

User Guide
for
Student Feedback
Questionnaire (SFQ) System

Academic Quality Advancement Team (AQA)
HKUST

Version 1.0

Jan 2026

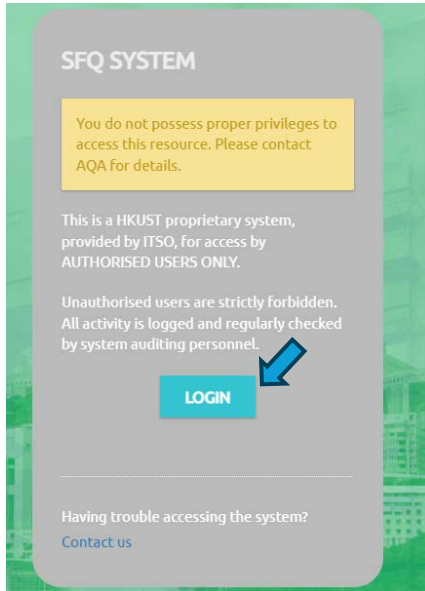
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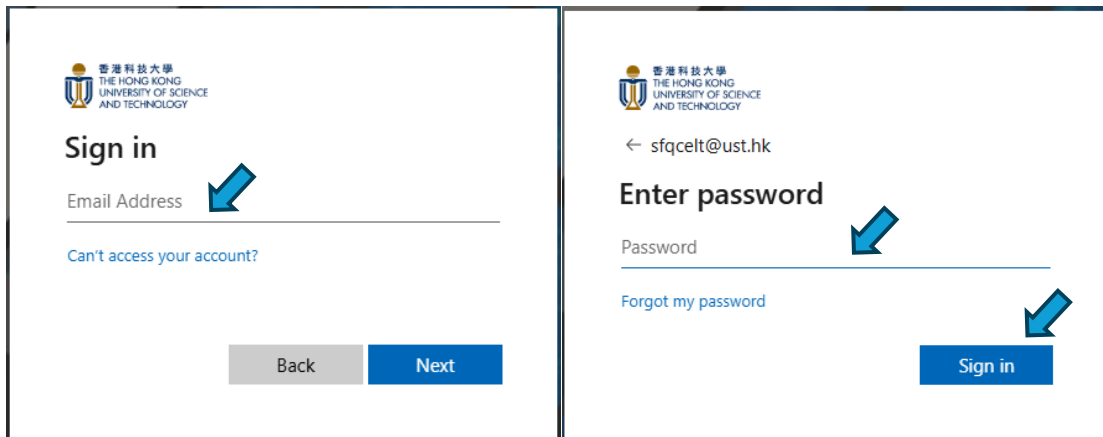
1. Login to SFQ System

All users can access to SFQ System at <https://sfq-survey.ust.hk>.

To access the SFQ System, click the “**LOGIN**” button.



Enter your **Email Address** and **Password** and click “**Sign in**”.



Once you have successfully logged on the SFQ System, general information about SFQ System's functions will be shown on the page. You will now be ready to Manage Curriculum, Survey, Report and Access Right Management.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY Student Feedback Questionnaire (SFQ) System

SPQCSL@UST.HK (STUDENT FEEDBACK QUESTIONNAIRE)

HOME | MANAGE CURRICULUM | MANAGE SURVEY | REPORT | ACCESS RIGHT MANAGEMENT

No. of Courses with No Teaching Personnel: 5

No. of Courses Pending Confirmation: 5

Co-list/Multi-coded Courses Pending Confirmation: 0

Total Processing Exclusion Requests: 0

Actions are required by unit managers for the following items:

ACTIVE SURVEY EXERCISES

MANAGE CURRICULUM

In the "Manage Curriculum" page, you can:

1. Add organization unit via "Change Organization Unit"
2. Confirm co-list/multi-coded courses via "Confirm Co-list/Multi-coded Courses"

Other changes to the curriculum:

1. For courses without HKUST Instructors, please contact ARO Course Registration Team to update the information.
2. For courses that require TA/TSS SFQ assignments, please update the record in Student Information System (SIS).
3. For courses without course coordinators, the survey will be omitted. Please add the information via Student Information System (SIS) to activate the survey.
4. For teaching staff accounts that cannot be added to SIS, please send an email request to AQA team (sfq.survey@ust.hk).

For your information, the reconciliation schedules are as follows:

- Person records from IAMS: Daily at 3am
- Curriculum and related records from SIS: Daily at 5am, 8am, 11am, 2pm, 5pm and 8pm
- Survey records: Daily at 7am, 10am, 1pm, 4pm, 7pm and 10pm

After submitting changes to the curriculum, please estimate that the changes will be reflected after 6 hours

MANAGE SURVEY

In the "Manage Survey" page, you can:

1. Identify the curriculum without survey creation due to no teaching personnel or course coordinators.
2. Check and confirm the available surveys and details in the active survey exercise.
3. Omit the surveys with provided justifications.
4. Add report groups to the surveys with provided justifications.

2. Authorization for Departmental Staff

SFQ System requires specific authorization for departmental staff to manage and update surveys.

Executive Unit Manager (EUM) and Administrative Unit Manager (AUM) can assign roles in SFQ System according to their access right under their Organization Unit (For details, please refer to section 3.4). Please contact Academic Quality Advancement Team of Academic Registry Office (sfq.survey@ust.hk) if assistance is needed.

3. Unit Manager (UM) / Editor

3.1 Manage Curriculum

3.1.1 Assign Organisation Units (by Direct Entry)

On the SFQ System homepage, click the **“MANAGE CURRICULUM”** button of the menu bar.

The screenshot shows the SFQ System homepage. The menu bar includes buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. The MANAGE CURRICULUM button is highlighted with a blue arrow. Below the menu bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there are two main sections: 'ACTIVE SURVEY EXERCISES' and 'MANAGE CURRICULUM'. The 'MANAGE CURRICULUM' section contains instructions for adding organization units and confirming co-list/multi-coded courses.

On **CURRICULUM MANAGEMENT** page, button of **“CHANGE ORGANISATIONAL UNIT +”** is shown on the top right corner which is under the menu bar.

To assign organisation units, click the **“CHANGE ORGANISATIONAL UNIT +”** button.

The screenshot shows the CURRICULUM MANAGEMENT page. The menu bar includes buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. The CURRICULUM MANAGEMENT button is highlighted with a blue arrow. Below the menu bar, there are two buttons: 'CHANGE ORGANISATIONAL UNIT +' and 'CONFIRM CO-LIST / MULTI-CODED COURSES'. Below these buttons, there is a table with columns: ID, Type, Submission Date, Term, Survey, Submitted By, Added Organisational Unit, Added Report Group, Involved Personnel, Justification, and Status. The table is currently empty, and the text 'No records found to show' is displayed above it.

Now you can access the **Change Organisational Unit form** and proceed with necessary updates.

The screenshot shows the 'Student Feedback Questionnaire (SFQ) System' interface. The top navigation bar includes 'HOME', 'MANAGE CURRICULUM', 'MANAGE SURVEY', 'REPORT', and 'ACCESS RIGHT MANAGEMENT'. The main content area is titled 'CURRICULUM MANAGEMENT » CHANGE ORGANISATIONAL UNIT' and features an 'IMPORT' button. The form is divided into three sections: 'Curriculum Information' with a 'Curriculum' field, 'Add Organisational Unit' with an 'Organisational Unit' field, and a 'Justification' field.

Click on the **Curriculum** field under **Curriculum Information** section and a list of all curriculums will be shown below. Type in keywords for faster browsing or simply scroll down to find and select the curriculum you wish to update.

This close-up shows the 'Curriculum' dropdown menu. A blue arrow points to the dropdown arrow. The menu lists the following curriculum codes:

- ACCT2010 L04 (2025-26 Fall) (OU ACCT) (KIM, Jaesik, DI, Qili)
- ACCT2010 L05 (2025-26 Fall) (OU ACCT) (KIM, Jaesik, DI, Qili)
- ACCT2010 L06 (2025-26 Fall) (OU ACCT) (KIM, Jaesik, DI, Qili)
- ACCT2010 L07 (2025-26 Fall) (OU ACCT) (DONG, Qingkai, YI, YI)
- ACCT2010 L08 (2025-26 Fall) (OU ACCT) (DONG, Qingkai, YI, YI)
- ACCT2010 L09 (2025-26 Fall) (OU ACCT) (DONG, Qingkai, YI, YI)

Click on the **Organisational Unit** field under **Add Organisational Unit** section and a list of all organisation units will be shown below. Type in keywords for faster browsing or simply scroll down to find and select the organisation unit you wish to add. You may select multiple organisation units as needed.



The screenshot shows a form section titled "Add Organisational Unit". Below the title is a label "Organisational Unit" with a blue arrow pointing to it. A dropdown menu is open, displaying a list of organisational units: SSOC, AAF, ARRO, ACCES, ACCESS, and ACCESS.

Note: Assigning teaching personnel function is only allowed for Administrator and only HKUST accounts with project type can be assigned. Please contact Academic Quality Advancement Team (sfq.survey@ust.hk) for special request.

You need to provide a clear justification for your request in the **Justification** field.

After inputting and verifying the above information, click "**SUBMIT**" to finalise your request. After submitting changes to the curriculum, please estimate that the changes will be reflected after 6 hours.

3.1.2 Assign Organisation Units (by Batch Import)

In addition to manually assigning organisation units for single curriculum by direct entry, you also have the option to assign organisation units for multiple curriculums via batch import.

