



POLICY

Policy Title: Survey Policy

Policy Owner: General Counsel and University Secretary, Director, Strategic and Governance Services

Keywords: Survey Administration Students Staff

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1. INTENT

To ensure that student and staff surveys are co-ordinated, appropriate standards of survey management are in place and survey results and reports are disseminated appropriately.

2. ORGANISATIONAL SCOPE

All surveys conducted by Edith Cowan University (ECU) to collect responses from staff or students, excluding:

- (i) those conducted as part of research projects by ECU staff, students or external researchers not related to ECU operations (refer to Research Policy AC074, File No: SUB/4668), and
- (ii) “formative feedback” surveys of students, organised within Faculties/Schools in the early weeks of semester.

3. DEFINITIONS

TERM	DEFINITION
Core University Surveys	Unit Teaching and Evaluation Instrument (UTEI) Student Services and Facilities Feedback (SSAFF) Graduate Destination Survey (GDS) Course Experience Questionnaire (CEQ) Postgraduate Research Evaluation Questionnaire (PREQ) Mid-Course Evaluation Questionnaire (Mid-CEQ) In-Progress Postgraduate Research Evaluation Questionnaire (iPREQ) Staff Satisfaction Survey University Experience Survey (UES) International Student Barometer (ISB)
Data	Information/feedback collected from ECU students and staff
Non-core surveys	Surveys other than those defined as Core University Surveys that have been appropriately registered by the Survey Manager.
Survey Management	The process of: <ul style="list-style-type: none"> • designing a survey/questionnaire (the “instrument”) • specifying the target population • collecting response data • analysing the data • reporting the findings.
Survey Services	The business unit responsible for the centralised management and reporting of core University surveys
Staff	Includes temporary, contract, sessional, casual and permanent staff.
Students	Includes potential, current and past students of ECU.
Survey Owner	The individual requesting the survey to be conducted.
Survey Manager	The individual with responsibility for managing the University’s centralised Survey Services unit.

4. POLICY CONTENT

- 4.1 Surveys Services, in consultation with other stakeholders, is responsible for the management of Core University Surveys and the approval and registration of non-core surveys
- 4.2 The scheduling of non-core surveys to specific populations or on any specific topic/subject is co-ordinated by Survey Services, although in most cases such surveys are managed by the survey owner.

In order to prevent duplication and over-surveying, prior to conducting a non-core survey, a request for the non-core survey, endorsed by the relevant Executive Dean or Senior Leadership Team member, must be referred to the Survey Manager for approval as defined in the Survey Guidelines.

Surveys must not be conducted unless they have been approved by the Survey Manager

Surveys will usually be conducted electronically and in such cases will comply with policies governing electronic communications

- 4.3 The intended use of the survey and its findings will be made clear to participants as part of the survey instrument.

- 4.4 Feedback will be provided in a timely manner to appropriate stakeholders.
- 4.5 Survey processes must be compliant with the *Privacy Act 1988* (Cmwltth) and any other applicable policy (e.g. ECU Privacy Policy) or legislation designed to protect the privacy of staff and students, and confidentiality of data.

The data collected via University surveys remains the property of the University and is subject to criteria and standards set by the Survey Manager from time to time.

This policy should be read in conjunction with the Survey Guidelines

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The General Counsel and University Secretary, Director, Strategic and Governance Services has overall responsibility for the content of this policy and its operation in ECU.

6. RELATED DOCUMENTS:

- 6.1 The policy is supported by the following Guidelines:
- Survey Guidelines (File No. SUB/4618).
- 6.2 Other documents which are relevant to the operation of this policy are as follows:
- Human Ethical Research Policy (AC023, File No: SUB/839)
 - E-Mail Usage Policy (IS006, File No: 02/870)
 - Privacy Policy (AD067, File No. SUB/5389)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	General Counsel and University Secretary, Director, Strategic and Governance Services
All Enquiries Contact:	Surveys Manager
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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