

【Bachelor's course】

Guideline for “Course and Students’ Learning Survey”, Winter Quarter 2025

Mori Arinori Institute for Higher Education and Global Mobility,
Hitotsubashi University

Hitotsubashi University conducts “Course and Students’ Learning Survey” for undergraduate courses at the end of each semester. Please read the guidelines and manual below and cooperate the survey.

● **Survey period :** Mon., December 1, 2025 – Wed., February 11, 2026

● **Target Courses covered by the survey :**

All undergraduate course for winter quarter, autumn - winter term, all year round and winter intensive courses.

* Master's and doctoral course and Global Education Portfolio Program are not applicable
Surveys may not be conducted for courses with 20 or fewer students.

● **How to survey**

- ✧ Face-to-face courses and live-streaming courses: Please give students time to complete the survey for about 10 minutes at the end of the course and encourage them to answer in manaba. Before you finish the course, make sure they have completed answering.
- ✧ On-demand courses: We will announce to students on the CELS bulletin board that they will complete the course survey. But we also ask that you encourage them to complete survey on manaba in the course videos and materials.

● **Courses with two or more instructors (Except for “PACE”)**

Even if multiple instructors are co-teaching one subject, one survey will be conducted per subject. Please make sure that instructors communicate with each other to ensure that the survey is completed properly.

● **Submit Answer**

The survey answers can be submitted only once and cannot be changed after submission. So, if you add your own extra questions, be mindful of the timing.

● **Survey results and feedback**

- ✧ The survey results can be checked in real-time, so please feel free to use this feature in your courses. (see the Course Evaluation manual)
- ✧ Instructors can provide feedback on the survey results through manaba Collect Assignment page. Please feel free to use it.
- ✧ Once the survey period is over, the survey results and comments will be distributed through manaba in PDF form to all instructors and students.
- ✧ Please note that your access rights to manaba will expire 60 days after your retirement date.
- ✧ The survey results (except comments) will be published in the University Library etc.

● Base Questions for the survey

Q1	この授業のシラバスは履修登録するか判断するために十分な情報がありましたか？ Did the course syllabus have enough information to decide on registration?
Q2	あなたの授業への出席率はどの程度でしたか？ What was your rate of attendance on this course?
Q3	1回の授業に対して、平均してどのくらいの授業外学習を行いましたか？ 学習時間にはテキストや講義資料を読むなどの予習・復習のための時間の他に授業内容に関連した書籍や論文の読書の時間、友人や家族などとの授業に関連した内容を話題した時間も含めてください。 How many hours did you work at home for each class? Please include time for reading books and research papers related to the course, and time to discuss content related to the course with friends and family in addition to preparation and review for each class in study time.
Q4	授業のねらいや学習目標は理解できましたか？ Were the aims and objectives of the course clear to you?
Q5	成績評価の方法と基準は明確に理解できましたか？ Did you understand clearly the methods and criteria for students grading?
Q6	教員の説明の仕方は分かりやすかったですか？ Did you understand clearly what the instructor said in class?
Q7	教員が使用した教科書や教材は授業内容を理解するのに有用でしたか？ 教科書や教材を使用していない場合は空欄としてください。 Did the textbooks and educational materials help to understand the content of the course? Please leave blank if there is no designated textbook or educational material.
Q8	授業に対する教員の熱意は感じましたか？ Do you think the instructor was enthusiastic enough?
Q9	この授業の受講はあなたにとって意義のあるものでしたか？ Did you find taking this course was worthwhile for you?
Q10	このアンケートに回答したのはいつですか？ When did you answer this survey?
Q11	ご連絡いただいた場合のみ表示 教員による指定設問
Q12	学部・研究科・エリアによる指定設問 教員による指定設問
Q13	学部・研究科・エリアによる指定設問 教員による指定設問
Q14	学部・研究科・エリアによる指定設問 教員による指定設問
Q15	— 教員による独自指定設問
Q16	— 教員による独自指定設問
Q17	— 教員による独自指定設問
Q18	— 教員による独自指定設問
Q19	自由記述 Please write your opinions on how to improve the course,

Displayed only when you contact us.

● Designated area questions

There are four questions that each area can ask independently. The Questions will be added to the survey only if you contact the Mori Arinori Institute for Higher Education and Global Mobility in advance.

● Additional questions by the instructor

There are four questions that each instructor can ask independently to improve your course. Please write questions on the blackboard or distribute handouts during the survey time. Please note that these questions will not be shown on the survey results, so please keep them by yourself.

● Comments

In the comment section, students are free to write their opinions and impressions about the course, but you may set a specific topic and ask students for their opinions. You may also encourage students to write as many comments as possible.

If you have any further inquiries, please feel free to contact the Mori Arinori Institute for Higher Education and Global Mobility. (Serita).

E-mail : edu-dc-km.g@ad.hit-u.ac.jp Tel : 042-580-8996 Ext : 8996

How to announce the survey to students

—At the course before the survey date—

Please announce the following to your students:

We will be conducting a manaba course survey in the next class. Please respond from your computer, mobile phone, tablet, or other device within the specified period. If you have time, you may respond in advance. In addition, the following message will be sent from the Vice President in charge. "While the results of this survey will not identify individuals, the purpose of this survey is to improve courses. Just because individuals will not be identified, please avoid any defamatory comments, and make sure to write your thoughts and opinions that will help improve courses."

—On the day of the survey—

In face-to-face course, during the last 10 minutes of course, announce the following steps ① to ⑤ to have students fill out the survey, and end the course after the survey is completed.

※ For on-demand course, the manual will be posted on CELS so that students can answer the questions independently, but we would appreciate it if you could encourage students to answer questions in the course videos and materials.

