

Course Enhancement Questionnaire Policy



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Purpose of Policy

Course Enhancement Questionnaires are central to the University's commitment to student engagement and to its quality assurance and quality enhancement agenda.

Overview

This policy provides an overview of the purposes of Course Enhancement Questionnaires, sets out the structure of the Course Enhancement Questionnaires, and the reporting on and access to Course Enhancement data, data protection and freedom of information, along with obligations of students completing the questionnaires.

Scope: Mandatory Policy

All taught, credit bearing courses (UG and PG) that have students enrolled on them and are delivered by the University of Edinburgh, including the taught portion of research courses, should be surveyed using the University's standard survey tool and question sets. This includes Student-led Individually-Created Courses (SLICCs), placement courses, and dissertations. The standard core question set will be used in 2017/18 for these types of courses.

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Approving authority	Central Management Group
Consultation undertaken	Key contacts in Schools and Colleges, College committees, Learning & Teaching Committee, Edinburgh University Students' Association, People Committee, Combined Joint Consultation and Negotiation Committee
Section responsible for policy maintenance & review	Student Systems & Administration
Related policies, procedures, guidelines & regulations	
UK Quality Code	UK Quality Code, Chapter B5: Student Engagement
Policies superseded by this policy	N/A
Alternative format	If you require this document in an alternative format please email Student.Surveys@ed.ac.uk or telephone 0131 651 5519.
Keywords	EvaSys course evaluation survey

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Purposes of Course Enhancement Questionnaires

1. Course Enhancement Questionnaires are central to the University's commitment to student engagement and to its quality assurance and quality enhancement agenda.
2. Standardised Course Enhancement Questionnaires provide a rich source of information on the experience of students within individual courses and across programmes and Schools. Alongside other sources of information, such as external examiner reports, staff judgement, and University level surveys, course evaluation surveys provide insights that can be used to better understand and hence enhance learning, teaching and assessment.
3. The principal purpose of Course Enhancement Questionnaires is to enhance student learning, to provide staff with information that they can use to guide and evaluate changes in course content and teaching, and to enhance learning and support for learning across programmes and the broader university.
4. Results of Course Enhancement Questionnaires may be used by academic staff in building their evidence of excellence in teaching for promotion applications or annual review¹. Line managers may choose to discuss results with academic staff, for example, in the context of learning and teaching quality assurance, personal development or performance management.

Student Obligations

5. As engaged learners, students have responsibility for providing constructive feedback on their courses using Course Enhancement Questionnaires. Whilst students may provide critical feedback, they should ensure that it does not breach the University's Dignity and Respect Policy². Student guidance on Course Enhancement Questionnaires is available at: <https://www.ed.ac.uk/students/academic-life/quality-assurance/course-enhancement-questionnaires>

Structure of the course evaluation data

6. The data covered in this policy has been collected before in different ways, some paper based, some digital, and these data have used for the purposes set out in this policy.
7. All taught, credit bearing courses (UG and PG) that have students enrolled on them and are delivered by the University of Edinburgh, including the taught portion of research courses, should be surveyed using the University's standard survey tool and question sets. This includes Student-led Individually-Created Courses (SLICCs), placement courses, and dissertations. The standard core question set will be used in 2017/18 for these types of courses.
8. It is not necessary to use the University's standard survey tool and question sets to survey a course delivered by a partner body, as long as the partner body runs a course survey using a broadly equivalent question set.

¹ <http://www.ed.ac.uk/human-resources/learning-development/annual-review>

² <https://www.ed.ac.uk/equality-diversity/help-advice/dignityrespect>

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9. Each Course Enhancement Questionnaire will include core questions, and core questions regarding individual teaching staff. Schools will have the option of adding some School-specific questions relating to areas not covered by the core questions. The Senate Quality Assurance Committee is responsible for agreeing the core and staff questions. See appendix 2 for details of structure.

