

Introduction

Student Evaluation of Teaching is an essential tool for monitoring the quality and consistency of courses at UC. They also allow academic staff to collect feedback on their teaching, helping them to provide students with good learning experiences. This document details the course and teaching evaluation processes and outlines the calendar and deadlines for evaluation requests.

Course evaluations: Course evaluations are automatically determined, activated and sent out. Courses are evaluated routinely every three years. Additionally, courses will be evaluated for the first two occurrences if the course is being run for the first time. This includes courses that have been previously offered, but were not offered the previous year. If a course which is due for evaluation has multiple occurrences within one academic year (e.g., a course is offered as a SU1 paper and a S1 paper), all occurrences during this year will be evaluated for consistency. A list of courses due for evaluation will be made available, and Heads of Departments and Course Coordinators will be able to put forward additional courses for evaluation as required via the request form on Learn.

Teaching evaluations: Academic staff can apply for a teaching evaluation via the online request form on Learn. There are 24 windows in 2021 where teaching evaluations will be run. This system has a request cut-off date for a window on the Sunday 7 days before the evaluation window starts. This allows time for the evaluations to be created and dramatically cuts down on processing time, as well as allowing a period for staff to add their own questions to the evaluation. Staff are able to request evaluations at any time through the appropriate courses' Learn page, and can select which window they wish their evaluation to be run in. The Student Evaluation of Teaching Calendar is given below and dates are provided for easy reference. Please also refer to the section: Things to consider when requesting a teaching evaluation.

Any further enquiries can be made to the Student Evaluation of Teaching Team at studentevaluationofteaching@canterbury.ac.nz.

21SU1 and 21S1 Student Evaluation of Teaching Calendar

	Jan	Feb	Mar	Apr	May	Jun
Fri	1 New Year's Day					
Sa	2				1	
Su	3				2 TEW7 ends	
Mo	4 University closed	1 TEW2 begins 21SU1 Course Evaluations begin	1 TEW4 begins		3 TEW8 begins	
Tu	5	2	2		4	1
We	6	3	3		5	2
Th	7	4	4	1 Lectures end	6	3
Fr	8	5	5	2 Easter Friday	7	4 Lectures end
Sa	9	6 Waitangi Day	6	3	8	5
Su	10 TEW1 cut-off	7 TEW3 cut-off	7 TEW5 cut-off	4	9 TEW9 cut-off	6 TEW11 cut-off
Mo	11 21SU1 begins	8 Waitangi Day (Observed)	8	5 Easter Monday	10	7 Queen's Birthday
Tu	12	9	9	6 University closed	11	8
We	13	10	10	7	12	9
Th	14	11	11	8	13	10
Fr	15	12	12	9	14	11
Sa	16	13	13	10	15	12
Su	17	14 TEW2 ends 21SU1 Course Evaluation ends 21SU1 ends	14 TEW4 ends	11 TEW7 cut-off	16 TEW8 ends	13 TEW10 ends S1 Course Evaluation ends
Mo	18 TEW1 begins	15 TEW3 begins	15 TEW5 begins	12	17 TEW9 begins	14 TEW11 begins
Tu	19	16	16	13	18	15
We	20	17	17	14	19	16
Th	21	18	18	15	20	17
Fr	22	19 Exam Results released	19	16	21	18
Sa	23	20	20	17	22	19
Su	24 TEW2 cut-off	21 TEW4 cut-off	21 TEW6 cut-off	18 TEW6 ends S1 Course Eval. request cut-off	23 TEW10 cut-off	20 TEW12 cut-off
Mo	25	22 S1 begins	22	19 TEW7 begins	24 S1 Course Evaluation begins	21
Tu	26	23	23	20	25	22
We	27 21SU1 Course Eval. request cut-off	24	24	21	26	23
Th	28	25	25	22	27	24
Fr	29	26	26	23	28	25
Sa	30	27	27	24	29	26
Su	31 TEW1 ends	28 TEW3 ends	28 TEW5 ends	25 TEW8 cut-off ANZAC Day	30 TEW9 ends	27 TEW11 ends
Mo			29 TEW6 begins	26 ANZAC Day (observed)	31 TEW10 begins	28 TEW12 begins
Tu			30	27 Lectures resume		29
We			31	28		30
Th				29		
Fr				30		

