation of the Office of the Secretary of the Faculty or School.	3,74	10	3	3	6	6	13



Scale used: from 1 to 5

□: Average for academic year

Do you miss any service at the office of the secretary of your faculty or school?	Yes		No	
	2	100,00%	0	0,00%

EVOLUCIÓ

OFFICE OF THE SECRETARY INFORMATION SERVICE																	
		1. I consider that opening hours are adequate.		2. The organisation of the face-to-face information service is satisfactory and convenient.		3. I consider that waiting time is usually admissible.		4. In general, the Office of the Secretary has provided enough information.		5. In general, I'm satisfied with the personal attention received from the Office of the		6. The website contains sufficient and updated information.		7. Information can easily be found on the website.		8. I am satisfied with the Faculty/ School website.	
Curs	Recollides	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE
24-25	41	17	3,41	18	3,67	18	3,94	18	3,67	18	3,61	14	3,5	15	2,8	14	3,14
22-23	31	21	3,43	21	3,67	21	3,76	21	3,62	21	3,95	13	3,62	14	3,43	13	3,46
20-21	54	26	3,04	29	2,97	28	3,68	26	2,92	28	3,11	33	3,18	32	3,09	32	3,22
18-19	48	15	3,8	15	4,07	15	4,2	15	4,13	15	4,47	9	3,56	9	3,33	9	3,89

	OFFICE OF THE SECRETARY INFORMATION SERVICE												PROCEDURES AND FORMALITIES					
	10. The Virtual Office of the Secretary processes requests and is a recommended system.		11. I think that the response time is suitable.		12. I consider that attention provided through this channel is adequate.		13. In general, I'm satisfied with the attention received.		14. I consider that the response time is suitable.		15. In general, the information received is adequate.		#. The assistance received throughout the enrolment process was adequate and sufficient.		17. My enquiries related with enrolment have been dealt by the Secretary's Office.		18. My enquiries related with cancellation of enrolment have been dealt.	
Curs	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE
24-25	22	3,5	21	3,71	6	4,33	6	4,67	26	4,04	26	3,77	*		32	3,91	4	4
22-23	21	3,76	19	4,05	10	3,2	10	3,2	20	4,1	21	4	*		29	4,14	7	3,29
20-21	34	3,38	34	3,5	15	2,27	15	2,27	36	3,61	37	3,49	18	2,94	49	3,33	8	3,12
18-19	7	4,29	8	4,25	1	*	1	*	10	4,3	11	3,55	25	4,32	45	4,04	14	4,21

	PROCEDURES AND FORMALITIES																	
	19. My enquiries related with university fees have been dealt by the Secretary's Office.		20. My enquiries related with grants and exemptions have been dealt.		21.My enquiries related with assessment results or exam records have been dealt.		22.My enquiries related with the student card have been dealt by the Secretary's Office.		23. I consider that the time taken to issue a certificate was adequate.		24. My enquiries related with certificates have been dealt by the Secretary's Office.		25. I consider that the time taken to process applications for credit was adequate.		26. My enquiries related with credit recognition and transfer have been dealt.		27. My enquiries related with internships have been dealt by the Secretary's Office.	
Curs	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE
24-25	29	4,07	21	4	10	4,4	14	4,43	7	4,43	7	3,57	5	2,4	6	3		*
22-23	25	4,28	24	4,33	17	4,18	16	3,94	10	3,5	10	3,9	11	3,55	12	3,58	7	3,71
20-21	40	3,55	37	3,54	14	3,57	18	3,83	18	3,78	18	3,83	15	3,4	15	3,47	12	3,75
18-19	31	4,29	23	3,74	12	4,25	15	4,6	11	4,45	13	4,15	10	4,2	13	4,62	5	4,2

	PROCEDURES AND FORMALITIES											
	28. The information received on enquiries related with the final thesis was adequate.		29. I consider that the deadlines for submitting/ presenting the final thesis are adequate.		30. My enquiries related with mobility programmes have been dealt.		31. My enquiries related with the degree certificate have been dealt.		32. My enquiries related with early examination attempts have been dealt.		33. The information about enquiries to challenge qualifications has been adequate.	
Curs	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE
24-25	1	*	1	*	1	*	1	*	1	*		*
22-23	8	3,75	8	3,75	3	5	3	5	3	5		*
20-21	11	3,64	12	3,67	4	4	4	3,5	1	*	2	*
18-19	8	4,12	5	3,6	4	4,25	4	4	1	*		*

GLOBAL								
Curs	The Office of the Secretary carries out the tasks expected from it.		The Office of the Secretary usually deals with my requests satisfactorily.		I have observed improvements in the general operation of the service.		In general, I am satisfied with the operation of the Office of the Secretary of the	
	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE	nºenq.	AVERAGE
24-25	33	3,79	33	3,79	26	3,08	31	3,74
22-23	27	3,85	26	3,85	26	3,27	27	3,81
20-21	49	3,43	47	3,36	38	3	46	3,46
18-19	44	4,23	43	4,33	26	4,04	43	4,12

* The average item is calculated from three surveys rating.

#. Item not included in the current version