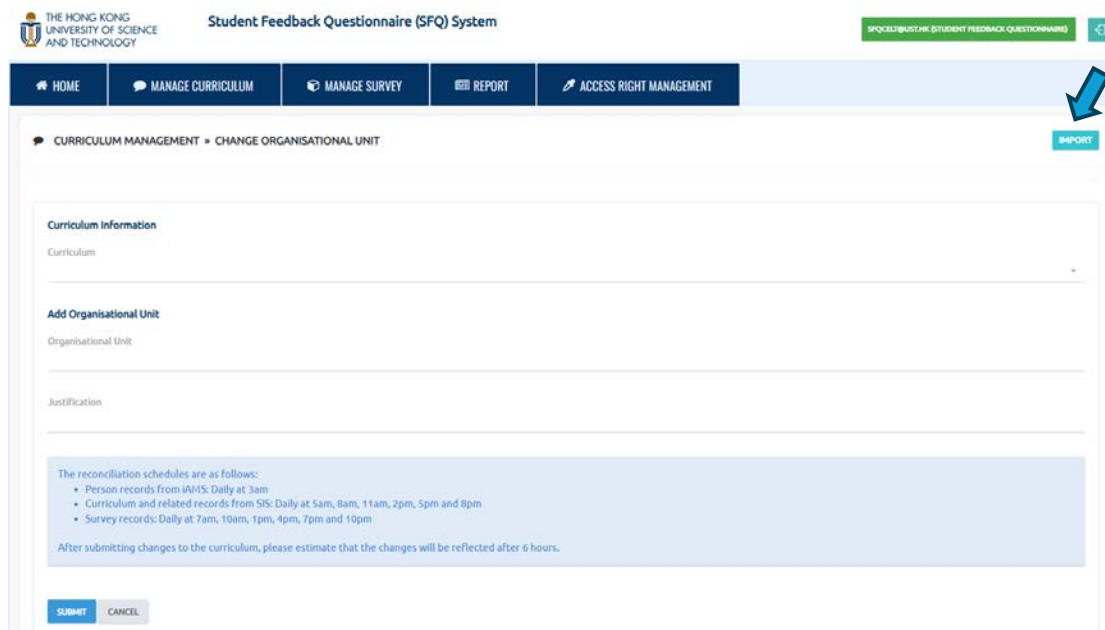
On the SFQ System homepage, click the **“MANAGE CURRICULUM”** button of the menu bar.

The screenshot shows the SFQ System homepage. The top navigation bar includes buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. A blue arrow points to the MANAGE CURRICULUM button. Below the navigation bar, there are four statistics cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there is a section titled 'ACTIVE SURVEY EXERCISES' with two sub-sections: 'MANAGE CURRICULUM' and 'MANAGE SURVEY'. The 'MANAGE CURRICULUM' section lists actions like 'Add organization unit via "Change Organization Unit"' and 'Confirm co-list/multi-coded courses via "Confirm Co-list/Multi-coded Courses"'. The 'MANAGE SURVEY' section lists actions like 'Identify the curriculum without survey creation due to no teaching personnel or course coordinators' and 'Check and confirm the available surveys and details in the active survey exercise'.

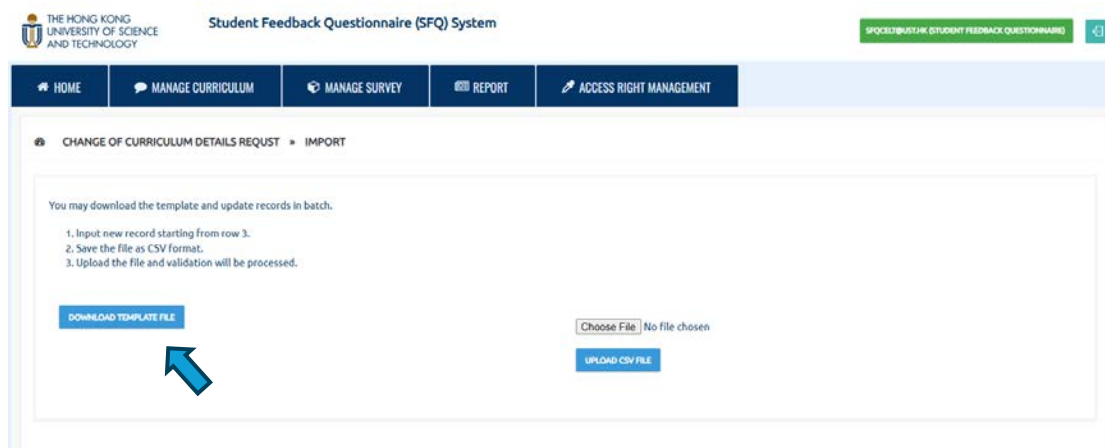
Click the **“CHANGE ORGANISATIONAL UNIT +”** button.

The screenshot shows the 'CURRICULUM MANAGEMENT' page in the SFQ System. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are two buttons: 'CHANGE ORGANISATIONAL UNIT +' and 'CONFIRM CO-LIST / MULTI-CODED COURSES'. A blue arrow points to the 'CHANGE ORGANISATIONAL UNIT +' button. Below these buttons, there is a section titled 'CURRICULUM MANAGEMENT' with a table. The table has columns for ID, Type, Submission Date, Term, Survey, Submitted By, Added Organisational Unit, Added Report Group, Involved Personnel, Justification, and Status. The table is currently empty, displaying 'No records found to show' and 'No data available in table'. There are also buttons for 'SELECT ALL', 'SELECT NONE', 'SEARCH', and 'RESET'.

Navigate to the Batch Import page by clicking the “**IMPORT**” button.



You may download the template by clicking the “**DOWNLOAD TEMPLATE FILE**” button.



Open the file using **Microsoft Excel** and input the new record starting from **row 3**.

Note: Two rows of sample records will be shown in the template file, clear those sample records before uploading the file.

You need to enter the following details for each row:

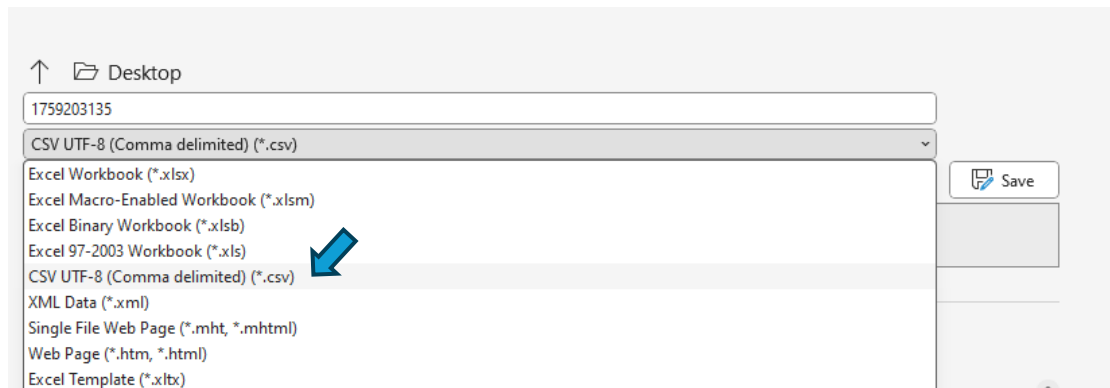
1. Term
2. Curriculum
3. OU (**Multiple organisation units must be separated by commas without space, e.g. COMP,CSE,SENG**)
4. Justification

(Remark: The columns "Type of Teaching Personnel" and "Teaching Personnel" are designated solely for the ARO - Academic Quality Advancement Team. Unit Managers shall add the teaching personnel information via the Student Information System (SIS).)

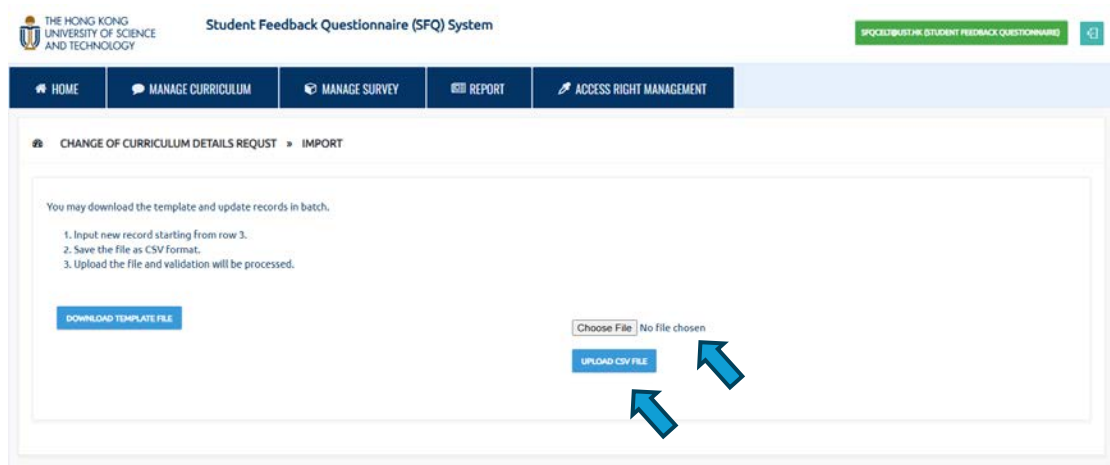
	A	B	C	D	E	F	G
1	0	1	2	3	4	5	
2	Term	Curriculum	OU	Type of Teaching Personnel	Teaching Personnel	Justification	
3	2023-24 Summer	COMP1001L1	COMP,SENG	Teaching Staff (Instructor)	abcdefgh@ust.hk	Adhoc request	
4	2023-24 Summer	COMP1001L1	COMP,SENG	Teaching Staff (TSS)	abcdefgh@ust.hk	Adhoc request	
5							
6							
7							
8							
9							
10							
11							

After inputting and verifying the above information, save your file in **CSV (Comma-Separated Values)** format.

