

## **Feedback on Graduate Courses in the Department of Anglo-Saxon, Norse and Celtic**

Feedback from graduate students in the Department is encouraged through a number of formal mechanisms as well as through the informal lines of communication a small Department develops.

For MPhil students:

- (i) Teaching Evaluation Questionnaires (TEQs) on the Text Seminar are distributed towards the end of the penultimate session of Lent term. The lecturer conducting the seminar leaves the room after asking a student to volunteer to collect the completed questionnaires and return them to the Departmental Secretary, who then passes them on to the MPhil Convenor. Reports on these TEQs are made at the first meeting of the Graduate Sub-Committee (GSC) of Lent and Easter term and issues are discussed there and, if necessary, referred to the Examiners' meeting at which the External Examiner is present.
- (ii) TEQs on MPhil supervision are distributed towards the end of Lent term and any issues arising from them are taken up immediately by the MPhil Convenor with the supervisor concerned as well as being brought to the first Easter-term GSC meeting for general discussion as appropriate.
- (iii) TEQs on undergraduate papers which students attend as preparation for written exercises are administered according to the procedures set out in the document, 'The Student Feedback System' for the ASNC Tripos. Any matters relating specifically to MPhil students are referred to the MPhil Convenor and raised at a meeting of the GSC.
- (iv) A TEQ on the MPhil year as a whole is circulated towards the end of Easter term and any issues arising from returned questionnaires are brought to the Examiners' Meeting at the end of June.
- (v) In addition to questionnaires, the Department also encourages feedback on MPhil teaching and supervisions through meetings of the Graduate Joint Academic Committee (GJAC), held towards the end of each term. The response of the GSC to proposals for changes to the MPhil course arising out of TEQs is reported back to the GJAC. Minutes of GJAC meetings, at which a wide array of issues can be raised, are a standing item on the agenda of Departmental Meetings and any issues relating to MPhil teaching or supervision are taken up at the next meeting of the GSC. The Constitution of the GJAC is on the Department's website and minutes of meetings are posted on the graduate student noticeboard in the ASNC Common Room.
- (vi) The MPhil Convenor is in regular email contact with MPhil students and every encouragement is given to students to meet with the Convenor at any time to discuss general academic problems that might arise during the year, as well as plans for PhD study.
- (vii) In Michaelmas term, an MPhil representative is elected by students. The MPhil representative attends meetings of the GJAC as well as of the Faculty's Graduate Consultative Committee (GCC).

For PhD students:

- (i) Questionnaires on PhD supervision are circulated at the end of Easter term each year and any issues arising from them are taken up immediately by the Director of Graduate Studies with the Supervisor concerned as well as being brought to the first meeting of the Michaelmas-term GSC for general discussion as appropriate.
- (ii) Feedback about supervision can also be raised at meetings between students and their Advisors, as well as with the Director of Graduate Studies at any time during the year.
- (iii) Feedback about graduate provision more generally (in relation to the ASNC Graduate Seminar, the Easter-term Graduate Symposium, funding for research trips and conferences and any training matters) is welcomed at any time either through students' Supervisors or directly to the Director of Graduate Studies.
- (iv) A representative of PhD students is elected in Michaelmas term each year, to represent students' interests at the departmental meeting at the beginning of each term as well as at meetings of the Department's GJAC and the Faculty's GCC. All PhD students are invited to attend meetings of the GJAC and may take up any issues of concern or interest in that forum.