**Course Director email to teaching and admin team – to be sent out w/c 6th February 2023**

Dear colleagues,

**The Student Experience Survey 2023 – for all non-final year undergraduate students**

The Student Experience Survey (SES) 2023 will launch at St George’s on **6 February** and close on **31 March**, however the main promotional activity will come in the second half of February to ensure that the National Student Survey (NSS) can take priority.

The SES is St George’s **internal annual survey** for **all non-final year undergraduates**. It’s an essential barometer of student experience, giving us early signs of what needs to be reviewed or changed. The **SES mirrors the NSS** and gives a **reliable indication** as to how non-final year students are **likely to complete the NSS in future years**.

**Why should you support the SES**

The response rate for the SES was only 37% in 2022 – **we need to increase this** to make the feedback more representative and we need to ensure students are aware of the importance of SES. This year, the target is to get over 50% in all areas.

**How can you support the SES?**

The Student Experience team have prepared a set of slides that explain what the SES is, why it is important and how to fill it in. **The SE team invites us to show these slides in teaching sessions during the main SES period** (20 February – 31 March) and encourage students to fill it in.

You may decide to **show the slides for a few minutes** and invite students to ask questions and/or you may also **set aside 10 minutes** during one or two of your teachings sessions and **invite students to fill in the SES**.

However, please make sure that your students are:

* Encouraged to give their honest feedback on what they liked and did not like about their course
* Not asked to fill in the survey while a member of staff is overseeing their responses or made to feel that their responses are being monitored
* Not encouraged to reflect in their answers anything other than their genuine perception of their experience

**How can students fill in the SES?**

* **Via the link received in their email invitation –** students can just search their mailbox for ‘Student Experience Survey’ or ‘SES’
* **Via Canvas** – the SES link is also available via the Teaching Feedback section on Canvas

If you or your students have any questions, please contact the Student Experience Officer, Laura Dickens, ldickens@sgul.ac.uk.

Many thanks for your help.

[Course Director]