

Monash University Policy

Policy Title	University Student Survey Policy
Date Effective	22-April-2010
Review Date	28-December-2010
Policy Owner	Provost and Senior Vice-President
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	evaluations@monash.edu
Scope	<p>All faculties, divisions and student associations.</p> <p>All currently enrolled students and graduates.</p> <p>Permission is not required for ad hoc surveys carried out at the unit level.</p> <p>Permission is not required for ad hoc surveys of graduates carried out as part of course reviews.</p>
Purpose	<p>To ensure a strategic and coordinated approach to quality assurance survey activities with students at Monash University.</p> <p>Supporting Research and Analysis</p> <p>When Education Committee approved a university survey framework in December 2008, members expressed concern at the number of surveys taking place in the university, resulting in potential survey fatigue and adverse effects on the university's core surveys. This policy aims to address this issue by requiring oversight and reporting of quality assurance survey activities in the university.</p> <p>Note that while quality assurance and research activities lie on a continuum, the Monash University Human Research Ethics Committee (MUHREC) has adopted the National Health and Medical Research Council (NHMRC) position that most quality assurance activities do not require ethical clearance, and hence have adopted the principle that university surveys evaluating a service, investigative project or technique do not require review by MUHREC. If in doubt, prospective survey administrators should consult the MUHREC Executive Officer (muhrec@adm.monash.edu.au).</p>
POLICY STATEMENT	

The university considers the views of students and graduates to be of critical importance in monitoring, reviewing and improving its teaching, research and associated support services. Surveys can constitute a valuable means of obtaining information about stakeholder viewpoints to support quality assurance and improvement.

To minimize the risk of over-surveying, and to ensure that the university's core surveys remain a priority to students, the administration of non-core surveys requires the approval of the Provost and Senior Vice-President following endorsement of the Dean or Divisional Director.

A University Survey Register will be maintained by University Planning and Statistics so that proposed surveys can be aligned with the topics and timelines of other surveys.

Supporting Procedures	University Student Survey Procedures
Responsibility for implementation	Provost and Senior Vice-President Campus Pro Vice-Chancellors Deans Divisional Directors Faculty Managers Heads of schools/departments/centres/academic areas Heads of divisional/support services units
Status	New
Approval Body	Name: Academic Board Meeting: 2/2010 Date: 22-April-2010 Agenda item: 16.3
Endorsement Body	Name: Education Committee Meeting: 2/2010 Date: 31-March-2010 Agenda item: 7.2.2
Definitions	Quality Assurance Survey: An activity whose primary purpose is to monitor, evaluate or improve stakeholder satisfaction with the provision of educational or other student services. Core Surveys: University-wide surveys administered under the auspices of University Planning and Statistics or Education Business Services. The list of approved core surveys is as specified in the Procedures.
Legislation Mandating Compliance	
Related Policies	Recordkeeping Policy
Related Documents	Copyright Compliance Policy and Procedures Intellectual Property – see Copyright Compliance Policy and Collaborative Coursework Arrangements - Licensing of Curriculum Procedures Human Research - see Ethical Research and Approvals Policy and Ethical Research and Approvals: Research involving Human Participants Procedures NHMRC - guidelines on ethical review of Quality Assurance activities Student Survey – see Student Voice in Learning and Teaching Policy , Student Evaluation of Teaching and Units (SETU) Procedures and University Student Survey Procedures