

Monash University Procedure

Procedure Title	University Student Survey Procedures
Parent Policy	University Student Survey Policy
Date Effective	10-April-2010
Review Date	28-December-2010
Procedure Owner	Provost and Senior Vice-President
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Planning Quality
Scope	<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>
Purpose	<p>To ensure a strategic and coordinated approach to quality assurance survey activities with students at Monash University.</p> <p><u>Supporting Research and Analysis</u></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 (muhrec@adm.monash.edu.au).</p>
PROCEDURE STATEMENT	

1. Survey Design and Administration

- 1.1. While students may be encouraged to complete University surveys, participation is *voluntary*. Students declining to complete surveys must not be denied access to course materials, and must not in any other way be prejudiced with respect to unit completion.

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- 1.2. The survey design and administration process must guarantee that the *privacy* of any personal and other information collected is preserved in accordance with the requirements of the Privacy of Student Records Policy and Procedures and related legislation.
- 1.3. Where the survey instrument allows identification of respondents, participants must be accurately advised about the status of personal and other information collected - that it is *confidential but not anonymous*.

Responsibility

Those designing and administering surveys

2. Submitting proposals for non-core surveys

- 2.1. Requests for the release of non-core quality assurance surveys must be submitted to University Planning and Statistics on the [Survey Approval Template](#) including the purpose of the proposed survey, survey methodology, and endorsement of dean or divisional director, with a copy of the proposed survey questionnaire as an appendix. Survey proposers must show how the survey aligns with the [scheduled timelines](#) for university core surveys to avoid potential clashes. Proposals must be submitted at least one month prior to the proposed start date of the survey.
- 2.2. Prospective survey administrators who are uncertain of the research status of the proposal and the possible need for ethical clearance must consult the MUHREC Executive Officer.

Responsibility

Survey Proposer
Dean/Divisional Director
Campus Pro Vice-Chancellors

3. Approval of non-core surveys

- 3.1. Decisions concerning survey proposals will be communicated to applicants within one month of submission, together with any recommendations for amendments to the survey questions or format, or the survey administration process. After inclusion of any amendments, the final survey and details of its method of administration must be lodged with University Planning and Statistics for inclusion on University Survey Register.

Responsibility

University Planning and Statistics

4. Update of University Survey Register

- 4.1. A University Survey Register of the titles, survey cohort and 'start' and 'closing' dates for each survey will be maintained by University Planning and Statistics so that proposed surveys can be aligned with the topics and timelines of other surveys.

Responsibility

Survey Proposer
University Planning and Statistics

Responsibility for implementation	Provost and Senior Vice-President Campus Pro Vice-Chancellors
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	<p>Deans</p> <p>Divisional Directors</p> <p>Faculty Managers</p> <p>Heads of schools/departments/centres/academic areas</p> <p>Heads of divisional/support services units</p>
Status	New
Approval Body	<p>Name: Academic Board</p> <p>Meeting: 2/2010</p> <p>Date: 22-April-2010</p> <p>Agenda item: 16.3</p>
Definitions	<p>Core Surveys: Australian Graduate Survey, Monash Experience Questionnaire (MEQ), Student Support Services Survey, Student Administrative Services Survey, Student Evaluation of Teaching and Units (SETU), Postgraduate Research Supervision Survey (PRSS), Annual Doctoral Exit Survey, Annual Enrolment Questionnaire.</p>
Legislation Mandating Compliance	
Related Policies	Recordkeeping Policy
Related Documents	<p>Conduct Compliance Policy and Procedures</p> <p>Intellectual Property – see Copyright Compliance Policy and Collaborative Coursework Arrangements - Licensing of Curriculum Procedures</p> <p>Human Research - see Ethical Research and Approvals Policy and Ethical Research and Approvals: Research involving Human Participants Procedures</p> <p>NHMRC- guidelines on ethical review of Quality Assurance activities</p> <p>Student Survey – see Student Voice in Learning and Teaching Policy, Student Evaluation of Teaching and Units (SETU) Procedures and University Student Survey Procedures</p>