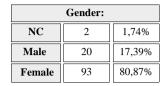


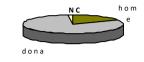
20-21

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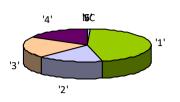
FACULTY/SCHOOL: C014

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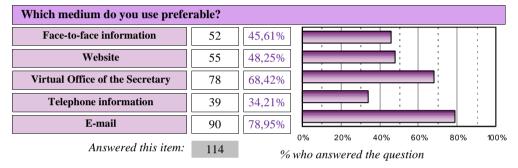




	Highest year in which you are enrolled												
NC 1 2 3 4 5 6													
1	52	19	24	19	0	0							
0,87%	0,87% 45,22% 16,52% 20,87% 16,52% 0,00% 0,00%												



## OFFICE OF THE SECRETARY INFORMATION SERVICE



	Preferre	d medium	
Face-to-face information	19	16,52%	Prese
Website	7	6,09%	ncial Email Web
Virtual Office of the Secretary	31	26,96%	
Telephone information	10	8,70%	Tel SVirtu
E-mail	48	41,74%	ui ui

FACE-TO-FACE INFORMATION										
Frequency of use of the Office of	Very often Sometimes Rarely				Frequ					
the Secretary	8 16,00% 26 52,00% 16 32,00%	AVERAGE		gly dis <b>1</b>	agree. 2	Stı 3	ongly <b>4</b>	agree 5	1 2	3 4
. I consider that opening hours are adec	uate.	3,14	65	4	12	11	19	4	3,08	
. The organisation of the face-to-face in	formation service is satisfactory and convenient.	3,12	65	6	11	11	15	7	2,89	
3. I consider that waiting time is usually	admissible.	3,20	66	6	9	9	19	6	3,24	
4. In general, the Office of the Secretary	has provided enough information.	3,28	65	9	5	11	13	12	3,02	
5. In general, I'm satisfied with the perso	nal attention received from the Office of the Secretary.	3,34	65	7	5	12	16	10	3,17	
FACULTY/SCHOOL WEBSITE									1 1	I
Frequency of use of the Faculty/School website	Very often         Sometimes         Rarely           26         48,15%         23         42,59%         5         9,26%									
5. The website contains sufficient and up	odated information.	3,45	60	1	8	17	23	6	3,44	
7. Information can easily be found on th	e website.	3,29	60	2	9	17	25	2	3,14	
3. I am satisfied with the Faculty/School	website.	3,38	60	4	6	18	19	8	3,33	
									Scale used: from 1 to 5	: Average for acad



20-21

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VIRTUAL OFFICE OF THE SEC	KEIAKY													
Frequency of use of the Virtual	Very often	Sometimes	Rarely				Frequ	iency						
Office of the Secretary	36 46,15%	28 35,90%	14 17,95%			gly dis	agree	Stı	ongly	agree	1	2	3	4 5
				AVERAG	E N/C	1	2	3	4	5				
10. The Virtual Office of the Secretar	ry processes request	s adequately and is a	recommended system.	3,32	41	6	9	25	23	11	3,39			
11. I think that the response time is s	uitable.			3,25	42	8	10	24	18	13	3,34	1		
TELEPHONE INFORMATION														
Frequency of use of the service	Very often	Sometimes	Rarely											
	6 15,38%	21 53,85%	12 30,77%											
12. I consider that attention provided	through this channe	l is adequate.		2,92	77	10	3	11	8	6	3,02		II.	
13. In general, I'm satisfied with the a	-	*		2,84	77	12	2	10	8	6	3,01		_	
E-MAIL						, <u> </u>			S		I	I		1
	<b>X</b> 7 64	a d	D I											
Frequency of use of the service	Very often	Sometimes	Rarely											
	57 64,04%	26 29,21%	6 6,74%									1		I
14. I consider that the response time	is suitable.			3,35	30	10	12	16	32	15	3,42	1		
15. In general, the information receiv	ed is adequate.			3,65	27	6	10	17	31	24	3,53	Г		
											Scale used: fro	m 1 to 5	· Average	or academic year
PROCEDURES AND FORM	MALITIES										Seule used. Ito	m 1 to 5	. Average i	or academic year
ENROLMENT														
	1						Frequ	iency		_				
Did you complete the assisted enrolment at the enrolment room	Yes	No			Stron	gly dis			ongly	agree				
of your faculty/school?	52 48,60%	55 51,40%		AVERAG		1	<b>2</b>	3	<b>4</b>	5	1	2	3	4 5
16. The assistance received througho	ut the enrolment pro	cess was adequate a	nd sufficient.	3,69	7	3	7	7	12	16	3,47			
17. My enquiries or formalities relate	d with enrolment ha	we been dealt with a	ppropriately by the Secretary's Off	ïc 3,52	14	11	14	20	23	33	3,37			
Have you requested an early	Yes	No					. <u> </u>				5,51	Ι		I
examination attempt?		90 82,57%												
											1	1		I
18. My enquiries or formalities relate	d with cancellation	of enrolment have b	een dealt with appropriately.	3,82	2	2	2	1	4	8	3,08			
FEES, EXEMPTIONS AND GRA	NTS													
19. My enquiries or formalities relate	d with university fe	es have been dealt w	ith appropriately by the Secretary's	3,60	42	6	6	18	24	19	3,45			
20. My enquiries or formalities relate	d with grants and ex	emptions have been	dealt with appropriately.	3,59	51	5	7	15	19	18	3,28			
	-					·	]	]	]	]				1
											Scale used: fro	om 1 to 5	: Average	for academic year



