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Sentrum vir Onderrig & Leer  
Centre for Teaching & Learning  
Iziko lokuFundisa nokuFunda

## STUDENT FEEDBACK

### Completing an E-registration form as formal request to activate a student feedback questionnaire:

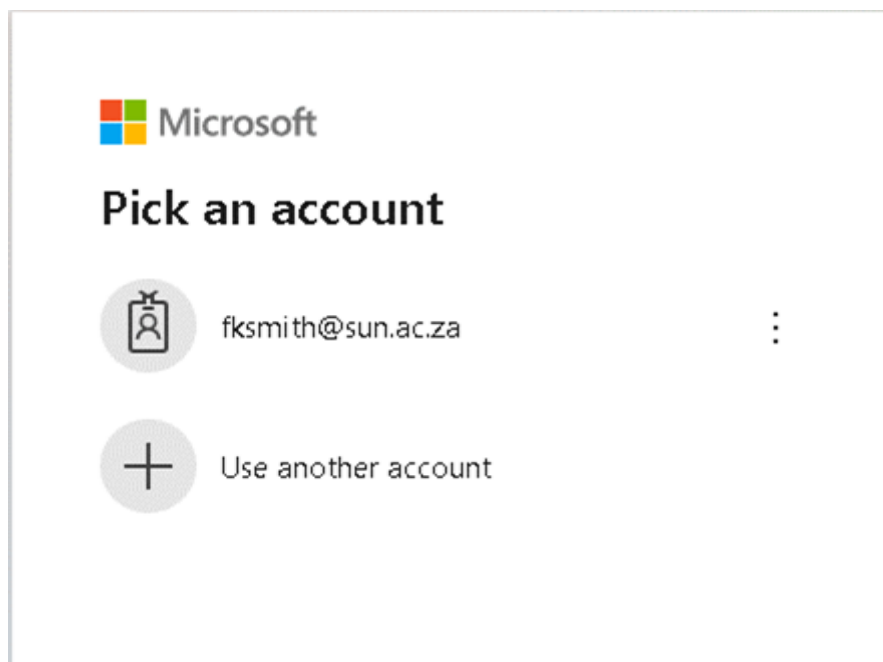
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**Step 1:** Click on the link of the e-registration form (below)


- [E-registration form](#)

**Step 2:** The following will appear on your screen. Log in by selecting your SU e-mail address

- Click on your e-mail address



- Type in your SU password and click on Sign in



← fksmith@sun.ac.za

## Enter password


Password

[Forgot my password](#)

[Sign in](#)

To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at [www.sun.ac.za/useradm](http://www.sun.ac.za/useradm).

- Please decide if you would like to stay signed in. If you click on Yes, you do not have to log in again, if No, you will have to log in every time before completing the form



fksmith@sun.ac.za

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

[No](#) [Yes](#)

To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at [www.sun.ac.za/useradm](http://www.sun.ac.za/useradm).

