



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

STUDENT FEEDBACK POLICY

RATIONALE

Staff recognises the importance of regular formal and informal feedback from students.

PURPOSE OF POLICY

1. To receive feedback from students regarding the teaching programme.
2. To evaluate Learning and Teaching, specifically related to the content, processes and delivery of the papers/courses in TCI's academic programmes.
3. To assist in the ongoing review of papers/courses taking student feedback into account.

GUIDELINES

1. Written feedback will be sought from students for every course to evaluate the effectiveness of the teaching programme and the teaching.
2. Each lecturer/tutor will use TCI's Student Evaluation Form in the final class to obtain formal feedback from students.
3. The Registrar will send Distance Education students a link to the online Student Evaluation Form so the distance students' feedback is also captured.
4. All student evaluation forms will be collated into a course evaluation.
5. Issues raised through student feedback will be discussed with the Academic Dean and Head of Student and Business Support and action taken as required.
6. The Academic Dean will discuss student feedback with staff including teaching sites, faculty meetings and the Academic Committee, as required.
7. Where similar issues are raised by a number of students, course modifications to address those issues are to be implemented.
8. Lecturers/tutors will address students' formal and informal feedback (e.g. emails, conversations with students, etc.) in their own Lecturer Course Review.
9. Lecturers/tutors will use TCI's standard Lecturer Course Review Form to review their teaching and address student feedback.

RELATED POLICIES

Assessment, curriculum, programme development.