# Process for the approval of the new university wide surveys:

## Request form to the Student Surveys Operational Group (SSOG):

* Requester to consult the Student Surveys website and complete the request form
* Support materials include:
	+ The current survey calendar
	+ Survey check-list
	+ Sample privacy agreement
	+ Tips on designing a survey
	+ Information on available survey tools

## SSOG recommendation to the Student Surveys Strategy Group (SSSG):

* SSOG to review the form at a monthly meeting and liaise with the requester over the ambiguities
* SSOG to write a cover letter with recommendation to the SSSG
* Cover letter with the original form for reference submitted via email to SSSG

## SSSG approval

* SSSG to comment on the proposal via email
* Final approval of the survey (with or without modifications) by the Chair to SSOG
* SSOG to inform the requester of the outcome

### Criteria used to approve any new survey:

* Is it needed and does it fill a gap in data
* Timing of the survey (e.g. no clash with NSS)
* Design (e.g. not too long)
* Strategy for closing the feedback loop
* How much support needed from SSOG (e.g. email list, analyses, communication)
* How does it fit with the University Strategy Plan