- You are now on the E-registration form and are about to complete

# STUDENTETERUGVOER: E-REGISTRASIEVORM

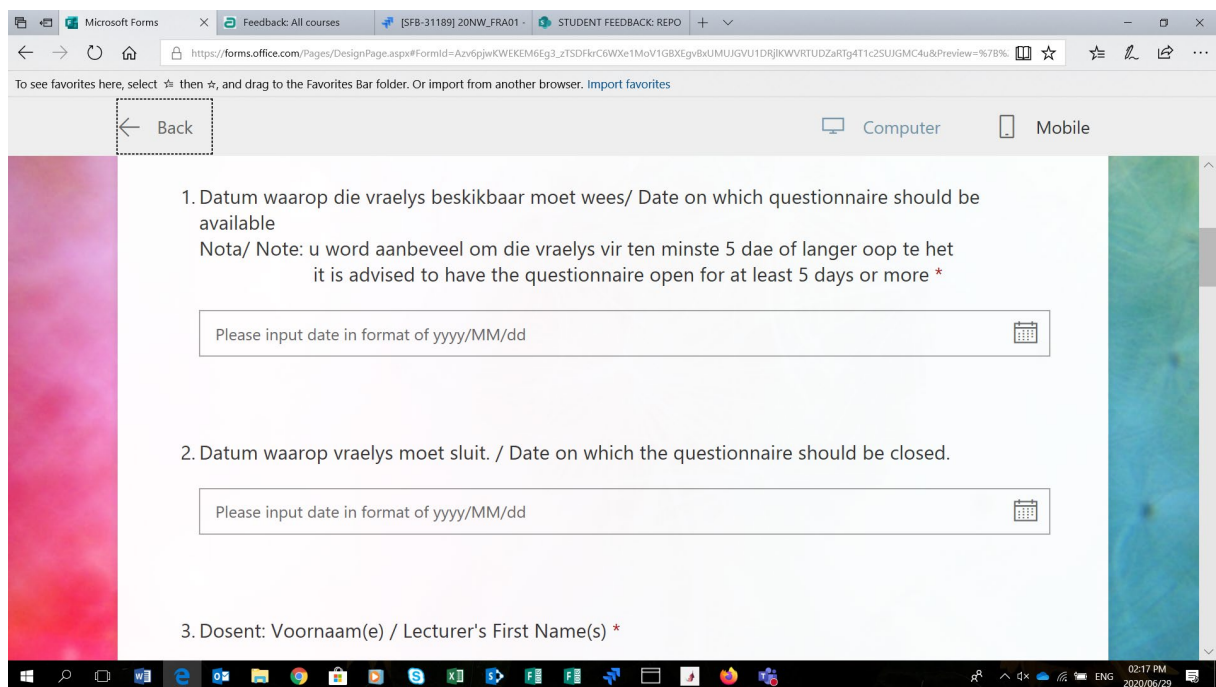
# STUDENT FEEDBACK: E-REGISTRATION FORM

Voltooi asb die e-registrasievorm as formele versoek vir aktivering van 'n elektroniese studenteterugvoer vraelys  
Please complete the e-registration form as formal request for activation of an electronic student feedback questionnaire

Hi Veronica, when you submit this form, the owner will be able to see your name and email address.

\* Required

- **Most important** part of the e-registration form is to select for how long your questionnaire should be available. Kindly note that it is advised to have the questionnaire open for at least 5 days or longer, not shorter than that



1. Datum waarop die vraelys beskikbaar moet wees/ Date on which questionnaire should be available  
Nota/ Note: u word aanbeveel om die vraelys vir ten minste 5 dae of langer oop te het  
it is advised to have the questionnaire open for at least 5 days or more \*

Please input date in format of yyyy/MM/dd

2. Datum waarop vraelys moet sluit. / Date on which the questionnaire should be closed.

Please input date in format of yyyy/MM/dd

3. Dosent: Voornaam(e) / Lecturer's First Name(s) \*

- Questions 3 to 6 - Lecturer's information

3. Dosent: Voornaam(e) / Lecturer's First Name(s) \*

Enter your answer

4. Dosent: Titel en Van / Lecturer: Title and Surname \*

Enter your answer

5. Dosent: UT nommer / Lecturer: UT Number

Enter your answer

- Question 7 and Question 8 - Faculty and Department

7. Fakulteit / Faculty \* 

- ☐ AgriWetenskappe / Agri Sciences
- ☐ Ekonomiese & Bestuurswetenskappe / Economic and Management Sciences
- ☐ Geneeskunde & Gesondheidswetenskappe / Medicine and Health Sciences
- ☐ Ingenieurswese / Engineering
- ☐ Lettere & Sosiale Wetenskappe / Arts and Social Sciences
- ☐ Krygskunde / Military Science
- ☐ Natuurwetenskappe / Science
- ☐ Opvoedkunde / Education
- ☐ Regsgeleerdheid / Law

8. Departement / Department \*

Enter your answer

- Questions 9 and 10 - Head of Department's information

9. Departementshoof: Titel, Naam en Van / Departmental Head: Title, Name and Surname

Enter your answer

10. Departementshoof: E-pos adres / Departmental Head: E-mail address

Enter your answer

- Questions 11, 12, and 13 - Module information

11. Modulenaam / Module name \*

Enter your answer

12. 8-Syfer Modulekode / 8 Digit module code \*

Enter your answer

13. Getal studente in dosent se klas / Number of students in lecturer's class

Enter your answer

- Question 14 - Language preference of report

14. Taal-voorkeur van Verslag / Language preference of report \*

☐ Afrikaans

☐ Engels / English

- Question 15 - Co-lecturers in module
  - If there aren't co-lecturers in the module, click No and then Submit
  - If there are co-lecturers in the module but a feedback questionnaire should not be activated for the other lecturers on the same date as yours, click No and then Submit

15. Is daar mede-dosente in die module vir wie 'n vraelys ook nou geaktiveer moet word? / Are there co-lecturers in the module for whom a questionnaire should now be activated? \*

☐ Ja / Yes

☒ Nee / No

Submit

- If there are co-lecturers teaching in the same module and a questionnaire must be activated for all lecturers on the same date, click 'Yes'. Complete the other lecturer's information. Select 'Yes' until you have completed all the lecturers' information. If all information of co-lecturers are added, Submit the form.

15. Is daar mede-dosente in die module vir wie 'n vraelys ook nou geaktiveer moet word? / Are there co-lecturers in the module for whom a questionnaire should now be activated? \*

☒ Ja / Yes

☐ Nee / No

16. 1 Voornaam(e) / First Name(s) \*

Enter your answer

17. 1 Titel en Van / Title and Surname \*

Enter your answer

18. 1 UT nommer / UT number \*

Enter your answer

19. 1 E-pos / E-mail

Enter your answer

- Your completed e-registration form are send to the Student Feedback Office. Personnel in the Student Feedback Office will be in contact with you on the day that the questionnaire are to be activated.

STUDENTETERUGVOER: E-REGISTRASIEVORM  
STUDENT FEEDBACK: E-REGISTRATION FORM



Thanks!

Your response was submitted.