

### PURPOSE

EIT is committed to ensuring that programmes and courses are continuously improved. Student evaluations of programmes, courses 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.

### SCOPE

This policy and its related procedures apply to all programmes and courses offered at EIT at all campuses.

### BACKGROUND

Evaluation by students has and continues to be a long-standing and fundamental source of evidence that informs education design teaching and learning. EIT has had policy relating to student evaluation since the institution's inception. Student feedback has become very closely linked to institutional and programme self-assessment.

### PERSONS / GROUPS AFFECTED

- Programme Coordinators
- Heads of Schools
- Executive Team
- Faculty Administration staff
- Teaching staff
- Marketing staff
- Independent Administrators
- Students

### CONSULTATION PROCESS

EIT's Educational Development Centre consulted with Faculty Academic Committee members from all faculties to review the survey system before the policy was approved by Academic Board.

### QUALITY OUTCOMES

- 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, Group Managers and Executive Team.

#### 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/Managers ensure that actions required are completed.
- d) A minimum of 60% of students complete formal evaluations for data to be statistically relevant.

#### 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.

#### REPORTING STANDARDS

- a) Heads of Schools/Managers report to the Dean and Programme Cluster Committees (PCC) 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 Self-Assessment reports to the Institutional Academic Committee (IAC).
- c) Service sections report responses to Executive on relevant collated evaluation results.

#### LEGISLATION

<b>Document information – Office use only</b>	
<b>Document Name</b>	Student Evaluation
<b>Document Number</b>	QA170
<b>Executive</b>	Student and Academic Services Director
<b>Owner</b>	Student and Academic Services Director
<b>Developer</b>	Education Advisor – Evaluation
<b>Review Frequency</b>	36
<b>Last Review</b>	1/05/2019
<b>Next Review</b>	1/05/2022
<b>Related Items</b>	<a href="#">Click here</a> for Related Documents (available only on Staffnet)
<b>Version history</b>	New format May 2018