Student Survey Requests Group 2025

A sub-group of the Education Initiatives Monitoring and Evaluation Group (EIMEG)

Request for permission to conduct a student survey

As outlined in the University of Portsmouth Policy for listening to and responding to the student voice:

Systematic evaluation of, and response to, the student voice to improve the student experience is integral to this Policy. We will seek to maximise student participation in surveys, minimise survey fatigue and maximise the value derived from each survey by rationalising the number of student surveys conducted.

Important notes

- You **do not** need permission to carry out a survey if it will be conducted within one Department/School and will involve less than 250 students. (Undergraduate students are not normally expected to go beyond this. If an UG project is being considered beyond these parameters, then a request should be made by their supervisor with a suitable explanation as to why it is necessary;
- All other surveys that will sample the student body, for service evaluation or research purposes, must gain permission from this group before carrying out the survey;
- Requests will be considered on a monthly basis
- For a request to be considered it must be submitted to surveyrequests@port.ac.uk ;
- All requests must be accompanied by favourable Ethical Approval
- Requests will be considered on or around the first of each month.
- Requests received before the last working day of the month will be considered on or around the 1st of the following month.
- A decision will be communicated within 20 working days.
- It is **not** the remit of this group to consider issues of ethics and acceptance of a request does not replace the requirement for 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.

You will find further information on the Student Survey Request group Webpage.

Name	
Contact Details	
Staff/student (if student level of study)	
For research requests is evidence of favourable ethical opinion attached?	

Purpose and Rationale of Study – why is this survey important?	
Target Number – what number of responses are you seeking?	
Your preferred dates to administer the survey	
Survey Type – is this a user survey or is it more research in nature? If it is research then please include evidence of favourable ethical opinion.	
Select	
Survey Methodology – how will students be approached, who will approach them, how will they be selected, how will they respond to the, how will the data be analysed?	
Dissemination - how will the outcomes be disseminated to the wider university community and to students?	