**UQ STUDENT SURVEY PROPOSAL FORM**

**Survey Name:**

**Survey Administrator:**

**Date of Survey Introduction:**

**Survey Details:**

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| **Description and Rationale** |
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| **Survey administrator details** |
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| **Survey Population and Survey Method**  |
| *For example: paper, online, focus group, telephone* |
| **Timeframe and recurrence** |
| *Starting and reporting dates; outline of survey recurrence or cycle* |
| **Storage and reporting arrangements** |
| *Where will survey data be stored? How will survey results and analysis be reported?* |
| **Follow up and feedback** |
| *How will feedback be given? What procedures are in place for follow up?* |

**Contact Details:**

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| **Survey Owner****Name****Organisational Unit****Email****Phone****Date** |

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| **Please forward completed form to:Institute for Teaching and Learning Innovation - Click here for contact details:** [**http://itali.uq.edu.au**](http://itali.uq.edu.au) |