Note: Do not save the file in Excel Workbook file format (.xlsx).



Click “**Choose File**” to select your **finalised CSV file** from your device and then click “**UPLOAD CSV FILE**” to upload.



Then the system will display a **Validation Result** page. Each row will show a validation result. In the **Error Message** column, if information is successfully validated by the system, it will display **(OK)**. If errors exist, error details will be listed for correction.

Correct any errors until all rows show **(OK)** by clicking the “**BACK**” button to upload the corrected file again. The system will **NOT** proceed if any row contains errors.

HOME MANAGE CURRICULUM MANAGE SURVEY REPORT ACCESS RIGHT MANAGEMENT

Done.

CHANGE OF CURRICULUM DETAILS REQUEST » IMPORT » VALIDATION RESULT

Line #	Error Message	Skipped
3	Field Term and Curriculum: Value not valid Field Teaching Personnel: Value abcdefgh@ust.hk is invalid	Yes
4	Field Term and Curriculum: Value not valid Field OU: Value SEN0 is invalid Field Teaching Personnel: Value abcdefgh@ust.hk is invalid	Yes

The uploaded file has been undergone the validation process and the result is listed above. As one or more of the lines are considered invalid, please update the original import file and validate the file again. This import process has not been performed.

BACK

Once all rows are valid, a Proceed button will appear. Click **“PROCEED”** to complete the import.

NOTE: this action **cannot be reversed** and please double check the information before clicking the **“PROCEED”** button.

For further amendment or update on assigning OU for the same curriculum(s), please repeat the complete process either by direct entry or batch import. Please contact Academic Quality Advancement Team (sfq.survey@ust.hk) if assistance is needed.

HOME MANAGE CURRICULUM MANAGE SURVEY REPORT ACCESS RIGHT MANAGEMENT

Done.

CHANGE OF CURRICULUM DETAILS REQUEST » IMPORT » VALIDATION RESULT

Line #	Error Message	Skipped
3	(OK)	No
4	(OK)	No
5	(OK)	No

The uploaded file has been undergone the validation process and the result is listed above. All lines are considered proper and are ready to be imported to the system. You may start the data import process by pressing the Proceed button below.

As the data import process is irreversible, please exercise caution when proceeding further.

BACK PROCEED

3.2 Manage Survey

3.2.1 Confirm Survey Details

On the SFQ System homepage, click the **“MANAGE SURVEY”** button of the menu bar, then you can see a full view of the survey.

The screenshot shows the SFQ System homepage. At the top, there is a navigation bar with buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY (highlighted with a blue arrow), REPORT, and ACCESS RIGHT MANAGEMENT. Below the navigation bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there is a section titled 'ACTIVE SURVEY EXERCISES' with two panels: 'MANAGE CURRICULUM' and 'MANAGE SURVEY'. The 'MANAGE SURVEY' panel lists actions such as identifying curriculum without survey creation, checking and confirming surveys, omitting surveys with justifications, and adding report groups.

The screenshot shows the 'SURVEY | FULL VIEW' page. It features a table with the following columns: Survey Exercise, Curriculum, Survey Name, Organisational Unit, Teaching Staff, Survey Period, No. of Students Invited, Response Rate, and Status. The table contains three rows of survey data, all with a 'PENDING' status.

Survey Exercise	Curriculum	Survey Name	Organisational Unit	Teaching Staff	Survey Period	No. of Students Invited	Response Rate	Status
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-Instructor	ACCT	TANG, Chao	14/11/2025 00:00 — 29/11/2025 23:59	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-TSS	ACCT	LEUNG, Vincent	14/11/2025 00:00 — 30/11/2025 00:00	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L02	25-26-FALL-ACCT-2010-L02-Instructor	ACCT	CHEUNG, Steven	14/11/2025 00:00 — 29/11/2025 23:59	84	0.0%	PENDING

Select one or more survey records from the table. Click “**CONFIRM**” under the menu bar to apply the confirmation process.

The screenshot shows the 'SURVEY | FULL VIEW' page with a table of survey records. The table has columns for Survey Exercise, Curriculum, Survey Name, Organisational Unit, Teaching Staff, Survey Period, No. of Students Invited, Response Rate, and Status. Three records are shown, all with a status of 'PENDING'. A 'CONFIRM' button is located in the top right corner of the page. Three blue arrows point to the 'CONFIRM' button, the 'Status' column, and the 'Pending' status in the table rows.

Survey Exercise	Curriculum	Survey Name	Organisational Unit	Teaching Staff	Survey Period	No. of Students Invited	Response Rate	Status
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-Instructor	ACCT	TANG, Chao	14/11/2025 00:00 — 29/11/2025 23:59	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-TSS	ACCT	LEUNG, Vincent	14/11/2025 00:00 — 30/11/2025 00:00	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L02	25-26-FALL-ACCT-2010-L02-Instructor	ACCT	CHEUNG, Steven	14/11/2025 00:00 — 29/11/2025 23:59	84	0.0%	PENDING

For filtering, you can click on the **Status** field. Choose “**Pending**” status and then click the “**SEARCH**” button. All surveys need to be confirmed can be found.

The screenshot shows the 'SURVEY | FULL VIEW' page with a dropdown menu for the 'Status' field. The 'Pending' option is selected. A 'SEARCH' button is highlighted in the top right corner. The page displays 'No records found to show'.

The screenshot shows the 'SURVEY | FULL VIEW' page with the search results after filtering by 'Pending' status. The table shows the same three survey records as in the first screenshot.

Survey Exercise	Curriculum	Survey Name	Organisational Unit	Teaching Staff	Survey Period	No. of Students Invited	Response Rate	Status
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-Instructor	ACCT	TANG, Chao	14/11/2025 00:00 — 29/11/2025 23:59	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-TSS	ACCT	LEUNG, Vincent	14/11/2025 00:00 — 30/11/2025 00:00	79	0.0%	PENDING

3.2.2 View and Update Survey Details (by Direct Entry)

On the SFQ System homepage, click the “**MANAGE SURVEY**” button of the menu bar, then you can see a full view of the survey.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY Student Feedback Questionnaire (SFQ) System

SPQCL2@UST.HK STUDENT FEEDBACK QUESTIONNAIRE

HOME MANAGE CURRICULUM **MANAGE SURVEY** REPORT ACCESS RIGHT MANAGEMENT

5 No. of Courses with No Teaching Personnel 5 No. of Courses Pending Confirmation 0 Co-list/Multi-coded Courses Pending Confirmation 0 Total Processing Exclusion Requests

Actions are required by unit managers for the following items:

ACTIVE SURVEY EXERCISES

MANAGE CURRICULUM

In the "Manage Curriculum" page, you can:

1. Add organization unit via "Change Organization Unit"
2. Confirm co-list/multi-coded courses via "Confirm Co-list/Multi-coded Courses"

Other changes to the curriculum:

1. For courses without HKUST instructors, please contact ARO Course Registration Team to update the information.
2. For courses that require TA/TSS SFQ assignments, please update the record in Student Information System (SIS).
3. For courses without course coordinators, the survey will be omitted. Please add the information via Student Information System (SIS) to activate the survey.
4. For teaching staff accounts that cannot be added to SIS, please send an email request to AQA team (sfq.survey@ust.hk).

MANAGE SURVEY

In the "Manage Survey" page, you can:

1. Identify the curriculum without survey creation due to no teaching personnel or course coordinators.
2. Check and confirm the available surveys and details in the active survey exercise.
3. Omit the surveys with provided justifications.
4. Add report groups to the surveys with provided justifications.

Click the “**Magnifier Icon**” next to a survey record to view its details.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY Student Feedback Questionnaire (SFQ) System

SPQCL2@UST.HK STUDENT FEEDBACK QUESTIONNAIRE

HOME MANAGE CURRICULUM MANAGE SURVEY REPORT ACCESS RIGHT MANAGEMENT

SURVEY | FULL VIEW CONFIRM

Page 1 of 5 | View 20 records | Found total 98 records

SELECT ALL SELECT NONE SEARCH RESET

Survey Exercise	Curriculum	Survey Name	Organisational Unit	Teaching Staff	Survey Period	No. of Students Invited	Response Rate	Status
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-Instructor	ACCT	TANG, Chao	14/11/2025 00:00 — 29/11/2025 23:59	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-TSS	ACCT	LEUNG, Vincent	14/11/2025 00:00 — 30/11/2025 00:00	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L02	25-26-FALL-ACCT-2010-L02-Instructor	ACCT	CHEUNG, Steven	14/11/2025 00:00 — 29/11/2025 23:59	84	0.0%	PENDING

Then you can view the survey profile of selected record.

