Mandatory Elements of a Federation University General Student Survey

This document provides survey developers with mandatory elements that must be included in the introductory statement of all Fed Uni General Student Surveys. The Federation University Survey Team will assist survey developers in determining whether their survey is classified as a quality assurance survey.

Mandatory Elements

The following items should be included as specified below:

1. Title of Survey
2. Who is conducting the survey (e.g. which team within FedUni)
3. Why they have been selected to participate (e.g. randomly selected from first year science students)
4. Short description of why the survey is being conducted and the proposed use of the survey data, including an explanation of why the survey is important in providing future benefits for students
5. That participation in the survey is voluntary
6. That survey responses are collected in accordance with the university’s Information Privacy Policy and that data will be de-identified before being compiled into reporting or analysis
7. That the respondent can skip questions he or she would prefer not to answer
8. The estimated length of the survey
9. Whom to contact with questions
10. Closing statement

Example Introduction

Student *xxx* Survey

Dear student,

The Student *xxx* Survey is being conducted by xxx within Federation University.

As a first year student studying a *xxx* program, you have been randomly selected from this cohort of students for the opportunity to participate in the survey.

This survey is designed to give you an opportunity to state your opinions on how well you think the *xxx* service performs in relation to what you think is important. We anticipate continually improving the *xxx* service and your input is important in providing us information to base future improvements on.

The feedback you submit through completion of this survey is collected in accordance with the University’s Information Privacy Policy and is regarded as confidential. All data collected is de-identified before being compiled into any report prepared for consideration and decision-making within the University. Information which has been de-identified cannot be retrieved or modified.

You may opt out or provide neutral responses to questions that you would prefer not to answer.

The survey will take approximately 10 minutes to complete.

If you have any questions on the survey, please contact *xxx* at *xxx*@federation.edu.au

Thank you for your assistance.

Name,

Position.