

STUDENT SURVEY PROPOSAL FORM

This form may be used by applicants to request approval to undertake a student survey as per the [Student Survey Guideline](#)

Details
Survey Name
Survey Owner's Faculty/School/Organisational Unit
Proposed Survey Opening and Closing Dates (check the Student Survey Calendar to ensure your survey dates don't conflict with other UQ major surveys). Outline of survey recurrence or cycle if relevant.
Contact details of Survey Owner & Administrator (if different from the owner)
The survey owner acknowledges that: <ul style="list-style-type: none"> <input type="checkbox"/> the survey meets the criteria outlined in the Student Survey Guideline <input type="checkbox"/> student participation is voluntary <input type="checkbox"/> student consent will be obtained where appropriate <input type="checkbox"/> survey data will be stored as per Keeping Records at UQ procedure
Survey Description and Rationale: <ol style="list-style-type: none"> 1. Survey span: <ol style="list-style-type: none"> a. Student group covers more than one faculty b. Student group is within one faculty c. Student group is within one school 2. Identify who is the decision maker (refer to section 3 in the Student Survey Guideline). Where the Pro-Vice-Chancellor (Teaching & Learning) is the decision maker provide endorsement from the relevant Associate Dean (Academic). 3. How many students will be surveyed? What cohorts will be targeted? 4. What this survey is designed to achieve? 5. How is this survey unique/distinct to the University's existing/available tools/data in this area? 6. How the survey questions have/will be developed and tested. 7. How will survey results and analysis be reported? Who are the target audiences of reports? 8. Outline data reporting arrangements:
Method Provide the procedure and proposed analysis including details of the platform on which the survey will be administered. Explain if it is not a University-licensed system.
Will you be providing incentives? If so what type of incentive? Incentive <Y/N> Type of incentive Distribution of Incentive (e.g, competition, random draw etc.)
Follow up and feedback How will participants be able to provide feedback? What procedures are in place for follow-up? How will participants be provided with outcomes from the survey?
Copy of questionnaire – draft will be acceptable.