

## Distribution of Summary and Response Documents

For each survey conducted, a 'Summary & Response' document (SRD) must be created by the staff who teach on the course, and made available to students, normally within three weeks of the closing date of the survey. Discussion of these documents must be a standing item on all Staff Student Liaison meeting agendas (Policy V1.1 p7).

Schools need to decide on:

- Where their documents should best be placed so that they are accessible to all those students who completed the survey. Some Schools use Moodle, some Schools email the SRD to all students, some Schools use Student Voice.
- Where they should best be placed so as to be accessible to students enrolling for future offerings of the course (and when they should made available to these students). Some Schools intend to place them on the Moodle page for the next offering of the course as soon as it is created; some Schools intend to use a School-wide repository that is open to all students all the time.
- How long they should be accessible to both current and incoming students. Since these documents will be an ongoing record of student suggestions for improvements, and what actions have been taken in response, they may quickly become out of date. We suggest that they be archived after two more offerings of the course have taken place.

Following consultation with members of staff across the University, it has been established that S&RDs are currently being distributed by Schools using the following methods:

| Method of distribution  | School                                    |
|-------------------------|---|
| Moodle                  | Adam Smith Business School                |
| Moodle                  | School of Chemistry                       |
| Moodle                  | School of Critical Studies                |
| Moodle                  | School of Culture and Creative Arts       |
| Email and lecture       | Dental School                             |
| Email and lecture       | School of Geographical and Earth Sciences |
| Moodle                  | School of Interdisciplinary Studies       |
| Moodle                  | School of Law                             |
| Moodle                  | School of Mathematics and Statistics      |
| Moodle and shared drive | School of Modern Languages and Cultures   |
| Moodle                  | MVLS Graduate School                      |
| Moodle                  | Nursing and Health Care                   |
| Moodle                  | School of Modern Languages and Cultures   |
| Moodle                  | Centre for Open Studies                   |
| Moodle                  | School of Psychology                      |
| Mahara                  | School of Veterinary Medicine             |