

# Student Survey Requests Group

A sub-group of the Education Initiatives Monitoring and Evaluation Group (EIMEG), reporting to the University Education and Student Experience Committee (UESEC)

## Terms of Reference

### Membership

Chair	Cheryl Buck
Administrative Support and Academic	Sue Soffe
Academic Registry	Rebecca Dipancrazio
Library representative	Kath Shakespeare
Marketing representative	Lauren Mundle
UPSU Representative	Alfie Redman

### Frequency of meetings

This group will carry out its work electronically. Reports will be submitted and reviewed to EIMEG.

### Remit of the group

The remit of the group will be to consider all requests to survey the student body that are:

- Across more than one Department/School
- and/or
- Aim to survey more than 250 students

This would include, but is not limited to, the following:

- Internal requests to survey the students for purposes of service evaluation
- Internal requests to survey the students for purposes of research
- External requests to survey the students for purposes of service evaluation
- External requests to survey the students for purposes of research
- Requests in any of the above categories that are electronic or physical

These requests will be considered using the following criteria:

- The purpose of the survey and the outcomes being measured
  - University core business requests will be given priority
  - It would not normally be expected that UG students will be surveying more than 250 students or going outside of their own Department/School
- The timing of the survey and the potential impact upon other surveys
- The number of students being surveyed
- The number of Departments/Schools being surveyed

It is **not** the remit of this group to consider issues of ethics and a request cannot be accepted without evidence of a favourable ethical opinion from the appropriate Ethics Committee.

You must also ensure that when collecting any data that you comply with the relevant Data Protection legislation.

**Process for review**

- Requests will be considered on a monthly basis
- For a request to be considered it must be submitted to [surveyrequests@port.ac.uk](mailto:surveyrequests@port.ac.uk)
- Requests submitted by the 1st of that month, will be reviewed and the decision will be communicated within 20 working days
- Requests outcomes can be:
  - Accepted with no conditions
  - Accepted with conditions
  - Rejected
- Appeals can be made to the Chair of the committee