

Student Brief: Stage Evaluation

We are interested in gathering information about your experience at each stage of your course. We achieve this through a range of student surveys. For undergraduate (UG) students, we gather this information through our internal stage evaluations, except during your final year, when UK based students are asked to complete the National Student Survey and non-UK based students are asked to complete the Newcastle Student. This student brief will help answer questions you might have related to Stage Evaluations.

What is it?

A Stage Evaluation allows you to comment on a specific stage within your programme of study, including your teaching and learning experience during that stage. It takes around 15 minutes to complete.

Who is eligible?

Eligible students include all full-time and part-time UK, EU, and international UG students, except intercalating and final stage students, at all learning locations (e.g., Newcastle, Malaysia, Singapore, and London), including distance learners and study abroad and exchange students.

Why should I take part?

A Stage Evaluation is your chance to tell us your thoughts about your programme at a given stage. The results help us know if we need to make changes that will improve what we do in the future, and/or keep doing the things that you value. They allow us to track student views over the course of a programme, which will help improve the experience of students like you in the future.

What does it cover?

A Stage Evaluation covers the following topics:

- curriculum
- assessment and feedback on academic work
- academic support
- access to learning resources
- facilities
- representation and academic community

What happens to my responses?

Your responses are anonymous and are collected through EvaSys, the same system used for Module Evaluations. EvaSys creates reports comprising the quantitative and qualitative responses. Your School Administrator/Manager

will receive the reports and will forward them to the relevant Degree Programme Directors (DPD). Service related responses will be sent to the appropriate Service.

The quantitative results should be discussed at relevant Boards of Studies (BoS) and Student-Staff Committees (SSC) meetings. Schools and Services are required to respond to student feedback with plans that identify any agreed actions, timescales for implementation, and who is responsible for each action. These plans should be received at relevant BoS and SSC and appear in their minutes.

Relevant action points and examples of effective practice should be included in Annual Monitoring and Review reports. Services report their responses and actions in the annual Planning Update, presented to the Student Experience Sub-Committee.

In an effort to close the student feedback loop, we used our [You Said, We Did](#) website to provide examples of how the University and specific Schools have listened and responded to student feedback.

Is it anonymous?

Yes, Stage Evaluations are anonymous and no one will be able to identify you from any response. We ask that any comments you make don't identify yourself or any members of staff. At the same time we ask that you consider the appropriateness of your response and remain professional. Responses containing offensive language will be removed.

What do I need to do?

You will receive an email from EvaSys inviting you to participate in a Stage Evaluation. Your School sets the specific dates when a Stage Evaluation runs. A Stage Evaluation can start immediately after the Semester 2 assessment period but should not extend past the end of Teaching Week 2 of the next academic year (e.g., stage of study).

Where can I find out more?

If you'd like more information about Stage Evaluations, please contact your DPD or Personal Tutor, or email newcastlestudentsurveys@ncl.ac.uk. You also can read more about the student opinion surveys at <http://www.ncl.ac.uk/ltds/student/opinion/>.