

Non- Standard Student Survey Application User guide

Accessing NSSS Application

1. To access the NSSS application, the applicant should go to <https://services.anu.edu.au/learning-teaching/education-data/non-standard-student-surveys>.
2. After landing on the page, the applicant should click on the “Non-Standard Student Survey Approval Request Application” box located at the top right part of the page.

Non-Standard Student Surveys

Overview

The Student Surveys and Evaluations process requires approval from the Director of PSP before the survey can commence. This approval is required from ANU students (PSP).

- ANU students don't receive too many surveys each year.
- important collections get priority.
- collections comply with ANU Policy and Procedure.
- lotteries and incentives comply with relevant laws.

A project collecting information from ANU students may require only NSSS approval, or this may be only one of the approvals needed. For example, Non-standard Student Survey might also need approval from a Human Research Ethics Committee (HREC), like the ANU HREC.

Non-standard Survey Approval Process

To determine if a student survey requires approval from the Director of PSP, please use the [Non-standard Student Survey Approval Form](#).

- The first part of the form consists of a self-assessment tool. When the applicant completes it, if the survey requires approval, the form will proceed with the NSSS approval request form. If no approval is required, you will be prompted to apply for an exemption from the NSSS approval process. If after completing the self-assessment tool you are still unsure about whether approval is needed, or for any further enquiries on Non-standard Student Surveys, please contact the [Institutional Research Team](#).
- Please be aware that:
 - The Non-standard Student Survey application process requires **at least 20 working days** for obtaining PSP approval.
 - As part of the Non-standard Student Survey approval process, approval from other parts of ANU may be required. This can include approval from the

Non-Standard Student Survey Approval Request Form

Related guidance

[Register of Approved Surveys and Calendar](#)

Related links

- Policy - Student Surveys and Evaluations
- Procedure - Student Surveys and Evaluations
- Access to Staff and Student Personal Information

Contact

Institutional Research enquiries
+61 2 6125 1222
[Send email](#)

3. The link takes the applicant to the NSSS power application page. The applicant should click on **+New** button located at the top of the page to access a new NSSS application.

Non-Standard Student Survey Requests

Application(s) in progress

Application Number	Application Type	Project Name	Current Status	Applicant	Data Collection
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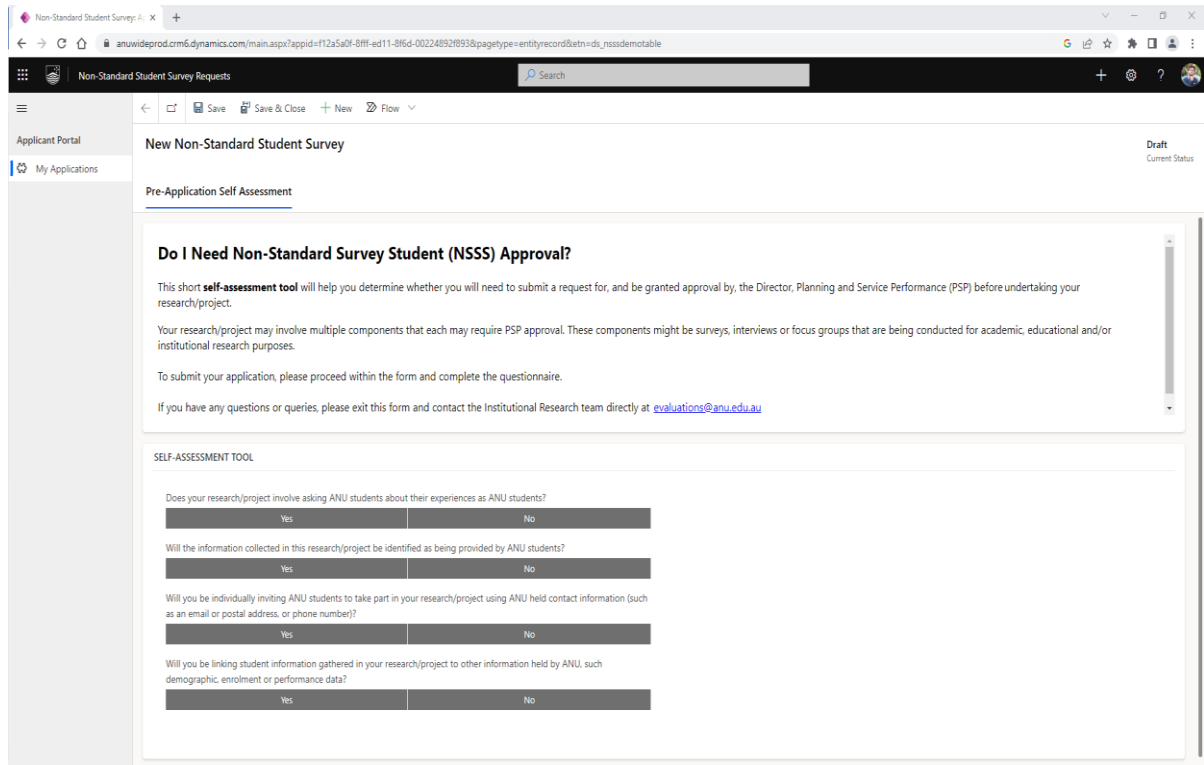
Click here for new application

