

Surveys Policy

Section 1 - Summary

(1) This Policy outlines Victoria University's (VU's) commitment to a coordinated approach to student surveys. The purpose of this Policy is to:

- a. Clarify the process for the approval and conduct of surveys of Students;
- b. Manage the frequency of surveys involving Students;
- c. Reduce the risk of over-surveying Students;
- d. Coordinate surveys in such a way as to avoid confusion among recipients; and,
- e. Provide an opportunity for the Surveys and Evaluations Unit to advise the applicant of similar or related University-wide surveys and datasets that may inform their study.

Section 2 - Accountability

Key Decision-making powers under the Policy (if applicable)

(Delegated) Power	Role
Director, Data Insights	Approve non-core Surveys

Section 3 - Scope

(2) This Policy applies to all Staff involved in conducting global surveys of VU Students.

Section 4 - Definitions

(3) Core (compliance) Survey: Refers to a survey, aimed at gaining information from a representative sample using a survey instrument, mandated by government, required by contractual agreement or designated a Core Survey by VU.

(4) Non-Core (non-compliance) Survey: (optional, ad-hoc or operational). Refers to all other surveys, using a survey instrument, where feedback sought from current students or graduates.

Section 5 - Policy Statement

(5) VU is committed to:

- a. Academic excellence and providing high quality, engaging career-based tertiary education at all levels of vocational and higher education; and,

b. Providing and enabling the best possible student experience.

(6) VU considers the views of Students (including past Students and graduates) critical to the monitoring, review and continuous improvement of quality teaching, research and support services.

(7) VU aims to reduce the over-surveying of Students and to use a coordinated approach to survey approval and distribution, ensuring that Core University surveys are of main priority to Students.

(8) VU will maintain a University Survey Register, storing and using survey data of approved and conducted surveys appropriately in line with the [Records Management Policy](#) and [Privacy Policy](#).

(9) Approval by the Director, Data Insights will be required for any non-core surveys before being designed, scheduled or conducted, to ensure information is not already available from existing sources and to avoid clashes with Core Surveys.

(10) Any survey used for educational research purposes must also seek approval from the Victoria University Human Research Ethics Committee (VUHREC) or the Low Risk Human Research Ethics Committee (LRHREC), as appropriate.

Section 6 - Procedures

(11) Student Surveys Procedure

Section 7 - Guidelines

(12) Nil.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Lucy Franzmann Chief Financial Officer
Responsible Officer	Ann Hogan Director, Data Insights Ann.Hogan@vu.edu.au
Enquiries Contact	Ann Hogan Director, Data Insights Ann.Hogan@vu.edu.au <hr/> Portfolio of the Deputy Vice-Chancellor, Higher Education