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ASSESSMENT RESULTS AND E	XAM RECORDS							
Have you completed formalities	Yes	No		Frequency				
or made enquiries related with assessment results and exam	45 42,86%	60 57,14%		Strongly disagreeStrong	gly agree	1 2	3	4 5
records?			AVERA	<u>GE N/C 1 2 3 4</u>	5	3,46		
21.My enquiries or formalities related	l with assessment re	sults or exam record	s have been dealt with appropriately. 3,57	10 3 2 9 14	4 7			
STUDENT CARD								
Have you completed formalities	Yes	No						
or made enquiries related with the student card?	57 52,29%	52 47,71%						
22.My enquiries or formalities related	d with the student ca	rd have been dealt	ith appropriately by the Secretary's 3,82	13 5 2 5 16	6 16	3,84		1
CERTIFICATES								
Have you applied for a	Yes	No						
certificate?	44 41,90%	61 58,10%						
23. I consider that the time taken to is	ssue a certificate was	s adequate.	3,32	13 4 1 12 9	) 5	3,45		
24. My enquiries or formalities relate	d with certificates h	ave been dealt with	ppropriately by the Secretary's Offic 3,53		8 8	3,44		
CREDIT RECOGNITION AND T	RANSFER							· ·
Have you completed formalities	Yes	No						
or made enquiries related with credit recognition and transfer?	41 40,20%	61 59,80%				1 1		
25. I consider that the time taken to p	rocess applications	for credit recognitio	and transfer was adequate. 2,7	8 13 3 4 7	6	3,10		
26. My enquiries or formalities relate	d with credit recogn	ition and transfer ha	ve been dealt with appropriately. 2,76	7 13 2 5 8	6	3,16		
INTERNSHIPS								
Have you completed formalities	Yes	No			-			
or made enquiries related with internships?	34 32,38%	71 67,62%						
27. My enquiries or formalities relate	d with internships h	ave been dealt with	appropriately by the Secretary's Offi 3,35	8 1 4 8 11	1 2	3,18		
FINAL THESIS								
Have you completed formalities	Yes	No						
or made enquiries related with the final thesis?	11 10,48%	94 89,52%						
28. The information received on form	alities or enquiries	related with the fina	thesis was adequate. 3	2 1 2 3 2	2 1	3,33		
29. I consider that the deadlines for su	ubmitting/presenting	g the final thesis are	adequate. 3,33	5 1 0 2 2	2 1	3,33		
INTERNATIONAL RELATIONS								
Have you completed formalities	Yes	No						
or made enquiries related with mobility programmes?	16 15,53%	87 84,47%						
30. My enquiries or formalities relate	d with mobility prog	grammes have been	lealt with appropriately. 3,5	4 0 2 4 4	2	3,17		
						Scale used: from 1 to	5 Avera	ge for academic year



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(Student opinion and satisfaction survey)

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DEGREE CERTIFICATES	
Have you completed formalities or made enquiries related with the issue of the degree certificate?       Yes       No         4       3,85%       100       96,15%         31. My enquiries or formalities related with the degree certificate have been dealt with appropriately.       100       96,15%	Frequency         Strongly disagreeStrongly agree 1 2 3 4 5         AVERAGE N/C 1 2 3 4 5       2 0 1 0 0 1       3 ,5 2
EARLY EXAMINATION ATTEMPT	
Have you requested an early examination attempt?       Yes       No         5       4,95%       96       95,05%         32. My enquiries or formalities related with early examination attempts have been dealt with appropriately.	2,33 2 1 0 2 0 0 3,17
APPEALS AGAINST ASSESSMENT RESULTS	
Have you appealed against assessment results?YesNo98,74%9491,26%	
33. My enquiries or formalities related with appeals against assessment results have been dealt with appropriately, as regards information provided and deadlines.	<b>2</b> ,6 4 1 2 1 0 1 <b>2</b> ,2 6
	Frequency         Strongly disagree       1       2       3       4       5         AVERAGE N/C       1       2       3       4       5
The Office of the Secretary carries out the tasks expected from it.	3,36     21     8     19     17     31     19       3,30     3,30
The Office of the Secretary usually deals with my requests satisfactorily.	3,27     24     15     11     20     24     21
I have observed improvements in the general operation of the service on the occasions that I have made use of it. In general, I am satisfied with the operation of the Office of the Secretary of the Faculty or School.	2,90     47     13     14     17     15     9     2,78       3,26     20     15     13     19     28     20     3,20
In general, 1 and satisfied with the operation of the Ornee of the Secretary of the Faculty of Sector.         Has your interacting way with the administrative services of the centre changed due to the Covid-19 situation?         Yes       No         41       61,19%       26       38,81%	3,26     20     15     13     19     28     20       Scale used: from 1 to 5   Scale used: from 1 to 5
The attention received during the Covid-19 situation has been adequate	<b>2,98</b> 1 7 5 14 10 4 <b>2</b> ,6 0
Do you miss any service at the office of the secretary of your faculty or school?YesNo1514,29%9085,71%	



