# Guidance note on seeking approval to run a student survey

## Appendix 1 – New survey request form

### The following information is required for a survey which requires UBTLSE approval to take place.

Please complete all sections below and return the form to Marketing, Communication & Engagement (MCE).

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| School/Department/Function |  |
| Email address |  |
| Name of the survey |  |
| Please briefly outline the objectives of the survey |  |
| Intended target audience (eg UG/PGT/PGR etc) |  |
| Tick each box that applies to this proposed survey | ☐The survey is required to meet institutional strategic  objectives  ☐The survey is responding to student feedback, and will inform enhancement of our teaching activity or other services.  ☐The survey is required for external compliance  ☐The survey will provide data enabling useful benchmarking with other institutions and/or impact on the University’s external reputation through league tables or other measures  ☐Participation in the survey will support sector-wide  initiatives to which the University wishes to contribute |
| Proposed survey dates |  |
| Will the survey be managed internally or externally? If external, please provide details |  |
| What platform will be used to host the survey (eg Online Surveys or Survey Monkey) |  |
| Estimated time to complete the survey (eg 15 minutes) |  |

|  |  |
| --- | --- |
| How will the survey be promoted to students? |  |
| REPORTING |  |
| Who will collate and analyse the survey results? |  |
| How will the results be reported to students to close the feedback loop and by whom? |  |
| How will results be used to meet the objectives identified above and by what mechanism e.g. data for specified report, etc? |  |
| Date by which report of the survey will be sent to the appropriate committee |  |