



## **Course Evaluation Process**

### **Introduction**

1. An important aspect in the life of the College is to request student feedback on the academic units students undertake and on their overall experience of the programmes in which they are enrolled. This enables the College to enhance and develop the units and programmes it offers.

### **Student Input**

2. At the end of each unit, in each semester, taught students are encouraged to complete a feedback form.
3. At the end of each academic year the students are encouraged to complete an annual feedback form on their overall experience through the year.
4. Distance learning students are encouraged to complete feedback forms on the completion of each unit.
5. Students attending postgraduate residentials and Research Colloquia are invited to complete a feedback form.
6. For research students, the annual monitoring process provides opportunities for feedback to be given on the research experience and the supervision received.
7. Students are represented on Programme Committees, the Academic Quality Assurance Committee (AQAC) and the Academic Board.

### **Evaluation Process**

8. The unit feedback forms are reviewed individually by tutors, who provide a summary of the feedback, their response and any proposed actions to the relevant Programme Committee.
9. The Programme Committee provides a summary to the AQAC which monitors the ongoing development of units and programmes. The AQAC provides regular reports to the Academic Board and may recommend specific college-wide actions.

10. A student representative on the AQAC feeds back to the Staff-Student Liaison Committee key items and recommendations from the AQAC and actions being taken by the College.
11. Items arising from postgraduate residential feedback and the annual monitoring of research students are considered at the Postgraduate Programmes Committee which then reports to the AQAC, as above.
12. The annual feedback forms are reviewed by the Senior Management Team which agrees any specific actions in response.

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