



## UCD Student Feedback Survey Process

#	Steps in the Process	Action	Stage in Semester
1	Survey Setup	<p><b>Module coordinator</b> selects questions for inclusion in their online module feedback survey via <a href="#">InfoHub</a>. The module survey has:</p> <ul style="list-style-type: none"> <li>• 7 core questions asked of all modules</li> <li>• Up to 6 additional questions may be added by the module coordinator</li> </ul> <p>For queries on the setup or administration of the InfoHub survey contact <a href="mailto:modulefeedback@ucd.ie">modulefeedback@ucd.ie</a></p>	Week 8/9
2	Student Survey Open	<p><b>Students</b> are invited to complete their survey at <a href="http://www.ucd.ie/survey">www.ucd.ie/survey</a>. A survey launch email and reminder emails are issued centrally and individual module coordinators are encouraged to remind students to engage in the feedback process.</p> <p><b>Module Coordinator</b> and <b>Head of School</b> monitor survey response rates via InfoHub. Targeted local efforts to maximise student engagement may result as necessary.</p>	Four weeks commencing in week 11
3	Results Available	<p>Results are available via InfoHub</p> <ul style="list-style-type: none"> <li>• <b>Module Coordinator</b> views detailed results for their own modules, including completion rates, a mean (Likert) score for questions and all qualitative responses.</li> <li>• <b>Head of School</b> 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.</li> </ul>	Results will be available after Gradebook closes
4	Interpreting & Responding to Feedback	<p><b>Module Coordinator</b> and <b>Head of School</b> use feedback to enhance and further develop modules. School and subject level discussions around themes emerging from feedback take place. Teaching resources such as <a href="#">Student Feedback: Responding Constructively</a> may support this process. Faculty are also encouraged to contact <a href="#">UCD Teaching and Learning</a> for support with any aspect of their teaching practice. For queries on the administration of the InfoHub survey contact <a href="mailto:modulefeedback@ucd.ie">modulefeedback@ucd.ie</a></p>	Ongoing