The screenshot displays the 'Student Feedback Questionnaire (SFQ) System' interface. At the top, there is a navigation bar with options: HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. The main content area shows the 'Survey Profile (DUM View)' for a survey titled '25-26-FALL-ACCT-2010-L01-INSTRUCTOR (SURVEY #1) [PENDING]'. The 'SURVEY INFORMATION' section includes the following details:

- Survey Exercise: 2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey
- Name: 25-26-FALL-ACCT-2010-L01-Instructor
- Curriculum: ACCT2010 L01 (2025-26 Fall)
- Teaching Personnel: TANG, Chao (actang@ust.hk)
The teaching personnel information is retrieved from SIS. Please contact SIS for any amendments.
- Type: Teaching Staff (Instructor)
- Class Type: Lecture
- Class Size: Medium

You need to provide/verify some mandatory information under the **SURVEY SETTINGS** section:

1. **Start Date and Time** of the selected survey
2. **End Date and Time** of the selected survey
3. **Report Group** of the selected survey for summary report calculation

Remarks:

- Summary Reports calculation will be based on the assigned report groups.
- Unit Manager can only add report group. Removing report group is only allowed for Administrator, please contact Academic Quality Advancement Team (sfq.survey@ust.hk) for removal.

4. **Status** of the selected survey
5. **Justification** for changing survey status or adding report group

After inputting and verifying the required information, click "**SAVE**" to apply changes.



Class Size
Medium

Class Level
Undergraduate

SURVEY SETTINGS

Start Date and Time
14/11/2025 00:00

End Date and Time
29/11/2025 23:59

Report Group
 ACCT SBM UNIV
UM can only add report group. Removing report group is only allowed for Administrator, please contact Academic Quality Advancement Team (sfq.survey@ust.hk) for removal.

Status
Pending

Justification
provide justification for changing survey status or adding report group.

3.2.3 Survey Response Rate

On the SFQ System homepage, click the “**MANAGE SURVEY**” button of the menu bar, then you can see all response rates of the surveys.

The screenshot shows the SFQ System homepage. The top navigation bar includes buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY (highlighted with a blue arrow), REPORT, and ACCESS RIGHT MANAGEMENT. Below the navigation bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there are two main sections: 'MANAGE CURRICULUM' and 'MANAGE SURVEY', each containing a list of instructions for users.

The screenshot shows the 'SURVEY | FULL VIEW' page. The top navigation bar includes buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY (highlighted with a blue arrow), REPORT, and ACCESS RIGHT MANAGEMENT. Below the navigation bar, there is a table with columns: Survey Exercise, Curriculum, Survey Name, Organisational Unit, Teaching Staff, Survey Period, No. of Students Invited, Response Rate, and Status. The table shows three survey exercises with a response rate of 0.0% and a status of 'PENDING'. A blue arrow points to the 'Response Rate' column.

Survey Exercise	Curriculum	Survey Name	Organisational Unit	Teaching Staff	Survey Period	No. of Students Invited	Response Rate	Status
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-Instructor	ACCT	TANG, Chao	14/11/2025 00:00 — 29/11/2025 23:59	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-TSS	ACCT	LEUNG, Vincent	14/11/2025 00:00 — 30/11/2025 00:00	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L02	25-26-FALL-ACCT-2010-L02-Instructor	ACCT	CHEUNG, Steven	14/11/2025 00:00 — 29/11/2025 23:59	84	0.0%	PENDING


The Response Rate on the page is subject to change if any students have been excluded from the calculations for the final reports.

3.2.4 Update Survey Details (by Batch Import)




In addition to manually updating details for single survey by direct entry, you also have the option to update details of multiple surveys via batch import.

On the SFQ System homepage, click the “**MANAGE SURVEY**” button of the menu bar.

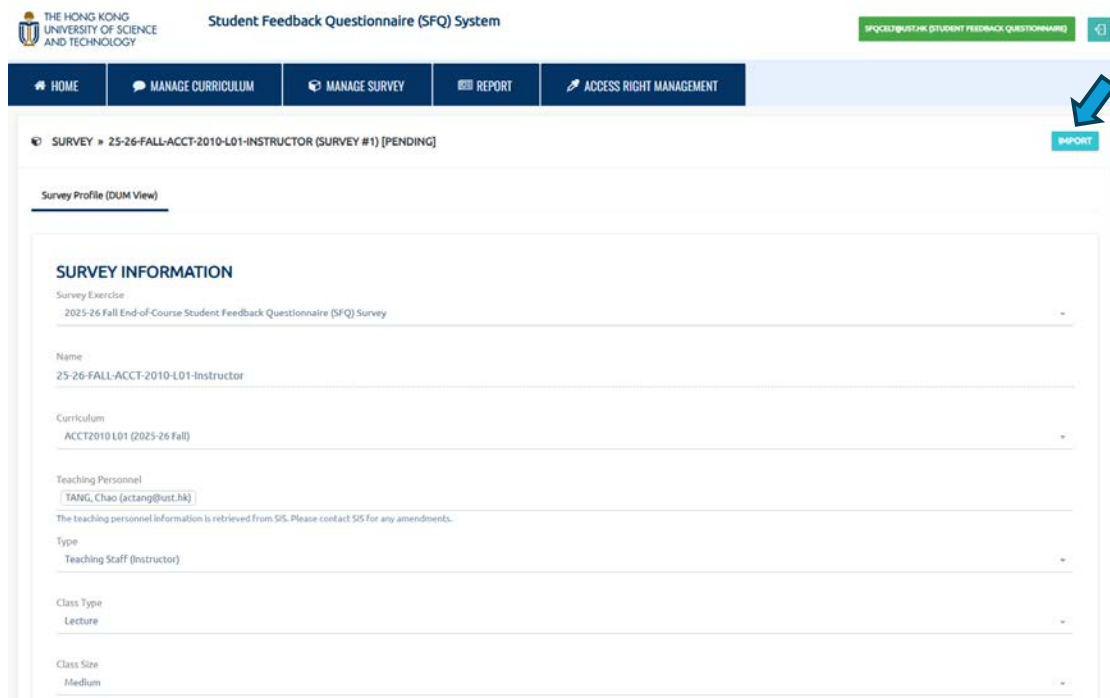
The screenshot shows the SFQ System homepage. The top navigation bar includes buttons for HOME, MANAGE CURRICULUM, MANAGE SURVEY (highlighted with a blue arrow), REPORT, and ACCESS RIGHT MANAGEMENT. Below the navigation bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there are two main sections: 'MANAGE CURRICULUM' and 'MANAGE SURVEY', each containing a list of instructions for users.

Click the “**Magnifier Icon**  ” next to a survey record to view its details.

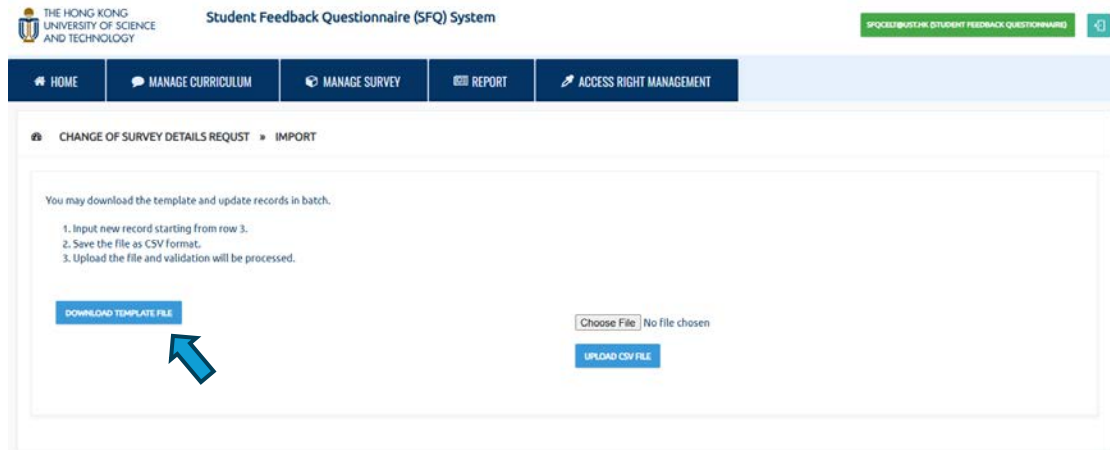
The screenshot shows the SFQ System 'SURVEY | FULL VIEW' page. The page displays a table of survey records. The 'Survey Name' column contains the text '25-26-FALL-ACCT-2010-L01-Instructor' with a magnifier icon next to it, which is highlighted by a blue arrow. The table has columns for Survey Exercise, Curriculum, Survey Name, Organisational Unit, Teaching Staff, Survey Period, No. of Students Invited, Response Rate, and Status.

Survey Exercise	Curriculum	Survey Name	Organisational Unit	Teaching Staff	Survey Period	No. of Students Invited	Response Rate	Status
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-Instructor 	ACCT	TANG, Chao	14/11/2025 00:00 — 29/11/2025 23:59	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L01	25-26-FALL-ACCT-2010-L01-TSS 	ACCT	LEUNG, Vincent	14/11/2025 00:00 — 30/11/2025 00:00	79	0.0%	PENDING
2025-26 Fall End-of-Course Student Feedback Questionnaire (SFQ) Survey	ACCT2010 L02	25-26-FALL-ACCT-2010-L02-Instructor 	ACCT	CHEUNG, Steven	14/11/2025 00:00 — 29/11/2025 23:59	84	0.0%	PENDING

Click the “**IMPORT**” button on the top right corner under the menu bar.



Then click the “**DOWNLOAD TEMPLATE FILE**” button to download template file.



Open the file using **Microsoft Excel** and input the new record starting from **row 3**.

Note: Two rows of sample records will be shown in the template file, clear those sample records before uploading the file.