## (Student opinion and satisfaction survey)

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							OFFICE	E OF THE	SECRETAR	Y INFOF	RMATION SE	RVICE					
EVOI	EVOLUCIÓ		opening hours are of the fa adequate. informati is satisfa		rganisation 3. I consider that ce-to-face waiting time is on service usually admissible. actory and enient.		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	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	nºenq.	AVERAGE
20-21	115	50	3,14	50	3,12	49	3,2	50	3,28	50	3,34	55	3,45	55	3,29	55	3,38
18-19	109	35	2,43	34	2,94	35	3,31	35	3,06	35	3,34	15	3,47	15	2,8	15	3,27

#### OFFICE OF THE SECRETARY INFORMATION SERVICE

#### PROCEDURES AND FORMALITIES

	Office of the Secretary processes requests adequately and is a		respons	nk that the se time is table.	12. I consider that attention provided through this channel is adequate.		13. In general, I'm satisfied with the attention received.		the respo	14. I consider that the response time is suitable.		15. In general, the information received is adequate.		16. The assistance received throughout the enrolment process was adequate and		17. My enquiries or formalities related with enrolment have been dealt with appropriately by the		enquiries or ties related ncellation of nent have dealt with
Curs	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE
20-21	74	3,32	73	3,25	38	2,92	38	2,84	85	3,35	88	3,65	45	3,69	101	3,52	17	3,82
18-19	22	3,45	20	3,3	5	2,8	5	2,8	23	3,39	25	3,68	66	3,47	103	3,51	23	3,35

#### PROCEDURES AND FORMALITIES

	formalities related with university fees have been dealt with appropriately		formaliti with gra exempti	nquiries or es related ants and ions have lealt with	21.My enquiries or formalities related with assessment results or exam records have been		22.My enquiries or formalities related with the student card have been dealt with		23. I consider that the time taken to issue a certificate was adequate.		24. My enquiries or formalities related with certificates have been dealt with appropriately		the time taken to process applications for		26. My enquiries or formalities related with credit recognition and transfer have been		27. My enquiries or formalities related with internships have been dealt with appropriately	
Curs	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE
20-21	73	3,6	64	3,59	35	3,57	44	3,82	31	3,32	30	3,53	33	2,7	34	2,76	26	3,35
18-19	89	3,54	84	3,39	30	3,17	42	3,71	38	3,42	39	3,28	26	2,96	28	3,11	33	3,12

### PROCEDURES AND FORMALITIES

	28. The information received on formalities or enquiries related with the final thesis		29. I consider that the deadlines for submitting/presentin g the final thesis are adequate.		formalit with program	enquiries or ties related mobility nmes have dealt with	formaliti with th certific	enquiries or les related e degree late have dealt with	formalit with exan	enquiries or ies related n early nination s have been	33. My enquiries or formalities related with appeals against assessment results have been		
Curs	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	
20-21	9	3	6	3,33	12	3,5	2	*	3	2,33	5	2,6	
18-19	5	3,8	6	3,5	13	2,62	5	4,6	9	2,78	7	2,57	



(Student opinion and satisfaction survey)

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	GLOBAL													
	Secreta out th	fice of the ary carries ne tasks ted from it.	Secreta deals req	fice of the ary usually with my uests factorily.	improver general the ser	observed ments in the operation of vice on the ions that I	In general, I am satisfied with the operation of the Office of the Secretary of the							
Curs	nºenq.	AVERAGE	n°enq.	AVERAGE	n°enq.	AVERAGE	nºenq.	AVERAGE						
20-21	94	3,36	91	3,27	68	2,9	95	3,26						
18-19	91	3,24	91	3,22	76	2,68	93	3,05						

\* The average item is calculated from three surveys rating.