

**Procedure for the evaluation of Postgraduate Programmes students  
for the Spring Semester 2021-2022**

**The evaluation process of PGP students for the Spring semester 2021-22  
will take place from May 05 to 29, 2022.**

**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,*

- Sends the PDF file with the evaluation tickets to the students who attend the course (e.g. sends it to them via zoom or email).
- 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 President of the department and all the members of the IET - OMEA 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](mailto: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.**