You need to enter the following details for each row:

1. Survey Name
2. Report Group (**Multiple report groups must be separated by commas without a space, e.g. ISOM,IS,SBM,UNIV**)

Remarks:

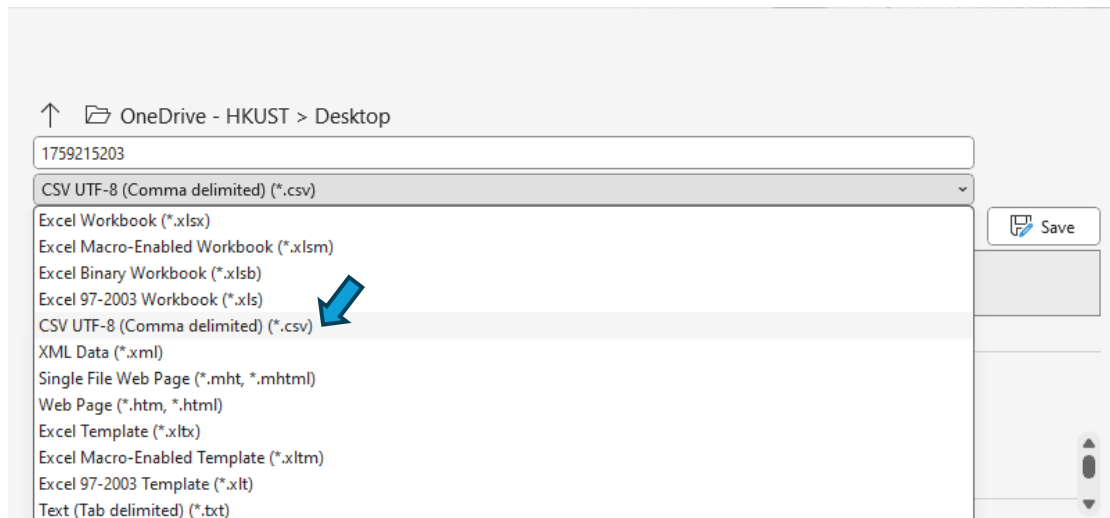
- Summary Reports calculation will be based on the assigned report groups.
 - Unit Manager can only add report group. Removing report group is only allowed for Administrator, please contact Academic Quality Advancement Team (sfq.survey@ust.hk) for removal.
3. Survey Start Date (format example: 01/01/2025 03:00, without second)
 4. Survey End Date (format example: 01/01/2025 03:00, without second)
 5. Justification

(Remarks: For columns of **Report Group**, **Survey Start Date** and **Survey End Date**, leave the cell empty if no change or update is needed.)

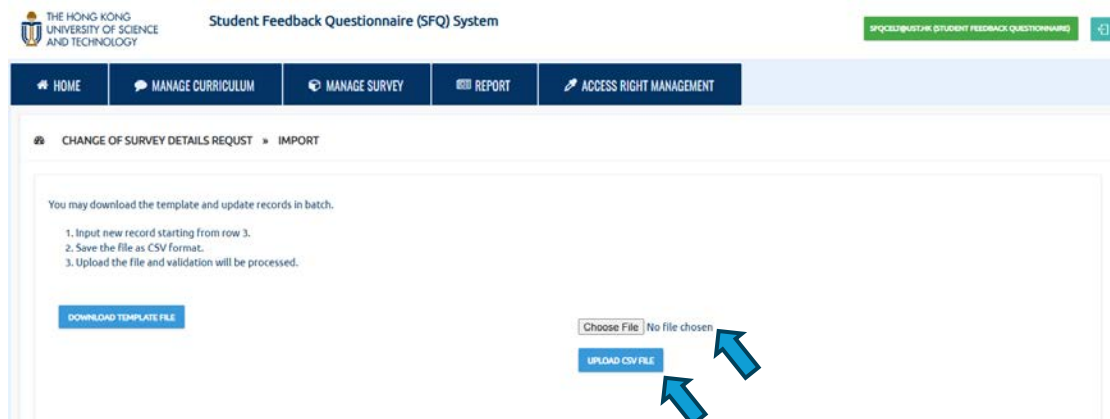
	A	B	C	D	E	F
1	0	1	2	3	4	
2	Survey Name	Report Group	Survey Start Date	Survey End Date	Justification	
3	23-24-SUMMER-COMP-1001-L1-Instructor	COMP,SENG	01/01/2025 03:00	03/01/2025 03:00	Adhoc Request	
4						
5						
6						
7						

After inputting and verifying the above information, save your file in **CSV (Comma-Separated Values) format**.

Note: Do not save the file in Excel Workbook file format (.xlsx).



Click “**Choose File**” to select your **completed CSV file** from your device and then click “**UPLOAD CSV FILE**” to upload.



The system will display a **Validation Result** page. Each row will show a validation result. In the **Error Message** column, if information is successfully validated by the system, it will display **(OK)**. If errors exist, error details will be listed for correction.

Correct any errors until all rows show **(OK)** by clicking the “**BACK**” button to upload the corrected file again. The system will **NOT** proceed if any row contains errors.

Done.

CHANGE OF SURVEY DETAILS REQUEST » IMPORT » VALIDATION RESULT

Line #	Error Message	Skipped
3	Field Survey Name: Value 23-24-SUMMER-ISOM-I-1380-L1-Instructor is Invalid	Yes
4	Field Survey Name: Value 23-24-SUMMER-ISOM-I-1380-L1-TSS is Invalid	Yes
5	Field Survey Name: Value 23-24-SUMMER-ISOM-I-1380-L2-Instructor is Invalid	Yes
6	Field Survey Name: Value 23-24-SUMMER-ISOM-I-1380-L2-TSS is Invalid	Yes

The uploaded file has been undergone the validation process and the result is listed above. As one or more of the lines are considered Invalid, please update the original Import file and validate the file again. This Import process has not been performed.

BACK



Once all rows are valid with **(OK)**, a Proceed button will appear. Click **“PROCEED”** to complete the import.

NOTE: this action **cannot be reversed** and please double check the information before clicking the **“PROCEED”** button.

For further details amendment or update for the same survey(s), please repeat the complete process either by direct entry or batch import. Please contact Academic Quality Advancement Team (sfq.survey@ust.hk) if assistance is needed.

Done.

CHANGE OF SURVEY DETAILS REQUEST » IMPORT » VALIDATION RESULT

Line #	Error Message	Skipped
3	(OK)	No
4	(OK)	No
5	(OK)	No
6	(OK)	No

The uploaded file has been undergone the validation process and the result is listed above. All lines are considered proper and are ready to be imported to the system. You may start the data import process by pressing the Proceed button below.

As the data import process is irreversible, please exercise caution when proceeding further.

BACK PROCEED

3.3 Report (UM/ Reader)

You can download various reports from the system to support curriculum and survey analysis.

3.3.1 Different Report Templates

On the SFQ System homepage, click the “**REPORT**” button of the menu bar. A list of reports will be shown.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY Student Feedback Questionnaire (SFQ) System

SPQCE2@UST.HK (STUDENT FEEDBACK QUESTIONNAIRE)

HOME MANAGE CURRICULUM MANAGE SURVEY **REPORT** ACCESS RIGHT MANAGEMENT

No. of Courses with No Teaching Personnel: 5
No. of Courses Pending Confirmation: 5
Co-list/Multi-coded Courses Pending Confirmation: 0
Total Processing Exclusion Requests: 0

Actions are required by unit managers for the following items:

ACTIVE SURVEY EXERCISES

MANAGE CURRICULUM

In the "Manage Curriculum" page, you can:

1. Add organization unit via "Change Organization Unit"
2. Confirm co-list/multi-coded courses via "Confirm Co-list/Multi-coded Courses"

Other changes to the curriculum:

1. For courses without HKUST instructors, please contact ARO Course Registration Team to update the information.
2. For courses that require TA/TSS SFQ assignments, please update the record in Student Information System (SIS).
3. For courses without course coordinators, the survey will be omitted. Please add the information via Student Information System (SIS) to activate the survey.
4. For teaching staff accounts that cannot be added to SIS, please send an email request to AQA team (sfq.survey@ust.hk).

MANAGE SURVEY

In the "Manage Survey" page, you can:

1. Identify the curriculum without survey creation due to no teaching personnel or course coordinators.
2. Check and confirm the available surveys and details in the active survey exercise.
3. Omit the surveys with provided justifications.
4. Add report groups to the surveys with provided justifications.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY Student Feedback Questionnaire (SFQ) System

SPQCE2@UST.HK (STUDENT FEEDBACK QUESTIONNAIRE)

HOME MANAGE CURRICULUM MANAGE SURVEY **REPORT** ACCESS RIGHT MANAGEMENT

REPORT

JOB QUEUE RECONCILE SURVEY RESPONSE WITH BAD LANGUAGE

- Teaching Personnel Report
- Departmental Term Summary Reports
- Module Term Summary Reports
- Course Group Term Summary Reports
- School Term Summary Reports
- University Term Summary Reports
- Instructor Cumulative Reports
- Teaching Personnel Report (Provisional)
- CSV Reports for Course Offering Units
- All Reports before AY2025/26 (COSSET / ASSET Download Site)

3.3.2 Download and View Reports

On the SFQ System homepage, click the “REPORT” button of the menu bar.

The screenshot shows the SFQ System homepage. The menu bar at the top contains: HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT (highlighted with a blue arrow), and ACCESS RIGHT MANAGEMENT. Below the menu bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there are two sections: 'ACTIVE SURVEY EXERCISES' and 'MANAGE CURRICULUM' and 'MANAGE SURVEY' instructions.

Click on one of the report types you wish to view and download.

