

**Procedure for the evaluation of Postgraduate Programmes students
for the Spring Semester 2022-2023**

**The evaluation process of PGP students for the Spring semester 2022-23
will take place from May 15 to June 05, 2023.**

Instructors

Before the lesson the instructor,

- Connects to <https://modip.ihu.edu.gr/> with their institutional account (uregister).
- Goes to "**Course Evaluations**" and creates evaluations for their courses.
- For each evaluation, clicks on the "**Tickets**" button and creates a PDF file with the evaluation tickets for the students (Google Chrome »Print» Save as PDF).

During the lesson, the instructor,

- Shares or sends the PDF file with the evaluation tickets to the students who attend the course.
- Informs the students about the course evaluation process. It is noted that instructions for students are also available in the PDF file.

After the lesson, the instructor:

- can connect to <https://modip.ihu.edu.gr/> at any time and check the participation of students in the evaluation. The evaluation results become available later, after the end of the current semester.

In addition, the instructor fills in the **Instructor Questionnaire** that appears at <https://modip.ihu.edu.gr/> after logging in.

Internal Evaluation Team (IET – OMEA)

- The Director of the Postgraduate Program along with all the members of the IET - OMEA of the Dept. take the responsibility to remind the instructors of the importance and the deadlines of the evaluation.

Instructors who are members of IET - OMEA can see aggregate data for the evaluation of their department when they link to <https://modip.ihu.edu.gr/>

For any issue contact us by email at modip@ihu.gr

Students

The student,

- Receives the PDF file with the one-time anonymous evaluation tickets during the course.
- connects to <https://modip.ihu.edu.gr/> with their institutional account.
- uses a random ticket from the PDF file they received to evaluate the course. (If the selected ticket has already been used, please try again with a different one.)

In addition, the student completes the evaluation of the administrative services of the University that appears at <https://modip.ihu.edu.gr/> after logging in.

We remind you that the evaluation is available for a specific period of time and is anonymous.