Reporting on and access to course evaluation results

10. The Student Survey Unit will make the data gathered through the Course Enhancement Questionnaire process available via the University's corporate reporting tools.
11. Routine access rights to the data will be coordinated by the Student Surveys Unit, with reporting distribution being supported by Student Systems. Access rights are detailed in appendix 1. Points 12 to 23 highlight key principles for handling this data.
12. Schools are responsible for making the quantitative data from course evaluations available to students in line with appendix 1.
13. Free text comments are to be made available for students at the discretion of the School. If a School decide to make free text comments available to students, then the School will be responsible for moderating comments on the courses they own in order to ensure comments are fit for publication. The Student Surveys Unit will support the moderation process by either amending or removing comments unfit for publication at the request of the School.
14. Staff data (as defined by point 17) collected through Course Enhancement Questionnaires is for use by the member of teaching staff named in the report, their line manager (or their peer reviewer for their annual review, if different to their line manager), the Course Organiser, and the Head of School and/or nominee. Course organisers will only see Staff data as it is presented in the Course Organiser report. Data will not routinely be made available more widely, although it may be used in other standard HR processes where appropriate.
15. This does not prevent colleagues from sharing their data with colleagues or with students should they chose to do so.
16. Where programmes incorporate courses from more than one School, the Programme Director or equivalent can ask the relevant School(s) for the quantitative data from core questions and any School-specific questions for the relevant courses.

Data Protection and Freedom of Information

17. Staff data is defined as any quantitative or qualitative data gathered by the course evaluation process through answers to the staff question set.
18. In line with data protection legislation, staff data gathered through the course evaluation process will be made available only to those staff who need to see it and will be used in

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line with existing HR process guidelines concerning Personal Data³. “Personal data” means data about a living, identifiable individual.

19. In the event of requests for access to staff data gathered through the course evaluation process, the request will be dealt with in accordance with the requirements of the Freedom of Information (Scotland) Act 2002 (FOISA).
20. Data collected for Course Enhancement Questionnaire purposes remains the property of the University whether or not third party systems are used to support the evaluation process. Private companies holding and/or processing University data contractually will be subject to an appropriate data sharing agreement which will require the data to be handled in a secure and confidential manner.
21. The data generated by Course Enhancement Questionnaires will not be routinely made available to audiences outside of the University, other than to bodies that require access to the relevant data as part of collaboration with the University (e.g. NHS, SRUC). Schools should not share the data generated by Course Enhancement Questionnaires outside of the University without seeking approval from Student Systems prior to doing so.
22. Staff guidance on the use of Course Enhancement Questionnaire data is available at: <http://www.ed.ac.uk/staff/data-matters>

Anonymity of student responses

23. Results of Course Enhancement Questionnaires will never be analysed in a way that seeks to identify individual students from their responses. Therefore, should students wish to remain anonymous in their responses, they should make no attempt to identify themselves in their answers to the survey questionnaire.

³ <http://www.ed.ac.uk/records-management/data-protection/guidance-policies/staff-information>

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Appendix 1 – Data Availability

Staff Availability

Data	Availability	Delivery
Core Questions – Quantitative	All data available to staff	Reports at course and aggregate levels. Dashboard for Staff
Core Questions – Qualitative	All data available to staff	Routinely delivered through course reports but can be aggregated at subject and school level
School Questions – Quantitative	All data available to staff	Routinely delivered through course reports but can be aggregated at subject and school level
Staff Question – Quantitative and Qualitative	Available to individual members of staff	Delivered to individual.
	Available to course organiser	Delivered as part of course report.
	Available to Head of School and/or Line Manager or nominee	Delivered to Head of School.
Aggregate staff data - Quantitative	All data available to staff	Not routinely delivered but available at course (where more than one colleague teaches on course); subject level; School level and College level

Colleagues working in Student Systems (Survey administration) will require authorisation to access all data as part of the system administration and support role they play.

Student Availability

Grouping	Availability	Delivery
Students	Availability of core and school quantitative data.	Schools are responsible for making quantitative data from course evaluation available to students.
	Core qualitative data and aggregate staff quantitative data.	At discretion of School.

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Appendix 2 – Questionnaire structure