The screenshot shows the SFQ System 'REPORT' page. The menu bar at the top contains: HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT (highlighted with a blue arrow), and ACCESS RIGHT MANAGEMENT. Below the menu bar, there are two buttons: 'JOB QUEUE' and 'RECONCILE SURVEY RESPONSE WITH BAD LANGUAGE'. Below these buttons, there is a list of report types: Teaching Personnel Report, Departmental Term Summary Reports, Module Term Summary Reports, Course Group Term Summary Reports, School Term Summary Reports, University Term Summary Reports, Instructor Cumulative Reports, Teaching Personnel Report (Provisional), CSV Reports for Course Offering Units, and All Reports before AY2025/26 (COSSET / ASSET Download Site).

Now you can access the **REPORT** form you selected. Click on the **Survey Exercise** field and list of survey exercises will be displayed below. Scroll down to find and select the survey exercise you wish to retrieve.

To refine your search, you can provide additional values in the filtering fields **in addition to Survey Exercise** field. Then click the “**RETRIEVE**” button.

Now you can view the results on the bottom of page. If a report is ready for download, the **Report Status** column will show **Generated**. In the **Report Download** column, click the button corresponding to your preferred file type (**HTML / PDF / SDF / TXT**) to download the report.

Survey Exercise	Survey	Teaching Personnel	Organisational Unit	Survey Status	Report Status	Report Download
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1380-L1-Instructor	test_jeevan@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1380-L1-TSS	test_imcyeung@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L1-Instructor	test_imsuri@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L1-TSS	test_kenrickyeung@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L2-Instructor	test_imsuri@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L2-TSS	test_imzou@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L3-Instructor	test_imsuri@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L3-TSS	test_imzou@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT
2024-25 Fall Survey Exercise	24-25-FALL-ISOM-1500-L4-Instructor	test_imsuri@ust.hk	ISOM,CCC	—	Generated	HTML PDF SDF TXT

3.4 Manage Access Rights (UM only)

3.4.1 Overview

The **Manage Access Rights** displays system users under your assigned Organisational Unit and allows role management based on your access level.

4 types of roles are available for organisation unit with different level of access:

- **Executive User Manager (EUM)* can access:**

Manage Curriculum, Manage Survey, Reports, Manage Access Rights (Roles of AUM, Editor and Reader)

- **Admin User Manager (AUM) can access:**

Manage Curriculum, Manage Survey, Reports, Manage Access Rights (Limited to roles of Editor and Reader)

- **Editor can access:**

Manage Survey

- **Reader can access:**

Reports

UM Roles in SFQ System

Roles	Assign AUMs	Assign Editors /Readers	Manage Surveys	Download Reports
Executive UM (EUM)*	✓	✓	✓	✓
Admin UM (AUM)	✗	✓	✓	✓
Editor	✗	✗	✓	✗
Reader	✗	✗	✗	✓


* One Executive UM per organization unit.

Please contact Academic Quality Advancement Team (sfq.survey@ust.hk) for granting access rights to EUM.

3.4.2 Add New Role

On the SFQ System homepage, click the “**ACCESS RIGHT MANAGEMENT**” button of the menu bar.

The screenshot shows the SFQ System homepage. The top navigation bar includes 'HOME', 'MANAGE CURRICULUM', 'MANAGE SURVEY', 'REPORT', and 'ACCESS RIGHT MANAGEMENT'. A blue arrow points to the 'ACCESS RIGHT MANAGEMENT' button. Below the navigation bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there are two panels: 'MANAGE CURRICULUM' and 'MANAGE SURVEY', each containing instructions for users.

Click the “**Magnifier Icon**  ” next to the system user you want to update.

The screenshot shows the 'ROLE' management page. It features a table with columns: Last Name, First Name, Username, Type, Organisational Unit, and Account Status. The table contains three rows of data. Blue arrows point to the magnifier icons next to the 'Last Name' and 'Organisational Unit' columns. The table data is as follows:

Last Name	First Name	Username	Type	Organisational Unit	Account Status
ACCONF HKUST		acconf@ust.hk	Project	ACCT	ENABLED
ACWORKSP HKUST		acworksp@ust.hk	Project	ACCT	ENABLED
Center For Securities Analysis		csaft@ust.hk	Project	ACCT	ENABLED

Note: If you are a UM with access to multiple organisational units, please verify the system users and their associated organisational units carefully before making any updates.

Click the “**ADD NEW ROLES +**” button.

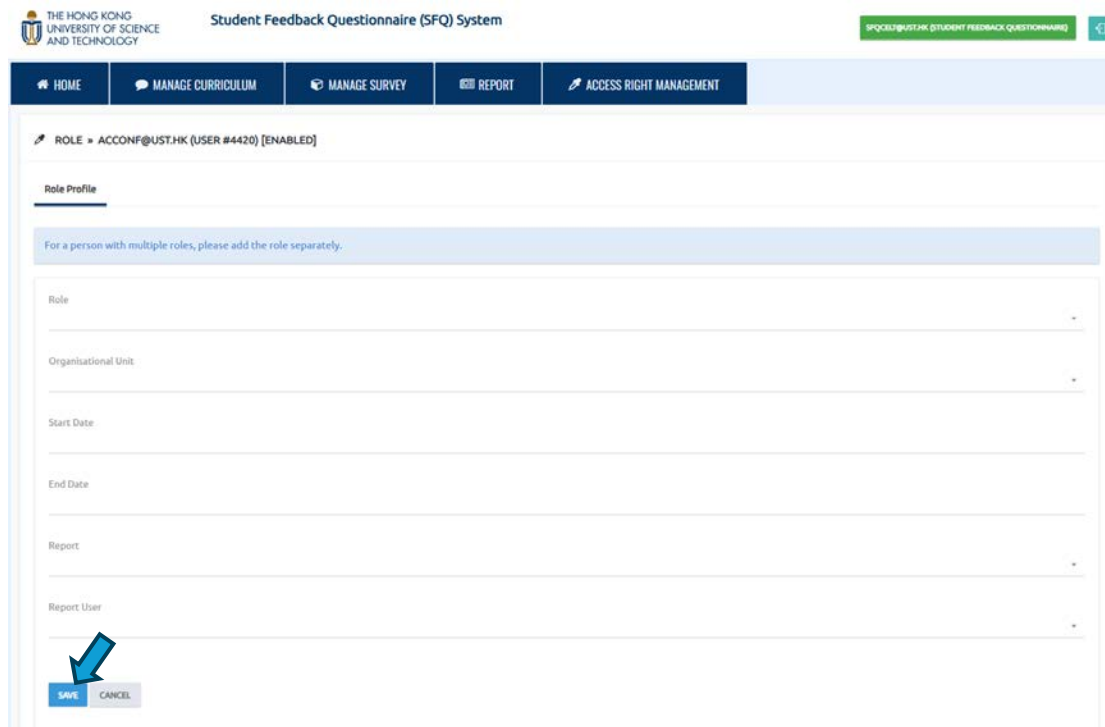


Then you can see a **Role Profile**. Enter the following details of role:

1. Role
2. Organisation Unit
3. Start Date (**Remarks:** If left blank, the setting takes effect immediately)
4. End Date (**Remarks:** If left blank, the setting has no expiry date)
5. Report User (**Remarks:** you need to **enter at least five** characters of the individual's name)

Click “**SAVE**” to apply the new role.


Note: For user with multiple roles, please add the role separately.



3.4.3 Edit Role

On the SFQ System homepage, click the “**ACCESS RIGHT MANAGEMENT**” button of the menu bar.



The screenshot shows the SFQ System homepage. At the top, there is a navigation bar with the following items: HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. The 'ACCESS RIGHT MANAGEMENT' button is highlighted with a blue arrow. Below the navigation bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there is a section titled 'ACTIVE SURVEY EXERCISES' with two sub-sections: 'MANAGE CURRICULUM' and 'MANAGE SURVEY'. The 'MANAGE CURRICULUM' section contains instructions for adding organization units and confirming co-list/multi-coded courses. The 'MANAGE SURVEY' section contains instructions for identifying curriculum without survey creation, checking and confirming surveys, omitting surveys with justifications, and adding report groups.



Click the “**Magnifier Icon**  ” next to the system user you want to update.

The screenshot shows the 'ROLE' management page in the SFQ System. The page has a navigation bar with the following items: HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. Below the navigation bar, there is a section titled 'ROLE' with a 'EXPORT LIST' button. The page displays a table of system users with the following columns: Last Name, First Name, Username, Type, Organisational Unit, and Account Status. The table contains three rows of data. The 'Last Name' column has magnifier icons next to each entry. A blue arrow points to the magnifier icon next to 'ACCONF HKUST'. Another blue arrow points to the magnifier icon next to 'Center For Securities Analysis'.

Last Name	First Name	Username	Type	Organisational Unit	Account Status
ACCONF HKUST		acconf@ust.hk	Project	ACCT	ENABLED
ACWORKSP HKUST		acworksp@ust.hk	Project	ACCT	ENABLED
Center For Securities Analysis		csaft@ust.hk	Project	ACCT	ENABLED

Note: If you are a UM with access to multiple organisational units, please verify the system users and their associated organisational units carefully before making any updates.