21S2 and 21SU2 Student Evaluation of Teaching Calendar

	Jul	Aug	Sept	Oct	Nov	Dec
We			1			1
Th	1		2			2
Fr	2		3	1		3 Exam Results released
Sa	3		4	2		4
Su	4 TEW13 cut-off	1 TEW15 cut-off	5 TEW16 ends	3 TEW18 ends		5 TEW24 cut-off
Mo	5	2	6 TEW17 begins	4 TEW19 begins	1 TEW21 begins	6 21SU2 Course Evaluation begins
Tu	6	3	7	5	2	7
We	7	4	8	6	3	8
Th	8	5	9	7	4	9
Fr	9 Exam Results released	6	10	8	5	10
Sa	10	7	11	9	6	11
Su	11 TEW12 ends	8 TEW14 ends	12 TEW18 cut-off S2 & W Course Eval. request cut-off	10 TEW20 cut-off	7 TEW22 cut-off	12 TEW23 ends
Mo	12 TEW13 begins	9 TEW15 begins	13 Lectures resume	11 S2 & W Course Evaluation begins	8	13 TEW24 begins
Tu	13	10	14	12	9	14
We	14	11	15	13	10	15
Th	15	12	16	14	11	16
Fr	16	13	17	15	12 Show Day	17 21SU2 ends
Sa	17	14	18	16	13	18
Su	18 TEW14 cut-off	15 TEW16 cut-off	19 TEW17 ends	17 TEW19 ends	14 TEW21 ends	19 21SU2 Course Evaluation ends
Mo	19 S2 begins	16	20 TEW18 begins	18 TEW20 begins	15 21SU2 begins TEW22 begins	20
Tu	20	17	21	19	16	21
We	21	18	22	20	17	22
Th	22	19	23	21	18	23 TEW24 ends Last Working Day
Fr	23	20	24	22 Lectures end	19	24 University closed
Sa	24	21	25	23	20	25 Christmas
Su	25 TEW13 ends	22 TEW15 ends	26 TEW19 cut-off	24 TEW21 cut-off	21 TEW23 cut-off	26 Boxing day
Mo	26 TEW14 begins	23 TEW16 begins	27	25 Labour Day	22	27 Christmas (Observed)
Tu	27	24	28	26	23	28 Boxing Day (Observed)
We	28	25	29	27	24 21SU2 Course Eval. request cut-off	29 University closed
Th	29	26	30	28	25	30 University closed
Fr	30	27 Lectures end		29	26	31 University closed
Sa	31	28		30	27	
Su		29 TEW17 cut-off		31 TEW20 ends S2 & W Course Evaluation ends	28 TEW22 ends	
Mo		30			29 TEW23 begins	
Tu		31			30	

2021 Teaching Evaluation Request Windows

	Window Dates	Window Cut-Off Date
Window 1	18 Jan – 31 Jan	10 Jan
Window 2	1 Feb – 14 Feb	24 Jan
Window 3	15 Feb – 28 Feb	7 Feb
Window 4	1 Mar – 14 Mar	21 Feb
Window 5	15 Mar – 28 Mar	7 Mar
Window 6	29 Mar – 18 Apr	21 Mar
Window 7	19 Apr – 2 May	11 Apr
Window 8	3 May – 16 May	25 Apr
Window 9	17 May – 30 May	9 May
Window 10	31 May – 13 Jun	23 May
Window 11	14 Jun – 27 Jun	6 Jun
Window 12	28 Jun – 11 Jul	20 Jun
Window 13	12 Jul – 25 Jul	4 Jul
Window 14	26 Jul – 8 Aug	18 Jul
Window 15	9 Aug – 22 Aug	1 Aug
Window 16	23 Aug – 5 Sept	15 Aug
Window 17	6 Sept – 19 Sept	29 Aug
Window 18	20 Sept – 3 Oct	12 Sep
Window 19	4 Oct – 17 Oct	26 Sep
Window 20	18 Oct – 31 Oct	10 Oct
Window 21	1 Nov – 14 Nov	24 Oct
Window 22	15 Nov – 28 Nov	7 Nov
Window 23	29 Nov – 12 Dec	21 Nov
Window 24	13 Dec – 23 Dec	5 Dec

Things to keep in mind when requesting a Teaching Evaluation

- Consider which window may be the most beneficial to you and your students in completing an evaluation. For example, if you are part of a team taught course and teach for the first two weeks of Semester 1 you may want your students to answer the teaching evaluation in Window 4 so their experiences of your teaching are fresh in their minds.
- Consider requesting evaluations during periods of high engagement with Learn. For example, if your course does not have a formal exam, students are less likely to be checking Learn after lectures have finished. Choosing an earlier window may assist in maximising responses.
- Consider avoiding any windows that coincide with the term and semester breaks, as your students will be less active during these times.
- Consider uploading material on Learn during the window your teaching evaluation is active. This will encourage students to interact with the platform where the evaluation is taking place.