

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:

- Courses are evaluated routinely every **three years** which are automatically determined, activated and sent out.
- Courses with **fewer than five students** enrolled are automatically **excluded** from the list.
- 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. Please note, the cut-off date in the calendar for a course evaluation request. Only one evaluation can be requested for each occurrence of the course – it is not possible to survey by topic for example.
- The course evaluation is scheduled for three weeks (two weeks at the end of the course and one week during study break) before the exam period.
- A separate course evaluation schedule is run for Teacher Education courses due to the different course schedule.
- Course evaluation will be scheduled appropriately (minimum of two weeks) to accommodate exceptional cases example block courses or short courses.
- There are [five mandatory course evaluation questions](#) and staff are given the option to add three additional questions.

Teaching evaluations (includes Teaching Assistant/Tutor/Lab Demonstrator evaluations):

- Academic staff can apply for an evaluation via the online request form on LEARN. Only one evaluation can be requested for each occurrence of the course – it is not possible to survey by topic for example.
- There are 24 windows in 2022 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 **an appropriate window (within the semester of the course)** in which they wish their evaluation to be run in. Please refer to the last page for the deadlines and things to consider when requesting a teaching evaluation.
- There are [five mandatory teaching evaluation questions](#) ([three mandatory TA/tutor evaluation questions](#)) and staff are given the option to add three additional questions.

All evaluation results will not be released until after the final course results have been released. Any further enquiries can be made to the Student Evaluation of Teaching Team at studentevaluationofteaching@canterbury.ac.nz.

22SU1 and 22S1 Student Evaluation of Teaching Calendar

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

22S2 and 22SU2 Student Evaluation of Teaching Calendar

	Jul	Aug	Sept	Oct	Nov	Dec
Th			1			1
Fr	1		2			2 Exam Results released
Sa	2		3	1		3
Su	3 TEW13 cut-off S1 Course Eval. Education ends		4 TEW16 ends	2 TEW18 ends		4 TEW24 cut-off
Mo	4	1	5 TEW17 begins	3 TEW19 begins		5 22SU2 Course Evaluation begins
Tu	5	2	6	4	1	6
We	6	3	7	5	2	7
Th	7	4	8	6	3	8
Fr	8 Exam Results released	5	9	7	4	9
Sa	9	6	10	8	5	10
Su	10 TEW12 ends	7 TEW14 ends	11 TEW18 cut-off S2 & W Course Eval. request cut-off	9 TEW20 cut-off	6 TEW22 cut-off	11 TEW23 ends
Mo	11 TEW13 begins	8 TEW15 begins	12 Lectures resume	10 S2 & W Course Evaluation begins	7 S2 Course Eval. Education begins	12 TEW24 begins
Tu	12	9	13	11	8	13
We	13	10	14	12	9	14
Th	14	11	15	13	10	15
Fr	15	12	16	14	11 Show Day	16 22SU2 ends
Sa	16	13	17	15	12	17
Su	17 TEW14 cut-off	14 TEW16 cut-off	18 TEW17 ends	16 TEW19 ends	13 TEW21 ends	18 22SU2 Course Evaluation ends
Mo	18 S2 begins	15	19 TEW18 begins	17 TEW20 begins	14 22SU2 begins TEW22 begins	19
Tu	19	16	20	18	15	20
We	20	17	21	19	16	21
Th	21	18	22	20	17	22 TEW24 ends Last Working Day
Fr	22	19	23	21 Lectures end	18	23 University closed
Sa	23	20	24	22	19	24 University closed
Su	24 TEW13 ends	21 TEW15 ends	25 TEW19 cut-off	23 TEW21 cut-off	20 TEW23 cut-off	25 Christmas
Mo	25 TEW14 begins	22 TEW16 begins	26	24 Labor Day	21	26 Boxing Day
Tu	26	23	27	25	22	27 Christmas (Observed)
We	27	24	28	26	23 22SU2 Course Eval. request cut-off	28 University closed
Th	28	25	29	27	24	29 University closed
Fr	29	26 Lectures end	30	28	25	30 University closed
Sa	30	27		29	26	31 University closed
Su	31 TEW15 cut-off	28 TEW17 cut-off		30 TEW20 ends S2 & W Course Evaluation ends	27 TEW22 ends S2 Course Eval. Education ends	
Mo		29		31 TEW21 begins	28 TEW23 begins	
Tu		30			29	
We					30	

2022 Teaching Evaluation Request Windows

	Window Dates	Window Cut-Off Date	Deadlines
Window 1	17 Jan – 30 Jan	9 Jan	
Window 2	31 Jan – 13 Feb	23 Jan	Last window for 21SU2 courses that end in February 2022 or 22SU2 courses
Window 3	14 Feb – 27 Feb	6 Feb	
Window 4	28 Feb – 13 Mar	20 Feb	
Window 5	14 Mar – 27 Mar	6 Mar	
Window 6	28 Mar – 10 Apr	20 Mar	
Window 7	11 Apr – 30 Apr	3 Apr	
Window 8	1 May – 15 May	24 Apr	
Window 9	16 May – 29 May	9 May	
Window 10	30 May – 12 Jun	22 May	
Window 11	13 Jun – 26 Jun	5 Jun	Last window for Academic Promotion and S1 courses that end on 26 June
Window 12	27 Jun – 10 Jul	19 Jun	
Window 13	11 Jul – 24 Jul	3 Jul	
Window 14	25 Jul – 7 Aug	17 Jul	
Window 15	8 Aug – 21 Aug	31 Jul	
Window 16	22 Aug – 4 Sept	14 Aug	
Window 17	5 Sept – 18 Sept	28 Aug	
Window 18	19 Sept – 2 Oct	11 Sep	
Window 19	3 Oct – 16 Oct	25 Sep	
Window 20	17 Oct – 30 Oct	9 Oct	
Window 21	31 Oct – 13 Nov	23 Oct	Last window for S2 courses that end on 13 November
Window 22	14 Nov – 27 Nov	6 Nov	
Window 23	28 Nov – 11 Dec	20 Nov	
Window 24	12 Dec – 22 Dec	4 Dec	Last window for 22SU2 courses that end in December 2022

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.