Student Feedback Survey Process

#	Steps in the Process	Action	Stage in Term
1	**Survey Setup**	***Module coordinator*** selects questions for inclusion in their online module feedback survey via the Module Feedback Channel on the Teaching & Learning Connect tab. The module survey has: • 7 core questions asked of all modules • Up to 6 additional questions may be added by the module coordinator	**Week 8/9**
2	**Student Survey Open**	***Students*** are invited to complete their survey at www.ucd.ie/survey . Information on the survey process is communicated to students through a variety of channels, i.e. by the module coordinator; class representative; SU; automated system messages; announcements on UCD Connect & Blackboard, notices & posters; reminder emails, etc. ***Module Coordinator*** and ***Head of School*** monitor survey response rates via the Teaching & Learning Connect tab. Targeted local efforts to maximise student engagement may result as necessary.	**Four weeks commencing in week 11**
3	**Results Available**	Results are available via the Feedback Channel on the Teaching & Learning Connect tab. • ***Module Coordinator*** views detailed results for their own modules, including completion rates, a mean (Likert) score for questions and all qualitative responses. • ***Head of School*** views completion rates and mean (Likert) score for questions 1-5 for each module in their school. Qualitative responses are not included in the Head of School Report. An overall mean (Likert) score for core questions 1 to 5 for all modules surveyed in their school will also be include in the Head of School report.	**Results will be available after Gradebook closes**
4	**Interpreting & Responding To Feedback**	**Module Coordinator** and **Head of School** use feedback to enhance and further develop modules. School and subject level discussions around themes emerging from feedback take place. Teaching resources such as Student Feedback Responding Constructively may support this process. Academic staff are also encouraged to contact UCD Teaching and Learning for support with any aspect of their teaching practice.	**Ongoing**