The questionnaire of the Innova survey about school level innovations in Hungary

This is the English translation of the text of the electronic questionnaire sent out to the heads of all units providing education in the Hungarian education system (including kindergartens, basic schools, secondary general and vocational schools, university departments, doctoral schools and private adult education providers) in October/November of 2016.[1]

*This is one of the data collection instruments used in the **Innova research project**. The Innova research project was launched in early 2016 by the Higher Education and Innovation Research Group of the Institute of Education of ELTE University, Budapest.[2] The project aims at better understanding the emergence, diffusion and systemic impact of local/school level innovations in the education sector. By the end of December more than 4500 questionnaires have been sent back by the contacted educational units.*

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THE INNOVA QUESTIONAIRE

I. PART:
QUESTIONS ABOUT THE ORGANISATION

General information

The first part of the questionnaire focuses on some general features of your organisation/institution. Please note that the questions asked here always relate to your own unit whenever there is a phrase "in your organisation/institution". For example, if you are the head of a specific department at a university, the questions will always be specific to this particular unit and not to the university as a whole.

Q1. Please indicate which of the following aspects fall within your organisation's/institution's profile.

	No such profile	Yes, we have such profile	I cannot/do not want to indicate
Pre-school education			
Basic education (1-8)			
Teaching children with special education needs			
Arts education			
General secondary education			

Vocational secondary education			
Formal, school-based adult education			
Non-formal adult education			
Dormitory service			
Higher education			
Doctoral education			
Other, please specify			

Q2. Please indicate the number of employees your organisation/institution currently employs:
- 5 employees or less (1)
- 6-20 employees (2)
- 21-50 employees (3)
- 51-100 employees (4)
- More than 100 employees (5)
- I cannot/do not want to indicate (6)

Q3. Please indicate the time period you have been part of your organisation/institution:
- 2 years or less (1)
- 3-5 years (2)
- 6-10 years (3)
- More than 10 years (4)
- I cannot/do not want to indicate (5)

Q4. Please indicate your current function in the organisation/institution:
- Director/manager (1)
- Managerial responsibilities in one strand of the organisation/institution /A position in management/leadership of the organisation/institution (2)
- Non-managerial position (e.g. teacher, tutor) (3)
- Other, please specify (4):
- I cannot/do not want to indicate (5)

Institutional practices

In the following section, you find questions about the professional work of your organisation/institution. The phrase "your organisation/institution" always applies to your own unit. For example, if you are the head of a specific department at a university, the questions will always be specific to this particular unit and not to the university as a whole.

Q5. Please indicate whether your organisation/institution has experienced any of the following in the last 10 years.
Please select one answer in each row that most adequately describes the situation in your organisation/institution.

	Never	Once or twice	Several times	Lot of times	Don't know/don't want to answer
5.1. One of our employees started to apply pedagogic solutions significantly different from his/her earlier practice					
5.2. We started to apply new solutions invented by our own colleagues to make our organisation/institution more effective					
5.3. The effectiveness of our work has improved significantly following an innovation initiated by our own colleagues					
5.4. The successful innovations initiated by our own colleagues have not proven to be durable or sustainable					
5.5. Our stakeholders (e.g. pupils, students, parents, economic organisations, NGOs) have played an active role in the development of our innovations					

Q.6. Please indicate whether significant innovations, improving the professional work or organisational effectiveness of organisation in any of the following areas, have happened in your organisation/institution in the last 10 years.
Please select one answer in each row that most adequately describes the situation in your organisation/institution.

	Never happened	Once or twice	Several times	Lot of times	Don't know/don't want to answer
6.1. Major pedagogical innovations related with learning and teaching methods and tools in classrooms					
6.2. Major pedagogical innovations related with learning and teaching methods and tools outside classrooms (e.g. field work, students'					

independent work at home)					
6.3. Major pedagogical innovations related with the use of technical devices (e.g. computers, digital devices, computer networks)					
6.4. Major pedagogical innovations related with the internal operations of your organisation/institution (e.g. management, leadership, infrastructure)					
6.5. Major pedagogical innovations related with the external relationships with stakeholders (e.g. local community, parents, employers, NGOs, students)					
6.6. Other, please specify					

Knowledge sharing

Q7. Please indicate whether any of the following, and how often, has happened in your organisation/institution in the last ten years.
Please select one answer in each row that most adequately describes the situation in your organisation/institution.

