

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

STUDENT FEEDBACK ON SUBJECTS POLICY

Purpose/ objectives	<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 (SFSU) or Postgraduate Feedback on Subjects (PFSU) 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 SFSU and PFSU is to provide information to be used in both the summative and formative evaluation of subjects. That is, the SFSU and PFSU are 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>
Scope/ Application	<ul style="list-style-type: none"> • All coursework subjects of the University wherever taught
Policy Statement	<p>The University SFSU and PFSU questionnaires will be used to seek students' perceptions of subjects in all teaching modes and location</p> <ul style="list-style-type: none"> • in the first semester of offer for new subjects • at least annually for first-year subjects • at least once every two years during which the subject is offered (each time it is taught for subjects taught in alternate years) <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 feedback data and ensure its appropriate use in decision making.</p>
Supporting Procedures	Student Feedback on Subjects Procedures
Responsibility for implementation	Subject Coordinators Heads of School Faculty/School Managers
Responsibility for monitoring implementation and compliance	Deans Deputy Vice-Chancellor

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

Status	Minor update August 2011 to show the area now responsible. Revised March 2011. Prior approval Academic Board 11 February 2009 Minute 429.4.4; Based on Quality Assurance of Subjects Policies approved by the Academic Board 1998 and 2007. The implementation of the latest version of this policy supersedes all previous versions of this policy.
Key stakeholders	All Faculties and Schools
Approval Body	Academic Board 14 April 2010 Minute 439.3.2(c)
Initiating Body or person(s)	Education Committee
Definitions	Questionnaire: the instrument (questions) used to conduct a survey. Survey: the method for collecting information.
Related legislation	
Related Policy and other documents	Student Feedback on Subjects Guidelines Student Feedback on Subjects Questionnaire Postgraduate Feedback on Subjects Questionnaire Student Feedback on Teaching Policy Student Feedback on Teaching Procedures Student Feedback on Teaching Questionnaire Postgraduate Feedback on Teaching Questionnaire Student Feedback on Teaching Guidelines
Date Effective	March 2009
Next Review Date	March 2013
Keywords	feedback, survey, questionnaire, evaluation, accreditation, subject, review, SFSU, PSFU
Owner/Sponsor	Senior Deputy Vice-Chancellor
Author	Pro Vice-Chancellor (Curriculum and Academic Planning)
Contact person	Director, Planning and Institutional Performance

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