STUDENT EVALUATION OF COURSES AND TEACHING PROCEDURE

1. Purpose

This procedure outlines the requirements for end-of-course survey student evaluation of courses and teaching.

2. Scope

This procedure applies to all mandatory, formal survey evaluations of courses and teaching in Unitec's courses, programmes, and qualifications.

3. Procedure

1. Each time it is delivered, every course taught at and/or by Unitec is subject to a formal survey-based student evaluation.
2. These surveys will:
   a. include Unitec-approved survey items; and
   b. will be supported by Te Korowai Kahurangi Quality Systems Team.
3. Using the approved institutional questionnaire, students will be requested to complete a survey in their usual place of learning, in the timeframe determined by the Director: Ako.
4. Heads of School are responsible for ensuring relevant staff are aware of and engage with the student feedback process.
5. Where the results of the student surveys indicate areas for improvement an action plan to address the issues must be developed and implemented.
   a. Responsibility for the development of any action plan rests with the Course Co-ordinator.
   b. Responsibility for monitoring action plans rests with the Academic Programme Manager.
6. Survey results, associated action plans, and, where relevant, outcomes should be shared with students via an appropriate medium.
   a. When sharing this information, individual students **must not** be able to be identified.
7. Survey outcomes and relevant actions must be considered within *Course Evaluation Plans* (CEP).
8. Programme-level survey data must be considered as part of the programme evaluation process; this data should be included in *Programme Evaluation Plans*.

9. Survey results will be collated at the programme-level; results and any follow-up actions will be reported to the relevant committees
   a. Academic Programme Managers to the Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC);
   b. PAQCs to the Te Poari Whai Kounga | Quality Alignment Board (QAB); and
   c. QAB to Te Komiti Mātauranga | Academic Committee.
10. The Director: Ako will report to the QAB on the process and outcomes of the student survey system at an institutional level.
11. Survey results are considered by the QAB; this group determines any relevant actions for consideration by Te Komiti Mātauranga | Academic Committee.

4. Responsibilities

Role	Responsibilities
Course teachers Course Co-ordinators	• Administering student evaluation surveys. • Developing and monitoring action plans arising from survey results. • Sharing results with students. • Presenting results and outcomes in CEPs.
Academic Programme Managers	• Consider programme-level data in programme evaluation processes. • Present programme-level survey data in PEPs and to the relevant PAQC.
Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC)	• Report on programme-level data to the QAB.
Te Poari Whai Kounga | Quality Alignment Board (QAB)	• Reviews institution-wide data and determines any actions for consideration by the Academic Board. • Report on programme-level data to the Academic Board
Heads of School	• Ensure teaching staff are familiar with, understand, and engage with student evaluation processes.
Executive Director, Ako	• Determines the time-frame for survey completion. • Reports on institution-wide data to the QAB.
Te Komiti Mātauranga | Academic Committee	• Considers actions recommended by the QAB.
Te Korowai Kahurangi	• Provides guidance and advice on the evaluation process.
Te Korowai Kahurangi Quality Systems	• Develops the survey(s) used for student evaluation.

5. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

6. Reference Documents

- *Academic Evaluation, Review and Improvements Policy*.

7. Approval Details

Version Number	3.3	
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	Amendment Date	**Amendment/s**
Version History	December 2010	First edition
	February 2012	Addition of institutional rubric and teacher eval. section
	September 2014	Revision to new format
	May 2016	Updated to reflect organisational structure
	August 2018	Updated as part of policy review project
	January 2021	Update nomenclature
Consultation Scope		
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