

Student Survey Proposal Form

Use this form to request approval to conduct a General Student Survey conforming to the Student Survey Procedure. Please email the completed form to surveys@federation.edu.au or click *Submit by Email* at the end of the form. Please allow 10 days for the Survey Coordinator to respond to your proposal.

Section 1 - Human Research Ethics Approval

Surveys may require approval from the Federation University Human Research Ethics Committee (HREC) before proceeding. Surveys that require HREC approval are considered *Research Surveys* and fall outside the scope of this proposal form.

Use the following questions as a guide to determining if the survey requires HREC approval:

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

No
2. Is the data being collected and analysed linked to individuals?

Yes

No
3. Does the survey potentially infringe the privacy or professional reputation of participants, providers or the University?

Yes

No
4. 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
5. Will the results be submitted for publication, included in a student Thesis or publicised external to the University?

Yes

No
6. 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

Where the answer is **yes** to any of the above questions, do not complete or submit this form.

Contact

for further advice on how to proceed.

Section 2 - Survey Information

1. Outline the purpose of conducting the survey? Include the following considerations in your answer:

- What do I need to know? (What am I trying to answer/achieve by conducting this survey?)
- What will happen as a result of conducting this survey? (What is my ultimate purpose/benefit in conducting this survey? How will this make a difference/improvements to my work/section etc.?)
- Can I get the information from existing sources? (Has this data been gathered before? Is it possible to source this information via existing surveys and data sources?)

2. Have you consulted with other stakeholders within the University who may:

- have existing survey analysis that could satisfy the outcomes of the proposed survey?
- 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 will be responsible for coordinating the 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 Fed Uni or by a 3rd party survey developer?

Fed Uni

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. How will you obtain the distribution list for the targeted students?

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

Yes

No

Section 3 - Survey Delivery

1. What tool will be used to conduct this survey (e.g. Lime Survey, Survey Monkey, other)?

2. What are the proposed dates to conduct this survey (include starting and closing dates)?

3. How frequently will the survey be conducted (e.g. yearly)?