We didn't find anything to show here

Self-assessment tool

1. The first page of the application is the **Pre-Application Self-Assessment**. The applicant should ensure they answer all four questions.

When the applicant completes it, if the survey requires approval, it will proceed with the NSSS approval application. If no approval is required, the applicant will be prompted to apply for an exemption.



The screenshot shows a web browser window displaying the 'New Non-Standard Student Survey' application form. The page title is 'New Non-Standard Student Survey' and the current status is 'Draft'. The main heading is 'Pre-Application Self Assessment'.

Do I Need Non-Standard Survey Student (NSSS) Approval?

This short **self-assessment tool** will help you determine whether you will need to submit a request for, and be granted approval by, the Director, Planning and Service Performance (PSP) before undertaking your research/project.

Your research/project may involve multiple components that each may require PSP approval. These components might be surveys, interviews or focus groups that are being conducted for academic, educational and/or institutional research purposes.

To submit your application, please proceed within the form and complete the questionnaire.

If you have any questions or queries, please exit this form and contact the Institutional Research team directly at evaluations@anu.edu.au

SELF-ASSESSMENT TOOL

Does your research/project involve asking ANU students about their experiences as ANU students?

Yes	No
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Will the information collected in this research/project be identified as being provided by ANU students?

Yes	No
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Will you be individually inviting ANU students to take part in your research/project using ANU held contact information (such as an email or postal address, or phone number)?

Yes	No
-----	----

Will you be linking student information gathered in your research/project to other information held by ANU, such as demographic, enrolment or performance data?

Yes	No
-----	----

If after completing the self-assessment tool you are still unsure about whether approval is needed, or for any further enquiries on Non-standard Student Surveys, please contact the [Institutional Research Team](#).

Apply for Exemption

1. When the prompt displays the self-assessment result stating exemption application is required, the applicant must click on “Next” button to proceed.

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Yes No

Self-Assessment Result: Exemption Application Required

You have answered NO to each of the self-assessment questions.

NSSS Approval may not be necessary - Please apply for an exemption.

NSSS approval may not be needed to undertake your research/project; however, you will need to apply for an exemption. The ANU procedure on Student surveys and evaluations* notes that it is not necessary to seek non-standard student survey approval when **meeting specific requirements**.

Please read each criterion carefully and provide justification against each as to why your research is beyond the remit of this process.

PSP will assess your exemption application and get back to you. **Please don't start your research before hearing back of the outcome.**

* https://policies.anu.edu.au/ppi/document/ANUP_004602

NEXT

Click here to apply for exemption

2. The exemption application only has a single tab “Apply for Exemption” with 4 questions. The applicant must fill up all 4 questions before submitting.

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NSSS Approval may not be necessary - Please apply for an exemption.