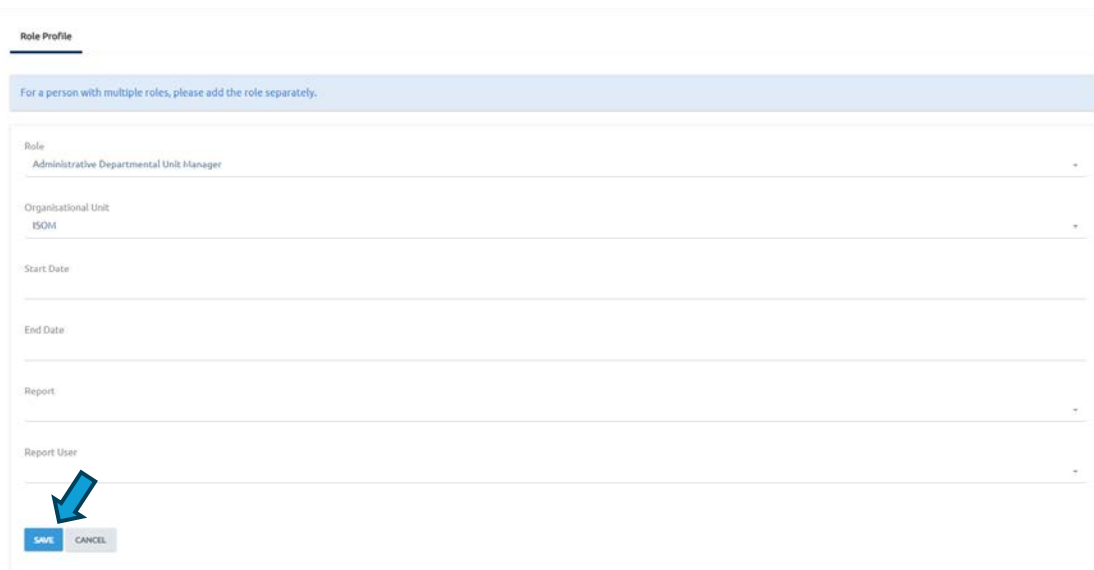
Click the “**Edit icon** 

Role	Organisational Unit	Start Date	End Date	Report	Report User	Actions
Administrative Departmental Unit Manager	ISOM					 

Then you can view the Role Profile and edit the following details:

1. Role
2. Organisation Unit
3. Start Date (**Remarks:** If left blank, the setting takes effect immediately)
4. End Date (**Remarks:** If left blank, the setting has no expiry date)
5. Report User (**Remarks:** you need to **enter at least five** characters of the individual's name)

Click “**SAVE**” to apply the role update.



Role Profile

For a person with multiple roles, please add the role separately.

Role
Administrative Departmental Unit Manager -



Organisational Unit
ISOM -

Start Date

End Date

Report
_____ -

Report User
_____ -

3.4.4 Delete Role

On the SFQ System homepage, click the “**ACCESS RIGHT MANAGEMENT**” button of the menu bar.

The screenshot shows the SFQ System homepage. At the top, there is a navigation bar with the following items: HOME, MANAGE CURRICULUM, MANAGE SURVEY, REPORT, and ACCESS RIGHT MANAGEMENT. The 'ACCESS RIGHT MANAGEMENT' button is highlighted with a blue arrow. Below the navigation bar, there are four summary cards: 'No. of Courses with No Teaching Personnel' (5), 'No. of Courses Pending Confirmation' (5), 'Co-list/Multi-coded Courses Pending Confirmation' (0), and 'Total Processing Exclusion Requests' (0). Below these cards, there is a section titled 'ACTIVE SURVEY EXERCISES' with two sub-sections: 'MANAGE CURRICULUM' and 'MANAGE SURVEY'. The 'MANAGE CURRICULUM' section contains instructions for adding organization units and confirming co-list/multi-coded courses. The 'MANAGE SURVEY' section contains instructions for identifying curriculum without survey creation, checking and confirming surveys, omitting surveys with justifications, and adding report groups.

Click the “**Magnifier Icon**” next to the system user you want to update.

The screenshot shows the 'ROLE' management page in the SFQ System. The page displays a table of system users with the following columns: Last Name, First Name, Username, Type, Organisational Unit, and Account Status. The table contains three rows of data:

Last Name	First Name	Username	Type	Organisational Unit	Account Status
ACCONF HKUST		acconf@ust.hk	Project	ACCT	ENABLED
ACWORKSP HKUST		acworksp@ust.hk	Project	ACCT	ENABLED
Center For Securities Analysis		csaft@ust.hk	Project	ACCT	ENABLED

Blue arrows point to the magnifier icons next to the 'Last Name' column for the 'ACCONF HKUST' and 'ACWORKSP HKUST' rows.

Note: If you are a UM with access to multiple organisational units, please verify the system users and their associated organisational units carefully before making any updates.

Click the “**Trash icon** 🗑️” in the Actions column for the role you want to delete.

Note: the delete role action will be **effective immediately** once you click the trash icon.

Role Profile

Role	Organisational Unit	Start Date	End Date	Report	Report User	Actions
Administrative Departmental Unit Manager	ISOM					 



4. Teaching Personnel

4.1 View and Download Report

4.1.1 View survey response rate and teaching personnel reports

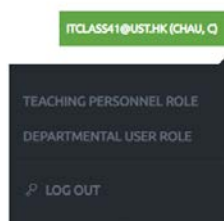
Once you have successfully logged on the SFQ System, you can view the **Response Rate**, which is subject to change if any students have been excluded from the calculations for the final reports, and download personalised reports by clicking the **DOWNLOAD** button for specific report.

2024-25 Summer										
Course	Section	Survey Name	Teaching Personnel	Survey Period	Response Rate	No. of Days Left	Survey Status	Provisional Report	Final Report	
ACCT2010	L1	24-25-SUMMER-ACCT-2010-L1-Instructor	IT CLASS, 94 (Project 2)	21/07/2025 00:00 — 25/07/2025 15:00	40.0%	0	Closed	Not Available	DOWNLOAD	
ACCT2010	L2	24-25-SUMMER-ACCT-2010-L2-SI	IT CLASS, 94 (Project 2)	18/07/2025 00:00 — 22/07/2025 11:59	37.0%	0	Closed	Not Available	DOWNLOAD	

2023-24 Summer										
Course	Section	Survey Name	Teaching Personnel	Survey Period	Response Rate	No. of Days Left	Survey Status	Provisional Report	Final Report	
CIEH5180	L1	23-24-SUMMER-CIEH-5180-L1-Instructor	LL C IT CLASS, 94 (Project 2)	01/07/2025 00:00 — 05/08/2025 00:00	0.0%	0	Closed	DOWNLOAD	Not Available	
FINAS390	L1	23-24-SUMMER-FINA-5390-L1-Instructor	FRANKLIN, L IT CLASS, 94 (Project 2)	27/08/2025 00:00 — 28/08/2025 11:00	3.8%	0	Closed	DOWNLOAD	Not Available	

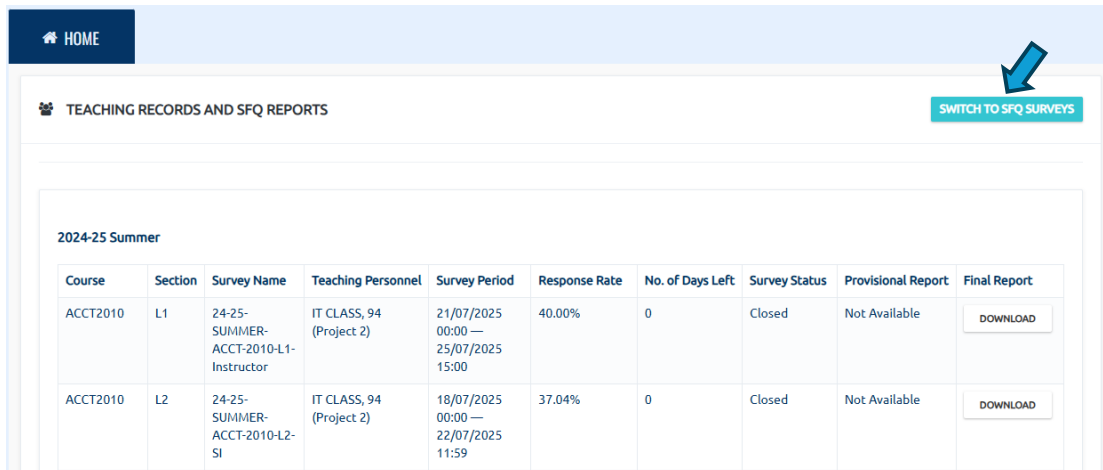
4.1.2 View course group, school, and university reports

If you have report rights on different course groups, schools, and university reports, you can switch your role by selecting “Departmental User Role” to access the reports. For Example:



4.2 Take Survey

If you have enrolled as a student in a curriculum, you can click on the “**SWITCH TO SFQ SURVEYS**” button to access the survey page.



