|  |  |  |  |
| --- | --- | --- | --- |
|  | **Quantitative data/Scores (for core and optional question sets)** | **Free Text Comments (general)** | **Notes** |
| **Heads of Academic Unit (and/or nominee)** | Yes | Yes |  |
| **Faculty MEQ Administrators (or nominee)** | Yes | Yes | Faculty admin and nominated clerical staff need access to this data for administrative purposes |
| **Programme Directors** | Yes | Yes | PD’s must have an overview of the module |
| **Module Leaders** | Yes | Yes | Module Leaders need access to all data in order to monitor quality of content and teaching |
| **Teaching Contributors** | Yes | Yes | Teaching contributors need access to all data in order to monitor quality of content and teaching |
| **New teaching contributors seeking historic reports** | Yes | No |  |
| **Associate Deans (Ed and SE)** | Yes | Yes |  |
| **External Examiners** | Yes | No |  |
| **Students** | Yes | No |  |
| **Teaching Excellence Academy** | Yes | Yes |  |
| **University staff for research purposes** | Dependent upon request | Dependent upon request | Request to Teaching Excellence Academy with ethical approval processes completed |

**University Code of Practice**

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

**Annexe 3: Staff who are entitled to see module evaluation results as part of the module review process**

The purpose of this Annexe is to provide guidance to members of academic and faculty staff on the entitlement of access to the Module Evaluation Questionnaire data.