# Faculty of Medical Sciences
# University of Sri Jayewardenepura

**Policy Title – Policy on module evaluation Policy Number – 06**

**Functional Area – Academic**

**Effective and Revised Dates– 2023.04.20**

**Approving Authority – The Council, University of Sri Jayewardenepura (538th council meeting)**

**Administrative Responsibility – Dean of Faculty, Head of the department of Medical Education, Module chairpersons, Chairpersons of Academic Phases I, II & III**

**Rationale and Purpose:**

Module evaluation involves the effort of academic members of the Faculty of Medical Sciences to introduce, sustain, revise and terminate taught modules. This policy provides guidance on the process for monitoring and evaluation of modules and outlines the roles of administrators and committees at the faculty level within this process.

Moreover, this policy is in conformity with other relevant policies such as Policy on Student Engagement in Quality Assurance, Policy on Teaching and Learning, Policy on Web Content Management, Policy on Programme or Curricular Approval, Implementation, Monitoring, Review and Discontinuation of the University.

The policy on module evaluation is devised to provide a framework for module evaluation on a regular basis.

**Scope:**

This policy is applicable for academic members of the Facu

*Internal Quality Assurance Cell-*

**Policy Statement:**

1. The Faculty should ensure the achievements of educational goals by students through the modules of the degree programme by constructive alignment of the Learning, Teaching and Assessment activities.

2. The Modules should reflect adaption of student centered learning and outcome based educational theories/principles/approaches.

3. The Faculty thrives to assure the quality of learning, teaching and assessment and to enhance the student experience by regular monitoring and evaluation of the taught modules by using student feedback.

   3.1 The Faculty recognizes the student engagement in quality assurance through evaluation of teaching learning activities is instrumental in ensuring delivery of the taught modules.

   3.2 The Faculty recognizes the importance of feedback by the extended academics and external experts in improving module content and its delivery.

4. The Faculty recognizes the staff and students are well informed about the module evaluation mechanism in the Faculty.

**Framework for the module evaluation:**

1. The module chairperson should monitor the completion of teaching learning activities of the module and report to the relevant Phase committees.

2. Module feedback to be obtained at the completion of each module using the faculty approved feedback templates.

3. Each module timetable should contain a designated time slot for students to provide feedback

4. Students should be made aware of the importance of provision of module feedback

5. The module chairperson should analyze the student feedback and a module committee meeting to be convened to discuss the findings

6. The response to module feedback to be prepared using the faculty approved response template and submitted to the relevant academic phase committee (Phase I, II or III)

7. Feedback on module monitoring/evaluation should be taken at the end of the module from students and resource persons.

8. The chairperson of the phase academic committee should minute and discuss the module feedback and its response submitted by module chairpersons

9. If further discussions are required, the chairperson of the phase academic committee should submit the findings to the Curriculum Development Committee (CDC) or Faculty Board

10. Module chairpersons should be responsible for monitoring the implementation of activities identified in response to module feedback

11. The Head of the department of Medical Education should be responsible for monitoring of the module evaluation at Faculty level and will be submitting an annual report to the CDC on the module evaluation.

**Related policies and guidelines:**

- Policy on Student Engagement in Quality Assurance
- Policy on Teaching and Learning
- Policy on Web Content Management
- Policy on Programme or Curricular Approval, Implementation, Monitoring, Review and Discontinuation