

Surveys Procedure - Electronic Software

Section 1 - Background and Purpose

(1) In conjunction with the Surveys Policy, La Trobe University uses electronic survey software. These procedures detail provisions to access the University's survey software.

(2) Surveys that are not formally approved under the [Surveys Policy](#) and using the Survey Procedures are not to be administered at La Trobe University.

Section 2 - Scope

(3) Nil.

Section 3 - Policy Statement

(4) Refer to the [Surveys Policy](#).

Section 4 - Procedures

Access to Electronic Survey Software

(5) Surveys in Data and Performance Analytics (DAPA) will facilitate access to La Trobe University's electronic survey software.

Internal (Staff/Student) Access

(6) Access to the University's electronic survey construction software will be provided to staff and students who have:

- a. Completed training in its use;
- b. Either completed basic training in survey method including questionnaire design or can provide some evidence of expertise in this area;
- c. Prior approval for administration of internal surveys, where the target population is staff or students;
- d. Gained approval of the relevant ethics committee, if a research survey.

Role of Surveys

(7) Surveys will facilitate access to the software and advise the IS and the BSU to install and train applicants in the use of the software.

Role of Information Services (IS)

(8) Information Services will install the electronic survey software, at the request of Surveys.

Provisions for Students with Vision Impairments

(9) Since no current survey software caters for people with visual impairments, special provisions should be made for access by those with visual impairments.

Section 5 - Definitions

(10) For the purpose of this Procedure:

- a. Survey: a method of collecting information where a sample of subjects drawn from a population is studied to make generalisations about the population.
- b. Census: a survey where the entire population is sampled.

Status and Details

Status	Current
Effective Date	1st November 2016
Review Date	1st January 2017
Approval Authority	Vice-Chancellor
Approval Date	24th October 2016
Expiry Date	Not Applicable
Responsible Policy Officer	Anthony Perera Director, Data and Analytics
Author	Katerina Speer
Enquiries Contact	Data and Performance Analytics