# UCD Student Feedback Survey Process

<table>
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<th>Steps in the Process</th>
<th>Action</th>
<th>Stage in Semester</th>
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| 1 | Survey Setup         | **Module coordinator** selects questions for inclusion in their online module feedback survey via **InfoHub**. The module survey has:  
- 7 core questions asked of all modules  
- Up to 6 additional questions may be added by the module coordinator  

For queries on the setup or administration of the InfoHub survey contact **modulefeedback@ucd.ie** | Week 8/9 |
| 2 | Student Survey Open  | **Students** are invited to complete their survey at [www.ucd.ie/survey](http://www.ucd.ie/survey). 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.  

**Module Coordinator** and **Head of School** monitor survey response rates via InfoHub. Targeted local efforts to maximise student engagement may result as necessary. | Four weeks commencing in week 11 |
| 3 | Results Available    | Results are available via InfoHub  
- **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 included 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](http://ucdteachingandlearning.ie) may support this process. Faculty are also encouraged to contact [UCD Teaching and Learning](http://ucdteachingandlearning.ie) for support with any aspect of their teaching practice. For queries on the administration of the InfoHub survey contact **modulefeedback@ucd.ie** | Ongoing |