

Student Evaluations - Policy

- 1. Name** Student Evaluations
First Impressions, Programmes, Courses, Teaching & Learning Experience, Short Course and Adult & Community Education Courses

Number QA170 Version 3

Person Responsible Director, Academic and Student Services
- 2. Policy Statement**

EIT is committed to ensuring that programmes and courses are continuously improved. Student evaluations of programmes, courses, lecturer/tutors and services, along with other forms of observation and evaluation, provide valuable information for improving teaching and learning.

Collated information may be required for statistical reporting to funding agencies and other stakeholders. Other research may be undertaken to monitor the student experience overall.
- 3. Persons/Groups Affected**

 - Programme Co-ordinators
 - Heads of Schools
 - Executive
 - Faculty Administration staff
 - Teaching staff
 - Marketing staff
 - Independent Administrators
 - Students
- 4. Consultation Process**

The academic section consulted with the evaluations sub-group of the Teaching & Learning Group the Education Team, staff, and students before the policy being adopted by Academic Board.
- 5. Quality Outcome**

 - a) Results from student evaluations are used to improve teaching and learning.
 - b) Data collation and analysis provides usable information for Staff, Heads of School and Executive Team.
- 6. Output Standards**

 - a) Data from evaluations are collated independently of staff, facilities and services being evaluated.
 - b) Summaries of evaluation responses are shared with students.
 - c) Heads of Schools/Senior Managers ensure that actions required are completed.
 - d) A minimum of 60% of students complete formal evaluations for data to be statistically relevant.
- 7. Compliance Standards**

 - a) Evaluations are carried out at appropriate times on the approved form.
 - b) Results of student evaluations are analysed and actioned in a timely manner.
- 8. Reporting Requirements**

- a) Heads of Schools report to the Dean and Faculty Academic Committee that adequate and timely follow up of issues raised in student evaluations has occurred.
- b) An analysis of student evaluation results and plans for action are included in the annual programme report to the Academic Board and five year programme reviews.
- c) Service sections report responses to Executive on relevant collated evaluation results.

9. Key Dates

Date when first registered	February 2003
Date of upgrade	
Last reviewed	March 2009
Next review date	February 2012