

# Student Evaluation of Programme Procedure

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

Category: Academic	Date Created: October 2002
Responsibility: Director Academic Delivery	Date Last Modified: September 2016
Approval: Executive Director Quality	Version: 16.1

## **Scope**

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

## **Responsibility**

Executive Deans/Heads of Schools/Programme Leaders are responsible for ensuring these procedures are followed, and Faculty Boards of Educational Improvement are responsible for monitoring the process through the Self-assessment Report.

## **Procedure**

Evaluation forms which relate to the programme content and delivery will be used to evaluate a programme as a whole, or all individual courses of a programme.

Areas covered may include programme relevance, difficulty of work, amount of work, quality and quantity of assessment, approachability/responsiveness of lecturers in general, quality of feedback from lecturers in general, environment and resources.

A pre-arranged time is set up for students to complete the form, usually six weeks after the programme has commenced. Full year programmes will be evaluated once each semester, the final evaluation for the year being 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 arranging the time for the evaluation.

For the purpose of retaining the integrity of the process, a person not involved in programme delivery will conduct the evaluation session. This may be an Administrative Assistant, or any other UCOL staff member not involved in teaching the programme.

The reasons for completing the evaluation forms and the ways in which confidentiality will be maintained will be discussed with students prior to their completing the forms.

Staff who are not involved in programme delivery will collate the raw information. This is the responsibility of the Faculty. 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.

The collated information will be given to the Programme Leader who will discuss the findings with the Executive Dean or Head of School. The Programme Leader will then share the information with the programme team, or individual lecturer(s).

When the programme includes multi-site delivery all evaluation responses will be collated so consideration can be given to common themes and/or significant issues identified on the various sites.

The key themes identified by students will be included in the Action Plan section. The Head of School or Programme Leader will discuss these with the student group before the end of the enrolment period.

A summary of key themes, how and when the feedback was communicated to students, and an Action Plan will be included in the Self-assessment Report.

The Self-assessment Report will go to the Faculty Board of Educational Improvement for approval. The Faculty Board of Educational Improvement will monitor the Action Plans and an update on these will be included in the Faculty Board of Educational Improvement report to the Academic Board.

The hard copy or electronic copy of the collated evaluations will be stored in line with UCOL's archiving requirements.

### **Relevant Legislation and/or Web Sites**

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

### **Related Documentation**

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