

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>QUALITY ASSURANCE</b>	<b>6</b>	
<b>NUMBER</b>	<b>002</b>	Policy Database Document Reference Number <b>116002P</b>

## STUDENT FEEDBACK ON SUBJECTS POLICY

<b>Purpose/ objectives</b>	<p>The evaluation, quality assurance, and promotion of effective, high quality curriculum design, teaching and learning are core professional responsibilities of the University's academic staff and academic management.</p> <p>As one element of its academic quality assurance system, the University will seek feedback from students, via the Student Feedback on Subjects (SFS) questionnaire, on aspects of subjects that directly affect their learning and success. Feedback from academic peers, managers, graduates and other relevant stakeholders will also be sought and incorporated into the system.</p> <p>The purpose of the SFS is to provide information to be used in both the summative and formative evaluation of subjects. That is, the SFS is used to elicit, document and summarise information on student perceptions of quality and effectiveness of curriculum for use in program evaluation, accreditation and other academic quality assurance processes, as well as for quality enhancement.</p>
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>• All coursework subjects of the University wherever taught</li> </ul>
<b>Policy Statement</b>	<p>The University SFS questionnaire will be used to seek students' perceptions of subjects</p> <ul style="list-style-type: none"> <li>• in the first semester of offer for new subjects</li> <li>• at least annually for first-year subjects</li> <li>• at least once every two years during which the subject is offered</li> </ul> <p>In addition to supporting improvement in curriculum design, teaching and learning within the University, aggregated data from these questionnaires are to be published for the University community and the Federal Government.</p> <p>Students should have access to the summarised reports of their feedback on subjects.</p> <p>Training and consultation will be provided by the Office of the DVC to assist in interpretation of SFS data and ensure its appropriate use in decision making.</p>
<b>Supporting Procedures</b>	Student Feedback on Subjects Procedure
<b>Responsibility for implementation</b>	Subject Coordinators Heads of School Faculty/School Managers
<b>Responsibility for monitoring implementation and compliance</b>	Deans Deputy Vice-Chancellor

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<b>Status</b>	Revised, based on Quality Assurance of Subjects Policies approved by the Academic Board 1998 and 2007
<b>Key stakeholders</b>	All Faculties and Schools
<b>Approval Body</b>	Academic Board 11 February 2009 Minute 429.4.4
<b>Initiating Body or person(s)</b>	Curriculum, Teaching and Learning Committee
<b>Definitions</b>	<b>Questionnaire:</b> the instrument (questions) used to conduct a survey. <b>Survey:</b> the method for collecting information.
<b>Related legislation</b>	
<b>Related Policy and other documents</b>	Student Feedback on Subjects Guidelines Student Feedback on Subjects Questionnaire Student Feedback on Teaching Policy Student Feedback on Teaching Procedures Student Feedback on Teaching Questionnaire Student Feedback on Teaching Guidelines
<b>Date Effective</b>	March 2009
<b>Next Review Date</b>	March 2013
<b>Keywords</b>	feedback, survey, questionnaire, evaluation, accreditation, subject, review
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Curriculum and Academic Planning)
<b>Contact person</b>	Executive Officer PVC(CAP)