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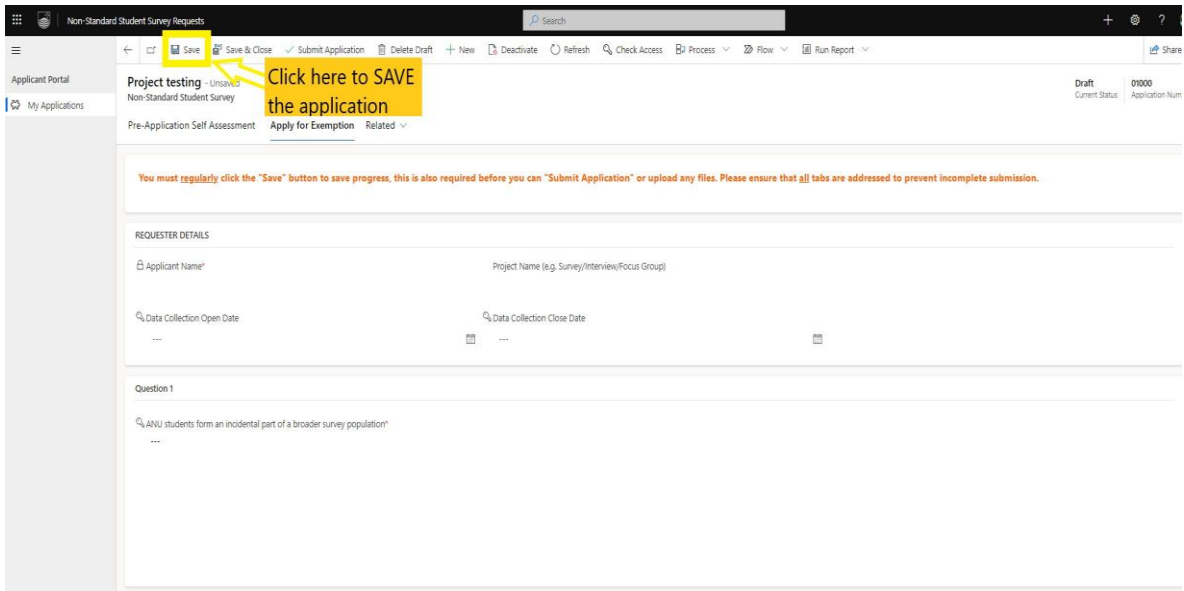
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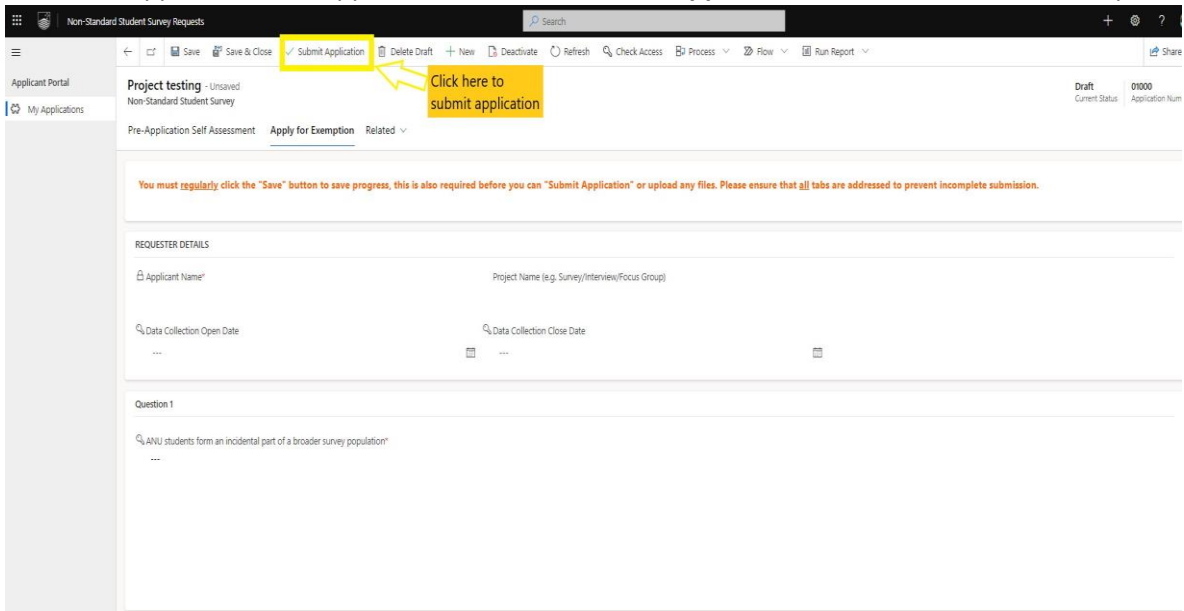
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NEXT

3. Applicants must regularly click “Save” button located at the top left side of the page to save progress and upload any files.



