



is now open for this Unit

We would really appreciate it if you could please complete a simple 5 minute online survey and give us your opinions about this Unit and the Teaching staff – this is what SETU is.

What is SETU?

- An **online** survey to help the University monitor and improve the teaching and learning across the university.
- **Your opportunity** to be heard and provide constructive feedback on your experiences with a unit and the teaching staff. Have your say and help improve the quality of unit offerings and teaching.

*The primary purpose of the
Student Evaluation of Teaching and Units
is to provide staff with valid and reliable information with which to make
informed decisions about improving student learning outcomes.*

How is SETU data used?

- **At University level** - to monitor overall quality of teaching and learning and to request that faculties provide strategies for responding to units perceived as 'needing critical attention' or 'needing improvement'.
- **At Faculty/Department level** - to monitor the quality of units offered and provide an opportunity to take action to remedy a problem or congratulate those associated with 'outstanding' units and to ensure that students are given feedback on survey outcomes.
- **At Unit coordinator/teaching staff level** – to monitor the student experience and to understand and act upon those aspects which are perceived as the units strengths or weaknesses. Staff also use SETU data in achievement reports supporting applications for confirmation, promotion or teaching awards.



The SETU survey is now open for this Unit.

Please complete your survey as soon as possible.

**The survey closes on
24th May / 30th May**

Login to complete your SETU evaluations within your my.monash portal

(use your standard student Authcate username and password)

<http://my.monash.edu.au/study/resources/evaluations>

1. Select which **unit/s** you wish to evaluate.
2. Select **teaching staff member/s** you wish to evaluate.
3. Select your **response** on a **scale** of 'Strongly Agree' to 'Strongly Disagree' or 'Outstanding' to 'Very Poor'.
4. Provide **comments** relating to the 'Best aspects of the unit' and those 'Most in need of improvement'. **Honest feedback is welcome** but please ensure that you respect the University's Equal Opportunity Policy when constructing your feedback*.

***Constructive feedback** *does not* include offensive language and is free of all forms of discrimination, harassment, vilification and victimisation.

Your response is completely confidential

- Your response is NOT linked to your identity.
- Reporting of data is in aggregate or summary form.
- Departments and teaching staff will NOT have any information that can identify you or your response unless you specifically mention something to identify yourself within your comments.
- Results are not distributed to faculties and teaching staff until AFTER the release of exam results. For Semester 1, 2013 this will be : **2 July 2013**. Until then faculties only have access to unit level response rate data.

How to access SETU results for your unit:

<http://emuapps.monash.edu.au/unitevaluations/index.jsp>

- This feedback will not identify students, or directly quote your comments – only aggregated quantitative data is available online.
- Navigate to your unit by selecting the ‘Administration Period’ (i.e.. Semester 1, 2013), ‘Faculty’ and ‘Unit code’. The unit level report will show the distribution of responses as well as an overall mean/median score to each survey question.
- Student comments will be provided to the Associate Dean of Education within your faculty with very strict procedures relating to the distribution of this data.
- In order to protect teaching staff procedures are in place to flag comments referring to individual teachers or containing offensive comments prior to further distribution.
- Reports will be available on **2 July 2013** for Semester 1, 2013 units.

Please complete your
SETU survey
for this subject today

Login:

<http://my.monash.edu.au/study/resources/evaluations>

Or click on the link to the survey portal within the reminder emails you receive weekly during the survey period.

For any queries or issues contact the Surveys team : evaluations@monash.edu

The University values and acts upon your feedback.