

Institutional Survey Approval Process

Survey data provides important student feedback to facilitate decision-making. Outcomes are also used for institutional monitoring and reporting purposes. As such, the institution relies on students' engagement with surveys to maximise response rates and ensure the quality of data. An overview of all institutional survey activity for 2023/24 is provided in the [Student Survey Calendar](#).

Why is this needed?

Feedback from students and staff suggests that students often feel overwhelmed by survey requests and that this discourages engagement. Apart from institutional surveys, students are asked to complete a range of other/bespoke surveys at various points in the academic year.

To alleviate potential survey fatigue and maximise student response to the key surveys, the Education and Student Experience Committee (ESEC 23/054) approved the process of managing survey activity with students on taught programmes at the institutional level. ADESEs are asked to consider establishing a mechanism for oversight of local survey activity in their faculties.

What is considered an institutional survey?

In the context of this process, an institutional survey is defined as a survey that is aimed at students from outside the originator's faculty, whether this is to all students, specific/large cohorts, or students from certain demographic groups.

Recent examples relate to health and wellbeing, sustainability, EDI, and the international student experience. Local (Faculty, School or programme-based) surveys, work conducted by partner organisations and JMSU activity are not covered by this process.

What is the process?

Step 1: Initial Request

An initial request for an institutional survey should be made to the Teaching and Learning Academy (please contact [Elena Zaitseva](#) in the first instance).

The purpose of this step is to:

- Establish whether the issues addressed in the survey are already covered (to a sufficient extent) in institutional data sources. If so, this may render the survey redundant.
- Use this as an opportunity to suggest an alternative approach to data collection if there is a perception that surveys may not be the best mechanism to get the desired information.

Step 2: Survey Approval

The role of the Teaching and Learning Academy is advisory and not to grant permission. This will be managed through survey approval at the Education and Student Experience Committee (please contact [Liz Clifford](#) in the first instance).

The purpose of this step is to:

- Ensure that the proposed survey is aligned to institutional priorities and that its timing will not affect students' engagement with the surveys listed in the [Student Survey Calendar](#).
- Ensure that the survey does not exceed a length of 30 items.