4. To submit application, the applicant must click **"Submit Application"** button located at the top of the page.



NSSS Application

1. When the prompt displays the self-assessment result stating NSSS approval is required, the applicant must click on **“Next”** button to proceed.

Non-Standard Student Survey Requests

Applicant Portal

New Non-Standard Student Survey - Unsaved

Pre-Application Self Assessment Start Survey Background Survey Design Survey Deployment Storing, Analysing & Reporting Attachments

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Yes No

Self-Assessment Result: NSSS Approval Required

You have answered YES to one or more the self-assessment questions.

The ANU procedure* on Student surveys and evaluations **notes that approval from the PSP Director is required** when the research/project method involves any of the following:

- Surveys (in the form of survey, interview or focus group) the ANU student population or a sub-population with the aim of capturing their experience of ANU.
- Includes collection outcomes in which contributing ANU students may be identifiable as ANU students.
- Requires direct distribution to ANU students using ANU held contact information (e.g. ANU e-mail account, telephone number or mailing address).
- Intends to supplement collected information with ANU held student data (including but not limited to demographic, enrolment and performance data).

Further details about the Non-Standard Student Survey approval process and the approval request form are available from <https://services.anu.edu.au/learning-teaching/education-data/non-standard-student-surveys>. Note that the application process requires at least 20 working days for obtaining PSP approval.

If your matter is urgent, please reach out to the Institutional Research team (evaluations@anu.edu.au) directly.

* https://policies.anu.edu.au/policy/document/ANUP_004602

NEXT Click here to proceed to NSSS application

2. The NSSS application has 6 tabs, **“Start”**, **“Survey Background”**, **“Survey Design”**, **“Survey Deployment”**, **“Storing, Analysing & Reporting”** and **“Attachments”**. Applicants must ensure that all tabs are addressed to prevent incomplete submission.

Non-Standard Student Survey Requests

Applicant Portal

New Non-Standard Student Survey - Unsaved

Non-Standard Student Survey

Draft 01000 Current Status Application Number

Pre-Application Self Assessment **Start** Survey Background Survey Design Survey Deployment Storing, Analysing & Reporting Attachments Related