	Never happened	Once or twice	Several times	Lot of times	Don't know/don't want to answer
7.1. We have prepared a description on the good practice/innovation within our organisation/institution with the purpose of documenting and sharing innovations with others					
7.2. We have collected and analysed data on the impact of good practices and innovations within our organisation/institute					
7.3. Our organisation/institution has					

borrowed or adopted innovations and good practices from other (domestic) organisations					
7.4. Our organisation/institution has borrowed or adopted innovations and good practices from other (foreign) organisations					
7.5. Innovations and good practices developed at our organisation/institution have been borrowed or adopted by someone else					
7.6. Innovations and good practices invented at our organisation/institution have been reported in media					
7.7. Interested colleagues from other institutions have contacted us in order to get information about innovations developed by us					

Enhancing factors

Q.8. Please indicate whether any of the following, and how often, has happened in your organisation/institution in the last 10 years.
Please select one answer in each row that most adequately describe the situation in your organisation/institution.

	Never occurred	Once or twice	Often	Very frequently	Don't know/don't want to answer
8.1. The organisation/institution has gained additional financial resources through applying to tenders or through other external support programmes					
8.2. We have improved the professional skills of our employees (teachers and trainers) significantly					

8.3. The management of the organisation/institution was replaced by a better prepared manager					
8.4. The organisation/institution has managed to increase the number of pupils/students/learners					
8.5. The organisation/institution has joined a national/regional tender programme aimed at improving the effectiveness of teaching and learning					
8.6. The organisation/institution has taken part in a tender programme which required organisations and institutions to develop new solutions themselves					

Hindrances

Q.9. Please indicate whether any of the following, and how often, has constituted an obstacle to effective work in the last ten years in your organisation/institution.
Please select one answer in each row that most adequately describes the situation in your organisation/institution.

	Never occurred	Once or twice	Often	Very frequently	Don't know/don't want to answer
9.1. The lack of financial resources					
9.2. Lack of professional skills and capacity among the employees (teachers and trainers)					
9.3. Lack of adequate internal organisation					
9.4. A change in management					
9.5. Problems with the institutional climate and communication between the employees within the organisation/institution					

9.6. Decrease in the numbers of stakeholders (children, students, pupils)					
9.7. Problems in the behaviour of stakeholders (children, pupils, students, parents)					
9.8. Worsening of the social situation of stakeholders (children, pupils, students, parents)					

Organisational capabilities

Q.10. It is common that in each organisation/institution there is a number of employees who are more characterised as interested in innovations and improving the effectiveness of their work, as well as a number of those that have more routine work habits. Could you please indicate, to your knowledge, what proportion of staff (% of the total number) would fit into the following two groups? Please note that the sum of the two must be 100%.

      _____ (A) The proportion of those that prefer routine work (1)
      _____ (B) The proportion of those that prefer to look for new solutions and to constantly improve their work (2)

Q11. In the following section, several organisational features have been listed. Please indicate on the scale what best fits your organisation/institution (1 – not at all typical, 5 – very typical).

	1	2	3	4	5
11.1. The organisation/institution supports that employees think in the perspective of the community					
11.2. The organisation/institution works with external partners to achieve common goals					
11.3. In our organisation/institution there is an aspiration of unifying ideas regarding the organisation's vision					
11.4. In our organisation/institution there is a great consideration how decisions impact the employees'					

morale					
11.5. The organisation/institution encourages employees to seek solutions to problems even beyond the institution					
11.6. The employees openly discuss mistakes in order to learn from them					
11.7. The employees are open to provide and receive honest feedback from and to each other					
11.8. The employees approach problems in their work as opportunities to learn and develop					
11.9. The organisation/institution recognises the learning activities of employees					
11.10. The organisation/institution provides a quick and easy access to necessary information to the employees					
11.11. The organisation/institution recognises a staff initiative					
11.12. The organisation/institution provides adequate resources to the employees in order to successfully complete their tasks					
11.13. The organisation/institution generally supports the need for learning and training opportunities					
11.14. In the organisation/institution, the number of those that learn new skills is growing					

Q12. Is there an entity (e.g. a working group or unit) or a person in your organisation/institution that is in some way officially responsible for the development,

promotion, evaluation and/or dissemination of innovations related to teaching and learning effectiveness?

- No (1)
- No, but there are plans to have such position/entity (2)
- Yes (3)
- Not quite sure if there is a person/entity of such kind in our organisation/institution (4)
- I don't know/don't want to answer (5)

PART II:
QUESTIONS ABOUT THE SPECIFIC INNOVATION

In the next section, we ask you to focus on **one specific innovative initiative**. Please select one of the most significant innovations your organisation/institution has developed in the last 10 years. The following questions will relate to this specific innovation.

