



KOI Internal Student Feedback Procedure

1. Purpose

This procedure sets out how the KOI internal survey of **Student Evaluation of Teaching and Subjects** at KOI are conducted.

2. Procedures

2.1 KOI Internal Student Feedback Process

Order	Task(s)	Responsibility	Timeframe
1	Collection of suggestions for new survey questions and/or amendment to existing survey questions	The Library, VP Academic and HOPs	Week 7-Week 8
2	Finalisation of survey questions	The Library	Week 9
3	Execution of the survey (online if necessary in the classroom as well)	The Library is responsible for the online survey and the Academic Team will be responsible for the requested classroom survey)	Week 10 to Week 12
4	Store and Process the collected survey data	The Library	Week 13
5	Provide VP Academic with consolidated data and Data Analysis Results	The Library	Week 14
6	Share course-specific data to respective Head of Program	Vice President (Academic) and The Library	Week 14
7	Share Subject-specific data to respective Subject Coordinator	HOPs	Week 14
8	Provide a summary report to the Academic Board	Vice President (Academic)	Submitted to the next Academic Board Meeting

2.2 Policy

Student Feedback Policy - https://koi.edu.au/policy_form/student-feedback-policy/

Document control

Policy title	Internal Student Feedback Procedure
Policy owner	Vice-President (Academic)
Policy approver	n/a
Version Date	11 September 2025
Approved	11 September 2025
Date of next review	16 May 2026
Changes in this version	

***** END OF PROCEDURE *****