HOME

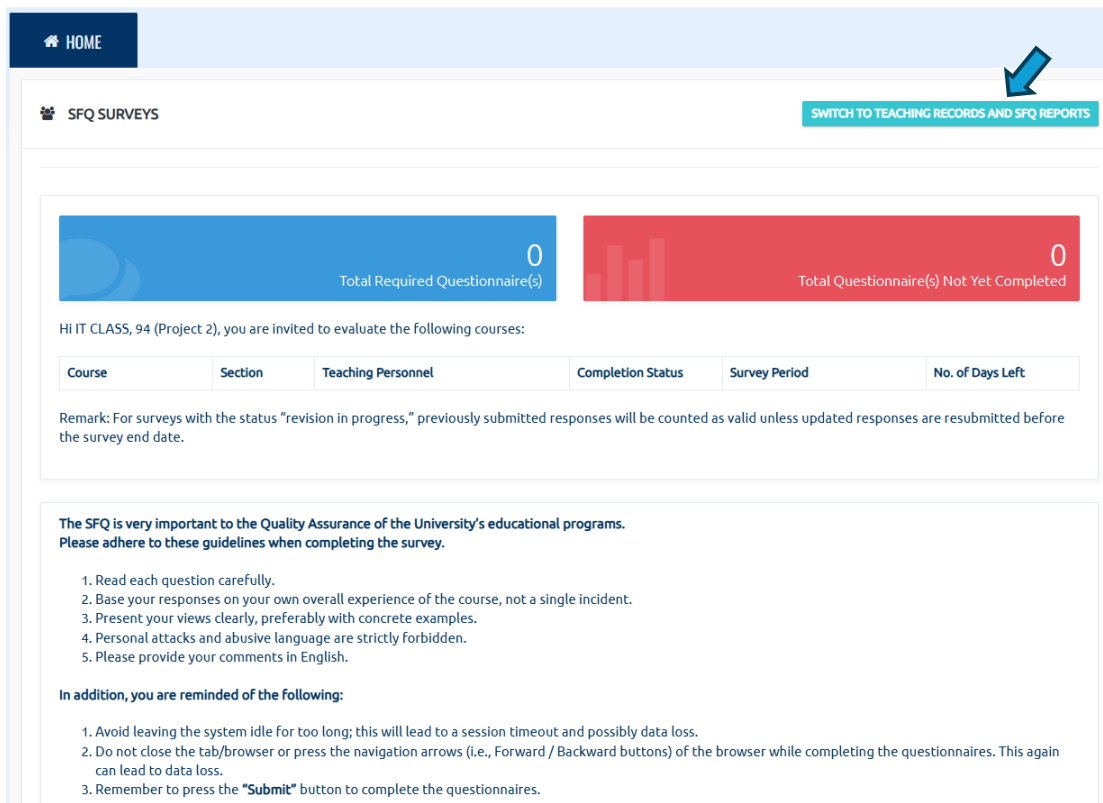
TEACHING RECORDS AND SFQ REPORTS

SWITCH TO SFQ SURVEYS

2024-25 Summer

Course	Section	Survey Name	Teaching Personnel	Survey Period	Response Rate	No. of Days Left	Survey Status	Provisional Report	Final Report
ACCT2010	L1	24-25-SUMMER-ACCT-2010-L1-Instructor	IT CLASS, 94 (Project 2)	21/07/2025 00:00 — 25/07/2025 15:00	40.00%	0	Closed	Not Available	DOWNLOAD
ACCT2010	L2	24-25-SUMMER-ACCT-2010-L2-SI	IT CLASS, 94 (Project 2)	18/07/2025 00:00 — 22/07/2025 11:59	37.04%	0	Closed	Not Available	DOWNLOAD

You can click “**SWITCH TO TEACHING RECORDS AND SFQ REPORTS**” button to return to the Teaching Records and SFQ Reports page.



HOME

SFQ SURVEYS

SWITCH TO TEACHING RECORDS AND SFQ REPORTS

Total Required Questionnaire(s) 0

Total Questionnaire(s) Not Yet Completed 0

Hi IT CLASS, 94 (Project 2), you are invited to evaluate the following courses:

Course	Section	Teaching Personnel	Completion Status	Survey Period	No. of Days Left
--------	---------	--------------------	-------------------	---------------	------------------

Remark: For surveys with the status "revision in progress," previously submitted responses will be counted as valid unless updated responses are resubmitted before the survey end date.

The SFQ is very important to the Quality Assurance of the University's educational programs. Please adhere to these guidelines when completing the survey.

1. Read each question carefully.
2. Base your responses on your own overall experience of the course, not a single incident.
3. Present your views clearly, preferably with concrete examples.
4. Personal attacks and abusive language are strictly forbidden.
5. Please provide your comments in English.

In addition, you are reminded of the following:

1. Avoid leaving the system idle for too long; this will lead to a session timeout and possibly data loss.
2. Do not close the tab/browser or press the navigation arrows (i.e., Forward / Backward buttons) of the browser while completing the questionnaires. This again can lead to data loss.
3. Remember to press the "Submit" button to complete the questionnaires.

5. Students

5.1 Take Survey

You can begin the survey by clicking the **name of the survey** in the **Course Column**.

The screenshot shows the 'SFQ SURVEYS' dashboard. At the top, there are two summary boxes: a blue one for 'Total Required Questionnaire(s)' with a count of 1, and a red one for 'Total Questionnaire(s) Not Yet Completed' with a count of 1. Below these, a message reads: 'Hi CHE, L, you are invited to evaluate the following courses:'. A table follows with columns: Course, Section, Teaching Personnel, Completion Status, Survey Period, and No. of Days Left. A blue arrow points to the 'Course' column. The table contains one row: Course: ISOH1200, Section: L2, L2, Teaching Personnel: XU, Y; IEONG, C, Completion Status: NOT YET STARTED, Survey Period: 22/09/2025 00:00 — 07/10/2025 00:00, No. of Days Left: 6. A remark at the bottom states: 'Remark: For surveys with the status "revision in progress," previously submitted responses will be counted as valid unless updated responses are resubmitted before the survey end date.'

Follow the on-screen instructions to complete the survey.

The screenshot shows a survey question titled 'For the Course'. The question is: '1. The course intended learning outcomes and grading criteria were clearly communicated at the start of the course, allowing me to understand how my work will be evaluated. *'. Below the question are five radio button options: 'Strongly Agree' (selected), 'Agree', 'Neither Agree nor Disagree', 'Disagree', and 'Strongly Disagree'. A second question is partially visible: '2. The course (e.g. course content, teaching materials, learning activities) helped me achieve the course intended learning outcomes. *', with 'Strongly Agree' selected.

During the survey, use the **“BACK”** and **“NEXT”** buttons to navigate between pages.


10. The Instructor (XU, Y) provided helpful and timely feedback on my performance within two weeks (e.g. in assessment tasks, tests, presentations, projects). *


Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

11. Overall, I am satisfied with the teaching by the Instructor (XU, Y). *

Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

12. Please provide any further comments about the Instructor (XU, Y) below. For example, you may write about the good teaching practices you observed, the improvements the Instructor could make in his/her teaching, and whether the instructor was inclusive to accommodate students from different backgrounds.





On the final page, click the “**SUBMIT**” button to finalise your responses.

9. The Instructor (XU, Y) was readily available to answer questions and support students (e.g. in-person, reply to emails within one week). *

Strongly Agree


10. The Instructor (XU, Y) provided helpful and timely feedback on my performance within two weeks (e.g. in assessment tasks, tests, presentations, projects). *


Strongly Agree

11. Overall, I am satisfied with the teaching by the Instructor (XU, Y). *

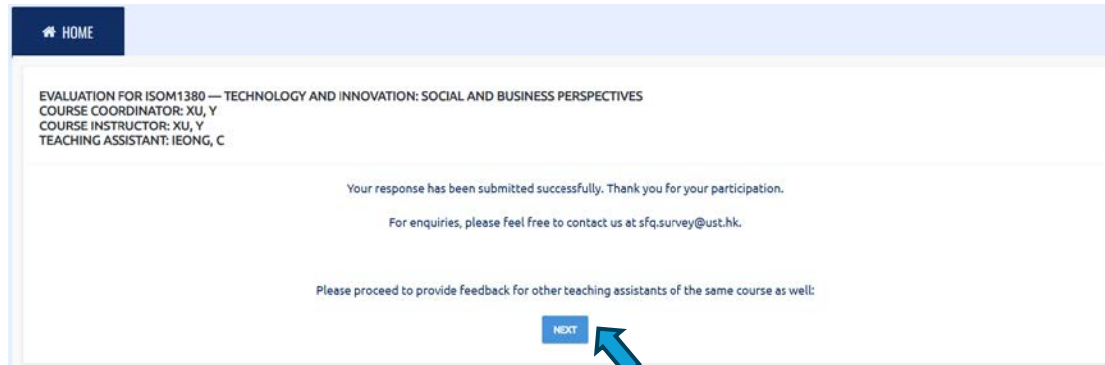
Agree

12. Please provide any further comments about the Instructor (XU, Y) below. For example, you may write about the good teaching practices you observed, the improvements the Instructor could make in his/her teaching, and whether the instructor was inclusive to accommodate students from different backgrounds.

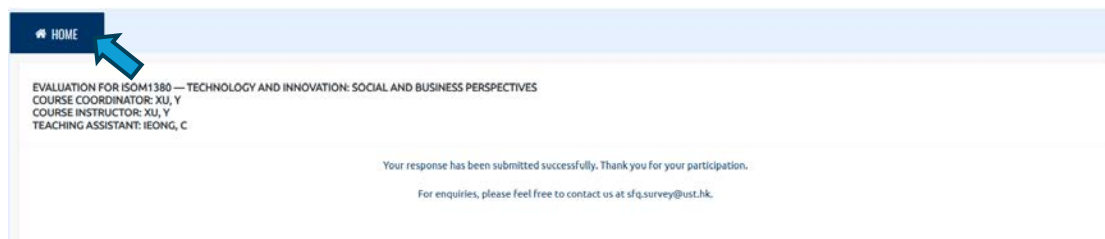




After submission, a confirmation page will appear. If the course includes **Tutorials or Laboratory Classes**, we strongly encourage you to provide feedback for the **Teaching Assistant(s)**¹ by clicking “**NEXT**” button. Please follow the same steps to complete the survey and submit your response.



To continue with other available surveys, click “**HOME**” to return to the homepage.



¹ Teaching Associates (TA), Instructional Assistants (IA), Graduate Teaching Assistants (GTA) and other teaching support staff (e.g. teaching support staff, technical staff) are included.