Q13. Please describe the selected innovation in one sentence revealing its content (e.g. "the involvement of students in evaluation", "teaching reading by using hand signals", "creating cross-curricular work communities" etc.).

_____

_____

Q14. How many years ago was the innovation created?
- 2 years or less (1)
- 3-5 years (2)
- More than 5 years (3)
- I don't know/don't want to answer

Q15. Please indicate whether the selected innovation is connected to any of the following elements?
It is possible to choose more than one answer.

	Yes	No	Don't know/don't want to answer
15.1. Learning and teaching methods and tools in classrooms			
15..2. Learning and teaching methods and tools outside classrooms (e.g. field work, students' independent work at home)			
15..3. The use of technical devices (e.g.			

computers, digital devices, computer networks)			
15..4. The internal operations of your organisation/institution (e.g. management, leadership, infrastructure)			
15..5. The external relationships with stakeholders (e.g. local community, parents, employers, NGOs, students)			
15.6. Other, please specify (6):			

Q16. In your opinion, how did the innovation impact the work of your organisation/institution?
- Very significantly improved the efficiency of the organisation/institution (1)
- Significantly improved the efficiency of the organisation/institution (2)
- Slightly improved the efficiency of the organisation/institution (3)
- No impact on the efficiency of the organisation/institution (4)
- Negatively impacted the efficiency of the organisation/institution (5)
- Other, please specify (6):
- I don't know/don't want to answer (7)

Q17. For how long was the innovation applied in your organisation/institution?
- 1 year or less (5)
- 1-2 years (4)
- 3-4 years (3)
- 5-10 years (2)
- Currently in use (1)
- I don't know/don't want to answer (6)

Q18. Please indicate to what extent did the original innovation changed since its inception
- It didn't change (is still used in its original form) (1)
- It has changed slightly since the original development (2)
- It has changed significantly since the original development (3)
- I don't know/don't want to answer (4)

Q19. There are several reasons which lead to the development of innovations. Please indicate which of the following elements has played a role in development of the innovation in your organisation/institution.
It is possible to choose more than one answer. Please mark the answers in each row!

	Yes	No	Don't know/don't want to answer
19.1. Issues or problems that needed to be addressed (e.g. change in the composition of learners, inadequate preparedness of staff, lack of resources, issues with the academic			

achievement)			
19.2. External incentives or requirements (e.g. change of central control, participation in EU development programmes, demands from the school maintainer/stakeholders)			
19.3. Successful practices and innovations in other organisations/institutions			
19.4. The innovation emerged accidentally			
19.5. We found attractive the professional approach related with the innovation			
19.6. Other, please specify (4):			

Q20. Please indicate whether your organisation/institution has borrowed/adopted the innovation from another organisation/institution. If there were more than one organisations/institutions that you have to consider, please answer from the perspective of the one that most affected you.
- A public educational organisation/institution in Hungary (1) (Please indicate that institution specifically in the subsequent questions)
- A public higher education organisation/institution in Hungary (2) (Please indicate that institution specifically in the subsequent questions)
- A public educational organisation/institution abroad (3)
- A public higher education organisation/institution abroad (4)
- We didn't use the experiences of any other organisations/institutions (6)
- I don't know/don't want to answer (5)

(THE TECHNICAL QUESTIONS SUPPORTING THE INDENTIFICATION OF THE DONOR INSTITUTION HAVE BEEN OMITTED FROM THE ENGLISH TRANSLATION).

Q21. Please indicate whether there has been an initiative for sharing the selected innovation or its significant elements with other institutions/organisational units.
- Yes, but I am not sure if any institution has adopted it (1)
- Yes, I know about it and it was an organisation/institution in Hungary (2)
- Yes, I know about it and it was an organisation/institution from abroad (3)
- There have not been such initiatives (4)
- I don't know/I don't want to answer (5)

Q.22. If there are any other comments and issues that have not been covered by the questions above and you consider important for us to know for this study, please leave the comment in the section below.

Additional questions

Q.23. Finally, we would like to know, whether you would participate in our further research on educational innovation. Please indicate your answer in each row.

	Yes	No	Don't

			know/don't want to answer
Would you fill in a questionnaire more extensive than the current one, taking appr. 40-60 minutes, on innovations within your organisation/institution?			
Could you possibly forward an electronic questionnaire with similar content sent to you to your colleagues?			