**[Reciprocation of feedback and contact with Tutors and other academics]**

We spend a lot of time trying to gather, process and understand the student experience in the School of Psychology.

1. One of the primary ways we gather feedback is from the meetings you have with your personal tutors and course academics.

If you need to book a meeting with an academic, you can book a slot in one of their office hours.

<https://dle.plymouth.ac.uk/course/view.php?id=66067>

Please note down the times for your tutor below:

[Insert times]

1. One of the other ways of submitting feedback is via the, totally anonymous, feedback form.

Click here to access the form: <https://www.psy.plymouth.ac.uk/communitybox/>

We are going to give this process a testdrive!

Task: Why not access the form as above and tell us what you think of these tasks that you have been given so far….

1. One of the other ways in which students can feedback with their comments is via their course Reps.

Please have a look at this section of the DLE

<https://dle.plymouth.ac.uk/course/section.php?id=530020>

Please write down the name of your course reps

[insert names of reps]

You can contact your reps to discuss any aspect of the course that you are happy with (and don’t want to change) or things you would like to change. While we also encourage students to contact their reps with their concerns, this process will be a lot more efficient if you are specific about the issues raised (module code, time of lecture). Reps attend a meeting with various members of staff and you will be informed about any actions taken in response to feedback via an email from the Programme Leader.