

Student Survey Proposal Form

Use this form to request approval to conduct a General Student Survey conforming to the Student Survey Procedure. A **General Student Survey** is any survey where the purpose is to generate feedback on the provision of a service to students.

Please email the completed form to surveys@federation.edu.au or click 'Submit by Email' at the end of the form.

Please allow 5 days for the Survey Coordinator to respond to your proposal.

Privacy, Data Security and Distribution

All digital and digitised data produced, stored, or utilised by members of the University is governed by the [Data Classification and Usage Procedure](#). This procedure states that all University data created must be allocated a classification, so it is managed, used, and secured in a manner appropriate to its importance and sensitivity.

Student data used to distribute surveys falls under the 'Protected' classification. This means that access to the data is restricted, and only accessible by a limited number of authorised people. Because of this, distribution data should be obtained and managed by the Surveys Team. This means that staff will put together details on the cohort the survey is aimed at (commencing, continuing, online students, etc.) and the Survey Team will create a distribution list, and distribute the survey on your behalf.

Review further details on the [collection, usage and disclosure of personal information here](#).

If you believe that you are exempt from having a general survey managed by the Surveys Team, please indicate your reason below:

Please indicate in the check box that you have read the Privacy, Data Security and Distribution section.

Section 1 – Human Research Ethics Approval

Some surveys will require Human Research Ethics Approval as well as the completion of this form. Complete the below questions to find out if you need to submit to the Human Research Ethics Committee (HREC) for approval. [You can also click here here to read more about what sort of surveys require Ethics Approval.](#)

If you have already submitted your survey for Human Research Ethics approval, skip this section and go to Section 2.

Is the data being collected expressly for a purpose other than maintaining standards or identifying areas for improvement?

Yes

No

Is the data being collected and analysed linked to individuals?

Yes

No

Does the survey potentially infringe the privacy or professional reputation of participants, providers or the University?

Yes

No

Does the survey involve targeted analysis of data involving minority/vulnerable groups whose data is to be separated out of that data collected or analysed as part of the main QA/evaluation activity?

Yes

No

Will the results be submitted for publication, included in a student Thesis or publicised external to the University?

Yes

No

Is the data being collected for the purpose of research?

(See the National Statement on Ethical Conduct in Human Research 2007 for further information)

Yes

No

If you have answered yes to any of the above questions, [contact HREC for further advice.](#)

Section 2 – Survey Information

1. Please outline the purpose of your survey. Include the following information:

What question are you trying to answer/what are you trying to achieve by conducting this survey?

What is the benefit of this survey? How will it make a difference/improvement to your work/section etc.

Can this information be sourced from other areas? Has another General Student Survey already been run/is another General Student Survey planned that is collecting the same/similar information?

2. Have you consulted with other areas/stakeholders within the University who may have similar interests in the survey analysis or may benefit from receiving the completed survey analysis?

Yes

No

3. Who is the survey owner, i.e. who is responsible for the coordination of this survey?

4. What is the proposed title of the survey?

5. Has the survey been conducted previously?

Yes

No

6. Will the survey questions be prepared by Federation University or by a 3rd party survey developer?

Federation University

3rd Party

7. How will the information obtained from this survey/campaign be used?

(Please provide details on how the survey will be reported / analysed and who are the stakeholders of the analysis)

8. Describe the cohort of students that will be targeted by this survey (e.g. commencing, on-campus, partners etc.)?

9. Approximately how many students will you target with this survey?

10. Will incentives/prizes be offered to encourage participation?

Yes

No

Section 3 – Survey Delivery

1. Qualtrics is the University's nominated survey tool. If you believe that you are exempt from distributing the survey via Qualtrics, please indicate your reason below:

2. What are the proposed dates to conduct the survey? Please include opening and closing dates, and times. If you are planning to close your survey at COB on a Friday it is recommended that you extend the closing date/time to be the following Monday at 9am. As the data won't be used over the weekend, this gives students a couple of extra days to respond to the survey, without effecting the delivery of reports etc. Please state any survey reminder dates you would like included.

3. I understand that the above dates are proposed, and that depending on the number of Student Surveys being run at this time they may need to change (you will be notified by the Survey Team if this is the case)

Yes, I understand

4. How frequently will the survey be conducted? E.g. each semester, yearly etc.