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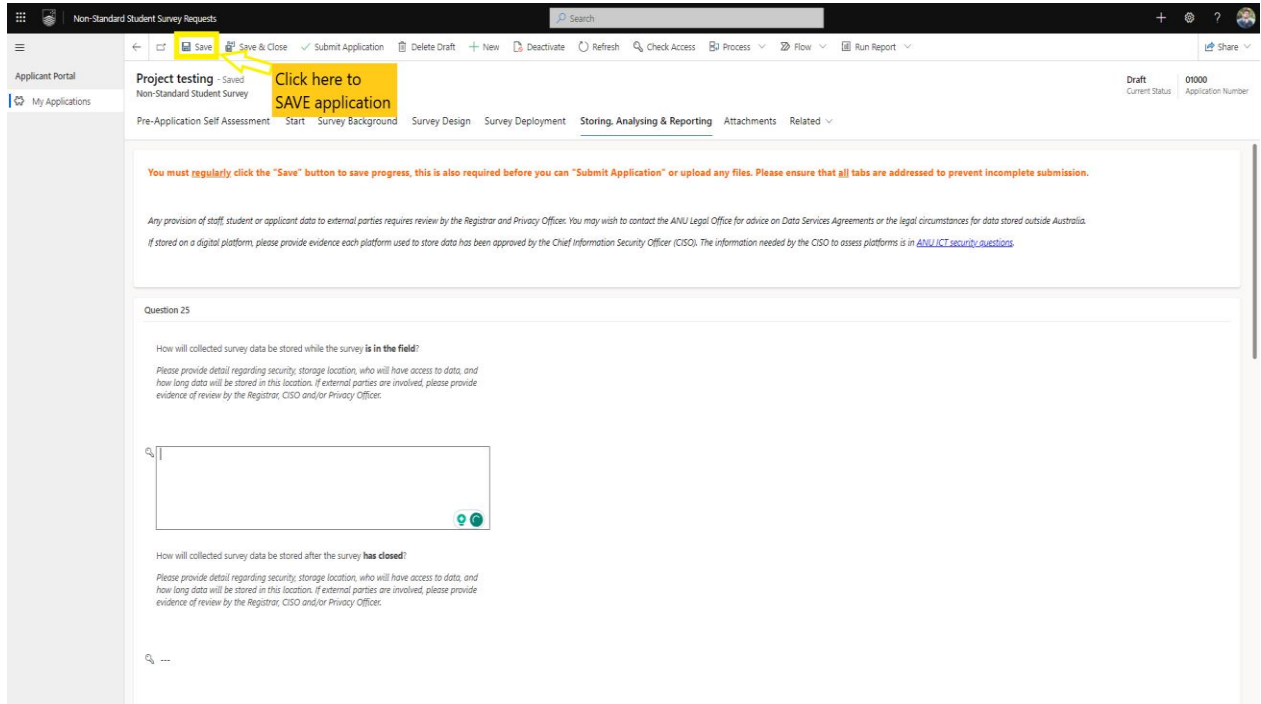
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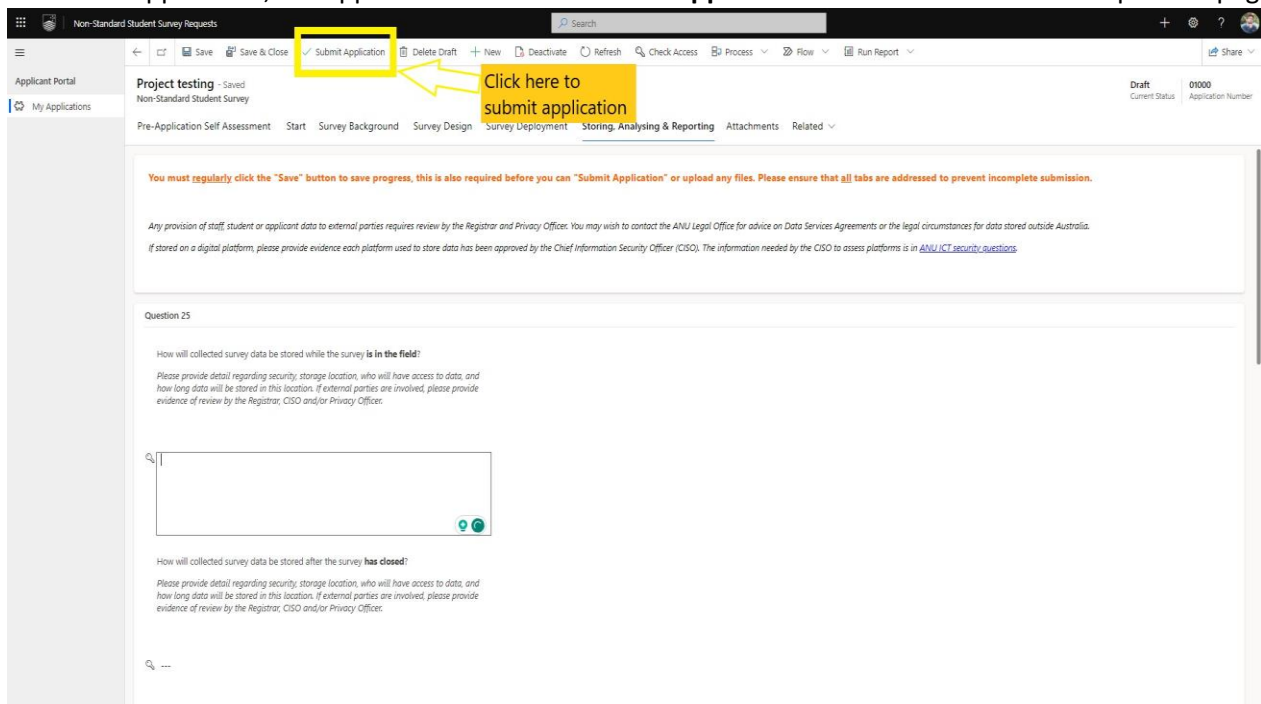
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NEXT

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- To submit application, the applicant must click **“Submit Application”** button located at the top of the page.



After the application has been submitted, it will undergo review by the Institutional Research (IR) team. Following their assessment, the applicant will receive a notification via email. After the review process, applicants can also access feedback through the same portal. Should the IR team require any additional information or documents, the applicant may submit them conveniently using the same application.