

# Student Evaluation of Programmes Policy

## ***Controlled Document – refer to Intranet for latest version***

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Responsibility: Director Academic Delivery	Date Last Reviewed: September 2016
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## **Purpose**

To ensure that students have an opportunity to provide feedback on the programme in which they are enrolled.

UCOL values student feedback on their programmes of study. Lecturing staff need this feedback in order to continuously improve the quality of programmes and to ensure that student learning needs are being met.

Feedback needs to be given in a timely, safe and constructive manner.

Evidence of analysis of student evaluations of programmes, the key themes identified, and the resulting action plans for quality improvements, will be reported in the Self-assessment Report.

## **Scope**

This policy applies to all UCOL programmes leading to an award.

## **Responsibility**

Executive Deans/Heads of Schools/Programme Leaders are responsible for ensuring student evaluations are undertaken. Faculty Boards of Educational Improvement are responsible for monitoring the process through the approval stage of each programme's Self-assessment Report.

## **Policy Statements**

All students will be given opportunities to provide formal, confidential feedback on the programme in which they are enrolled.

Full year programmes will be evaluated once each semester. The first evaluation will usually be six weeks after the programme has commenced; the final evaluation will be at least six weeks before the end of the academic year.

For a programme delivered over a period of less than sixteen tuition weeks, a single evaluation will be carried out. The Programme Leader will be responsible for ascertaining the most appropriate time to carry out the evaluation.

Evaluations will be conducted and results collated by staff who are not directly involved in teaching or managing the programme.

Prior to the end of the enrolment period a summary of the key themes arising from the evaluations and proposed actions to address these will be discussed with students.

Key themes identified by students, and the date(s) these were discussed with students, will be reported in the Self-assessment Report and addressed in the Action Plan.

All raw data will be securely stored by the Programme Leader until such time as the Self-assessment Report has been approved by the Faculty Board of Educational Improvement, and then destroyed.

Faculty Boards of Educational Improvement will approve Self-assessment Reports and monitor the resulting Action Plans.

### **Relevant Legislation**

- Privacy Act 1993 (From 1 December: Privacy Act 2020)

### **Related Documentation**

- [Self Assessment Guidelines](#)
- [Quality Assurance Policy](#)
- [Student Evaluation of Programmes Procedure](#)