We are doing the course survey on manaba. Please access manaba on a separate window from the university website. Although individuals will not be identified in the survey, please instruct to students to avoid offensive expression.

1. Go to the Hitotsubashi University Website. Click "Current Students" and login to manaba.
2. Click the course survey located in "Specific Assignments/Surveys" at the "Top" tab on manaba "My Page".
3. Click "Survey Room".
4. Select course title from the course survey list in "Specific Assignments/Surveys".
5. Click "Start" and answer questions. Please be sure to click "Submit" to finalize your submission.

Please leave your class room after reading instructions 1 through 5.

The image displays a series of screenshots from the Hitotsubashi University website and the Manaba system, illustrating the steps for instructors to access the course survey.

- Hitotsubashi University Website:** The first screenshot shows the university's homepage. A red arrow points to the "Current Students" link in the top navigation bar. Another red arrow points to the "manaba (portal system)" link in the "Classes/Courses" section.
- Manaba "My Page":** The second screenshot shows the "My Page" interface. A red box highlights the "Specific Assignments / Surveys" link in the left sidebar.
- Specific Assignments / Surveys - Result:** The third screenshot shows a list of surveys. A red box highlights the "授業と学習に関するアンケート<2025年度春学期>" (Survey about teaching and learning <Spring Semester 2025>) entry.
- Survey Room:** The fourth screenshot shows the "Survey Room" for the selected survey. A red box highlights the "Start" button at the bottom right.

During the survey period the results can be displayed (in Excel form and pie chart) real-time in the following steps:

2. Click a course title you would like to check.

- 【Note】

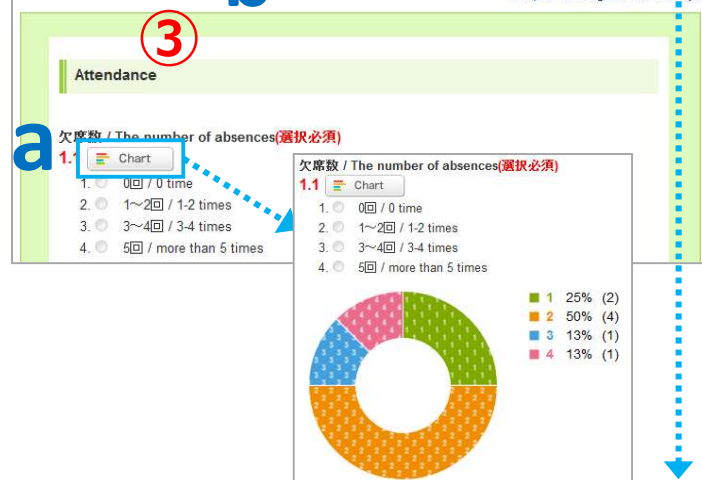
- 【Caution!】

- ✓ The source data doesn't include any personal information (e.g. User ID, name and Student ID).
- ✓ To display the latest survey results, refresh the "Collect Assignment" page.



Specific Assignments / Surveys		
Title	Status	Period
授業アンケート(平成28年度後期)	In Progress	2016-10-12 00:00:00 - 2016-11-01 00:00:00
		2016
		2016
		2016
international politics		2016
international politics1		2016
international economics3		2016
international law1		2016
international law2		2016
international law3		2016

Collect Assignment		
国際経済1:授業アンケート(平成28年度後期)		
Description	全学部対象の授業アンケート evaluations of all departments	are class
Course Information	2016 Instructor Manual	
Start	2016-10-12 00:00:00	
End	2016-11-01 00:00:00	
Respondents	8 items	
Download results		
Specific Assignments / Surveys		

[illegible]

How to check the tabulated results per course and list of comments

The tabulated survey results per course and list of comments can be checked after completion of the survey analysis.

1. Select a course survey you would like to check from the "Specific Assignments/Surveys" list in "My Page".
2. Click a course title you would like to check.
3. Check the course survey result.

My Page

Specific Assignments / Surveys page

Title	Status	Period
授業アンケート(平成28年度後期)	Closed	2016-10-12 00:00:00 - 2016-10-30 00:00:00
international politics2		2016
international politics1		2016

Collect Assignment page

Collect Assignment

国際経済1 授業アンケート(平成28年度後期) / Class Evaluation(2nd semester in 2016)

Description: 全学部対象の授業アンケートです。回答をお願いします。 / These are class evaluations of all departments. Please answer them.

Course Information: 2016 Instructor Manabu Baba

Start: 2016-10-12 00:00:00

End: 2016-10-30 00:00:00

Respondents: 8 items

This assignment has ended.

Download results

Results and Feedback

result.pdf - 2016-10-31 12:44:30

The goal of this course is ...
The result of that is ..., which shows ...

Edit 2016-10-31 12:50:39 - u-teacher1

How to provide feedback from the instructor

Instructors can also provide feedback on the results of the course survey. Follow the steps below.

1. Click "Edit" button in the "Results and Feedback" area in the "Collect Assignments" page.
2. Enter your comment and click "Update" to add your feedback.

Collect Assignment

国際経済1 授業アンケート(平成28年度後期)

Description: 全学部対象の授業アンケートです。回答をお願いします。 / These are class evaluations of all departments. Please answer them.

Course Information: 2016 Instructor Manabu Baba

Start: 2016-10-12 00:00:00

End: 2016-10-30 00:00:00

Respondents: 8 items

This assignment has ended.

Download results

Results and Feedback

result.pdf - 2016-10-31 12:44:30

The goal of this course is ...
The result of that is ..., which shows ...

Edit 2016-10-31 12:50:39 - u-teacher1

Comment from Instructor

The goal of this course is ...
The result of that is ..., which shows ...

Update Cancel

Collect Assignment page