

EVALUATION OF SUBJECT, COURSE AND TEACHING POLICY

Purpose

AIB is committed to the ongoing evaluation of Courses, Subjects and Teaching practice of academic staff in order to positively impact the learning experience of students and the continual improvement of AIB Courses, teaching and the content and delivery of Subjects.

Scope

This policy applies to staff involved in the design and delivery of all AIB coursework Subjects in AIB Courses. NB: Research Proposal, project and thesis Subjects are out of scope of this policy; please refer to the [Higher Degrees by Research Procedure](#).

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Course in this policy and procedure is defined as an award course or program, i.e. postgraduate course or Research course.

Teaching can be defined as activities undertaken in the delivery of education (including lecturing, preparation for and delivery of webinars, online for a group or individual tutoring, preparation of teaching materials, supervision of students, marking, and preparation for the foregoing activities).

QILT means Quality Indicators of Learning and Teaching, a suite of government endorsed surveys for higher education, which cover the student life cycle from commencement to employment. (source: <http://www.qilt.edu.au>)

Principles

AIB seeks to regularly gain feedback from students in order to improve the quality of the student experience, Course and Subject design and teaching practice. Student and staff feedback is considered alongside quality indicators including student progression, completion rates, grade distributions and external benchmarking data to support continuous improvement of learning and teaching.

1. Feedback on Subjects

- 1.1. In addition to the informal feedback received throughout the Subject offering, and the peer-to-peer reviews conducted within AIB, AIB systematically collects student feedback on the content, design, assessment, learning experience, and learning outcomes of each Subject. The Student Evaluation of Subjects and Teaching (SEST) feedback is provided to all staff involved in the delivery of the Subject. The feedback provided is anonymous and depersonalised for the improvement of the Subject content, design and delivery.

- 1.2. Research coursework subjects are evaluated through a Research coursework subject evaluation survey.
- 1.3. Summaries of student feedback and any actions arising from that feedback are made available to students.
- 1.4. Where appropriate, AIB will communicate actions taken in response to student feedback through the Learning Materials platform to demonstrate how feedback contributes to improvements in teaching, learning and the student experience.

2. Feedback on Teaching

- 2.1. In alignment with the national Quality Indicators for Learning and Teaching the formal AIB student feedback instrument, the Student Evaluation of Subjects and Teaching (SEST), collects feedback on major quality indicators including teaching quality, learning engagement, learning resources and student support.
- 2.2. The feedback process is confidential, anonymous and secure, and results are provided to academic staff after student results have been finalised for that teaching period.
- 2.3. The individual staff SEST results are used for the improvement of individual teaching practice, to identify professional development opportunities and to manage performance. Where appropriate, academic staff may be supported through professional development activities, mentoring or peer review of teaching to enhance teaching effectiveness.
- 2.4. The aggregated student feedback results are used by AIB to improve its subject design and teaching approach, to identify opportunities for professional development for academic staff and for quality assurance and improvement purposes.

3. Feedback on Course

- 3.1. In addition to the feedback on Subject and teaching, AIB collects student feedback when a student has successfully completed their Course.
- 3.2. The feedback is anonymous and its findings are used by AIB to improve the quality, design and delivery of the Course.

4. Quality Indicators of Learning and Teaching (QILT) Surveys

- 4.1. AIB participates in the suite of surveys funded by the Australian Government Department of Education. The surveys include:
 - (a) Student Experience Survey
 - (b) Graduate Outcomes Survey
 - (c) Graduate Outcomes Survey - Longitudinal
 - (d) Employer Satisfaction Survey.
- 4.2. The aggregated student feedback from QILT surveys is used by AIB to:
 - (a) improve teaching and learning outcomes,
 - (b) inform on the labour market outcomes and further study activities of graduates, and

- (c) inform on the quality of education provided by AIB and/or other higher education providers.

4.3. The outcomes from the QILT surveys are public and are accessible on the [ComparED](#) website.

Related Policies and Procedures:

Evaluation of Subject, Course and Teaching [Procedure](#)

Academic Quality Assurance [Framework](#)

Acceptable Use of AIB Information Technology Facilities [Policy and Guidelines](#) for Students

Student Code of Conduct [Policy](#) and [Procedure](#)

Student Complaints, Grievances and Appeals [Policy](#) and [Procedure](#)

Subject Review [Policy](#) and [Procedure](#)

Responsibility:

Academic Dean

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