**University Code of Practice**

**Standardised Module Review Process, Mid-Module Review and Module Evaluation Questionnaires**

**Annexe 2: Timeline of the module review process**

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| **Teaching week** | **Task**  | **Responsibility** |
| 5 | Mid-Module Review feedback is obtained  | Module Leader |
| 7 | Mid-Module Review feedback reflection to be posted on Canvas, under the title “You said, We did” | Module Leader |
| 7 | Faculty hubs start importing module information into EvaSys and create online Module Evaluation Questionnaires  | Faculty Hub |
| 10 | Module Evaluation Questionnaire goes live – Module leader to spend time engaging with the students in class and allow 10 minutes for the completion of the questionnaire. | Module Leader  |
| 11 | Reminder email sent out to students who have not completed the survey and to Module leaders with response rate under 50%  | Faculty Hub to set up  |
| 12 | Module Evaluation Questionnaire closes –PDF results are published and emails are sent to Module Leaders via EvaSys. Module Leaders to complete the online Module Reflection Report via the Engagement Portal | Module Leader |
| 1 week after the exam period finishes | Faculty Quality teams to send reminders out to the Module Leaders who have not completed their Module Reflection report. | Faculty Hub |
| 2 weeks after the exam period finishes | "Closing the Loop" closes –the Module Leader must complete their Module Reflection Report by the beginning of the week, to allow the Faculty Hub to publish the report and send to Students via the Online Survey System | Module Leader and Faculty Hub |