

## Monash University Policy

<b>Policy Title</b>	University Student Survey Policy
<b>Date Effective</b>	22-April-2010
<b>Review Date</b>	28-December-2010
<b>Policy Owner</b>	Provost and Senior Vice-President
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="mailto:evaluations@monash.edu">evaluations@monash.edu</a>
<b>Scope</b>	<p>All faculties, divisions and student associations.</p> <p>All currently enrolled students and graduates.</p> <p>Permission is not required for ad hoc surveys carried out at the unit level.</p> <p>Permission is not required for ad hoc surveys of graduates carried out as part of course reviews.</p>
<b>Purpose</b>	<p>To ensure a strategic and coordinated approach to quality assurance survey activities with students at Monash University.</p> <p><b>Supporting Research and Analysis</b></p> <p>When Education Committee approved a university survey framework in December 2008, members expressed concern at the number of surveys taking place in the university, resulting in potential survey fatigue and adverse effects on the university's core surveys. This policy aims to address this issue by requiring oversight and reporting of quality assurance survey activities in the university.</p> <p>Note that while quality assurance and research activities lie on a continuum, the Monash University Human Research Ethics Committee (MUHREC) has adopted the National Health and Medical Research Council (NHMRC) position that most quality assurance activities do not require ethical clearance, and hence have adopted the principle that university surveys evaluating a service, investigative project or technique do not require review by MUHREC. If in doubt, prospective survey administrators should consult the MUHREC Executive Officer (<a href="mailto:muhrec@adm.monash.edu.au">muhrec@adm.monash.edu.au</a>).</p>
<b>POLICY STATEMENT</b>	

The university considers the views of students and graduates to be of critical importance in monitoring, reviewing and improving its teaching, research and associated support services. Surveys can constitute a valuable means of obtaining information about stakeholder viewpoints to support quality assurance and improvement.

To minimize the risk of over-surveying, and to ensure that the university's core surveys remain a priority to students, the administration of non-core surveys requires the approval of the Provost and Senior Vice-President following endorsement of the Dean or Divisional Director.

A University Survey Register will be maintained by University Planning and Statistics so that proposed surveys can be aligned with the topics and timelines of other surveys.

<b>Supporting Procedures</b>	<a href="#">University Student Survey Procedures</a>
<b>Responsibility for implementation</b>	Provost and Senior Vice-President Campus Pro Vice-Chancellors Deans Divisional Directors Faculty Managers Heads of schools/departments/centres/academic areas Heads of divisional/support services units
<b>Status</b>	New
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 2/2010 <b>Date:</b> 22-April-2010 <b>Agenda item:</b> 16.3
<b>Endorsement Body</b>	<b>Name:</b> Education Committee <b>Meeting:</b> 2/2010 <b>Date:</b> 31-March-2010 <b>Agenda item:</b> 7.2.2
<b>Definitions</b>	<b>Quality Assurance Survey:</b> An activity whose primary purpose is to monitor, evaluate or improve stakeholder satisfaction with the provision of educational or other student services.  <b>Core Surveys:</b> University-wide surveys administered under the auspices of University Planning and Statistics or Education Business Services. The list of approved core surveys is as specified in the Procedures.
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	<a href="#">Recordkeeping Policy</a>
<b>Related Documents</b>	<a href="#">Copyright Compliance Policy</a> and <a href="#">Procedures</a> Intellectual Property – see <a href="#">Copyright Compliance Policy</a> and <a href="#">Collaborative Coursework Arrangements - Licensing of Curriculum Procedures</a> Human Research - see <a href="#">Ethical Research and Approvals Policy</a> and <a href="#">Ethical Research and Approvals: Research involving Human Participants Procedures</a> <a href="#">NHMRC</a> - guidelines on ethical review of Quality Assurance activities Student Survey – see <a href="#">Student Voice in Learning and Teaching Policy</a> , <a href="#">Student Evaluation of Teaching and Units (SETU) Procedures</a> and <a href="#">University Student Survey Procedures</a>