Annex M: Student Evaluation

1. The University will ensure that there are in place mechanisms to collect, review and, where appropriate, respond to feedback from all concerned with postgraduate research programmes. There will be arrangements for feedback to be considered openly and constructively and for the results to be communicated appropriately.

2. Schools should seek the views of students on the programme they have taken via questionnaires or another agreed form of evaluation. Schools should also establish one or more Student Voice Committees.

3. Programme Evaluation

3.1. Schools should invite students who have completed a programme to complete an exit questionnaire or undertake another agreed form of evaluation. This should gather feedback relating to:
   - Access to appropriate subject expertise
   - Student support and guidance
   - Research environment (including access to facilities)
   - Quality management and enhancement
   - Disabilities, where appropriate

   Questionnaires and other forms of evaluation should also give students the opportunity to comment on matters relating to the programme whether covered by specific questions or not.

   The use of student feedback methods other than the standard exit questionnaire should be agreed in advance by the relevant Faculty Graduate Studies Committee.

3.2. Appropriate School Directors of Graduate Studies should include summaries of student evaluation of programmes in their annual programme reports.

4. Other Forms of Evaluation and Feedback

Research students will be requested by the Graduate School to complete a Postgraduate Research Experience Survey (PRES¹).

5. Student Voice Committees

5.1. Student Voice Committees should be regarded by Schools as a forum for engaging students in the quality management and enhancement of their programmes of study. Student Voice Committees should be seen as an opportunity for staff members to consult with students on all aspects of their student learning experience and involve them in discussions with regard to future developments in the School.

5.2. Each School should establish one or more Student Voice Committee. It is for Schools to decide whether it is appropriate to have a single such Committee or whether, for example, there should be a Committee corresponding to each subject or programme grouping.

¹ [https://www.kent.ac.uk/graduateschool/pgsurveys.html](https://www.kent.ac.uk/graduateschool/pgsurveys.html)
5.3. The membership of the Student Voice Committee should include at least one student from each stage of each programme or group of programmes falling within the remit of the Committee and, for each programme or group of programmes, at least one member of staff who has a detailed knowledge of the programme(s).

5.4. Student Voice Committees should meet at least once per term. Dates of meetings should be widely publicised within the School and students and staff should be invited to submit, through their representatives, items of business for consideration by the Committee.

5.5. Committee meetings should be arranged, as far as is possible, for times and dates when the student representatives are able to attend.

5.6. Prior to the Student Voice Committee meeting an agenda-setting meeting should take place between the Chair and the student representatives. The agenda-setting meeting should include an opportunity for the student representatives to bring to the attention of the Chair any matters that they wish to raise at the meeting. This will ensure such matters are included in the agenda and allow them to be properly addressed.

5.7. Student representatives are expected to attend all relevant Student Voice Committee meetings. If, exceptionally, a student representative is not in a position to attend a meeting he/she is encouraged to send a written submission to the meeting instead. The student representative may also send a written submission to a meeting if there is a matter that the representative feels should be raised anonymously. Any written submissions should be sent to the Chair by the date of the agenda-setting meeting.

5.8. Agendas for meetings and associated papers should be sent to all members in advance of meetings.

5.9. Agendas for Student Voice Committee meetings should include any matters raised by student representatives as per 5.6 above and should ensure that there is opportunity for consideration of suggestions from staff or from students for enhancement of programmes. Agendas should be comprehensive and provide scope for discussions of all aspects of the student research experience including, for example, programmes of study, student support, learning resources, disability support and curriculum development.

5.10. Specific agenda items to be discussed by Student Voice Committees include

- Matters raised by student representatives;
- Internal student survey results;
- Proposed programme specifications (both new and major revisions to existing specifications) prior to the specifications being submitted for Faculty approval (see note).

Student representatives must be given the opportunity to be explicitly involved in discussions at the Student Voice Committee. Student comments and School responses should be recorded in the minutes.

Note: Discussion on programme specifications should focus on what the students might see as attractive about the programme, and what they would want to learn and experience while studying for it. The relevant extract of the minutes will be included in the documentation submitted to PASC (as per Annex B: Approval and Withdrawal of Research Programmes section 3.5).

5.11. Minutes of meetings should be made available to all students taking the programme(s) falling within the remit of the Committee and to all staff teaching on the programme(s)
5.12. Student Voice Committees should report to and make recommendations to the appropriate Graduate Studies Committee.

5.13. Students should be informed of how their views have been considered in a timely fashion following each Student Voice Committee meeting.

5.14. Schools should monitor the attendance of student representatives at Student Voice Committees and the Committee secretary should advise Kent Union as soon as possible of any non-attendance. Secretaries are recommended to maintain attendance lists (for both staff and students), which will allow any non-engagement to be easily identified.