# Non- Standard Student Survey Application User guide

## Accessing NSSS Application

- 1. To access the NSSS application, the applicant should go to <a href="https://services.anu.edu.au/learning-teaching/education-data/non-standard-student-surveys">https://services.anu.edu.au/learning-teaching/education-data/non-standard-student-surveys</a>.
- 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.



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.



## 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.

| 🔹 Non-Standard Student Survey | y: A; X +   |  | V                       | -   | D X          |
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| Applicant Portal              | New N   | Ion-Standard Student Survey  |                         | Dra | aft          |
| My Applications               |   |  |                         | Cun | rrent Status |
|                               | Pre-App   | lication Self Assessment   |                         |     |              |
|                               | Do<br>This s<br>resea<br>Your institu<br>To su<br>If you<br>SELF-A<br>Doe | I Need Non-Standard Survey Student (NSSS) Approval?         hort 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 undertakin tryproject.         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 research propese.         bmit your application, please proceed within the form and complete the questionnaire.         th we any questions or queries, please exit this form and contact the Institutional Research team directly at <u>evaluations@anu.edu.au</u> SSESSMENT TOOL         syour research/project involve asing ANU students about their experiences as ANU students?         Yes       No         you be individually students to take part in your research/project using ANU students to take part in your research/project using ANU held contact information (such nemal)         you be individually students to take part in your research/project using ANU held contact information (such nemal)         Yes       No | g your<br>tional and/or |     |              |
|                               | Will  | you be linking student information gathered in your research/project to other information held by ANU, such<br>lographic, enrolment or performance data?<br>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 <u>Institutional Research Team</u>.

# 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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| Applicant Portal | New Non-Standard Student Survey - Unsaved  | Draft  |
| My Applications  | Dro Application Solf Accordment Apply for Economics  | Coment Satura  |
|                  |  |  |
|                  | 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 b   | e 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   | nts 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 <u>evaluations@anu.edu.au</u>   |
|                  |  |  |
|                  | SELF-ASSESSMENT TOOL   |  |
|                  | Does your research/project involve asking ANU students about their experiences as ANU students?  | Self-Assessment Result: Exemption Application Required   |
|                  | Will the information collected in this research/project be identified as being provided by ANU students?   | You have answered NO to each of the self-assessment auestions.   |
|                  | Yes No.  | NSSS Approval may not be necessary - Please apply for an exemption.  |
|                  | Will you be individually inviting ANU students to take part in your research/project using ANU held contact information (s,<br>postal address, or phone number)? | ch as an email or NSSS approval may not be needed to undertake your research/project: however, you will need to apply for an exemption. The<br>ANU procedure on Student surveys and evaluations" notes that it is not necessary to seek non-standard student survey approval |
|                  | Yes No   | when meeting specific requirements.  |
|                  | Will you be linking student information gathered in your research/project to other information held by ANU, such demogra<br>performance data?                    | phic, enrolment or Please read each criterion carefully and provide justification against each as to why your research is beyond the remit of this process.  |
|                  | Yes No.  | PSP will assess your exemption application and get back to you. Please don't start your research before hearing back of the  |
|                  | Click here to apply  | outcome.   |
|                  | for exemption  | " https://poincies.anu.eou.au/pp/document/ANUP u04602  |
|                  | ior exemption  |  |
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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.

| III 💣 Non-Stand  | ard Student Survey Requests  |   | Search  |  |   |  | i ?                         |
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| Applicant Portal | New Non-Standard Student Survey -           Non-Standard Student Survey           Pre-Application Self Assessment  | unsaved                                       |   |  |   | <b>Draft</b><br>Current Status                                 | 01000<br>Application Number |
|                  | Do I Need Non-Standard Survey Student (NSSS) Approval?<br>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.<br>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.<br>To submit your application, please proceed within the form and complete the questionnaire.<br>If you have any questions or queries, please exit this form and contact the Institutional Research team directly at <u>explusions@anuedu.au</u> |   |   |  |   |  |                             |
|                  | SELF-ASSESSMENT TOOL   |   |   |  |   |  |                             |
|                  | Does your research/project involve asking ANU s  | tudents about their experiences as ANU stud   | Jents?  | Solf Accordment Por  | ult Examption Application Paguina   |  |                             |
|                  | Yes  |   | No  | Sell-Assessment Kes  | una exemption Application Require   | u  |                             |
|                  | Will the information collected in this research/pr   | oject be identified as being provided by ANU  | /students?                                      | You have answered NO to each a                                 | f the self-assessment questions.  |  |                             |
|                  | Yes  |   | Na  | NSSS Approval may not be nece                                  | ssary - Please apply for an exemption.  |  |                             |
|                  | Will you be individually inviting ANU students to<br>postal address, or phone numberi?   | take part in your research/project using ANU  | J held contact information (such as an email or | NSSS approval may not be need<br>ANU procedure on Student surv | ed to undertake your research/project: however, you will<br>revs and evaluations* notes that it is not necessary to see | i need to apply for an exempt<br>ik non-standard student surve | tion. The                   |
|                  | Yes  |   | No  | when meeting specific require                                  | ments.  |  | .) opproto                  |
|                  | Will you be linking student information gathered<br>performance data?  | in your research/project to other information | n held by ANU, such demographic, enrolment o    | Please read each criterion carefu<br>process.                  | illy and provide justification against each as to why your  | research is beyond the remit                                   | of this                     |
|                  | Yes  |   | No  | PSP will assess your exemption a<br>outcome.                   | application and get back to you. Please don't start your  | research before hearing ba                                     | ack of the                  |
|                  | NEXT   |   |   | * https://policies.anu.edu.au/p                                | pi/document/ANUP_004602   |  |                             |

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

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| Applicant Portal | Project testing - Unave<br>Non-Standard Student Survey<br>Pre-Application Self Assessment<br>Pre-Application Self Assessment |   | Draft 01000<br>Current Status Application Num |
|                  | You must <u>regularly</u> click the "Save" button to save progress, this   | is also required before you can "Submit Application" or upload any files. Please ensure that <u>all</u> tabs are addressed to prevent incomplete su | ibmission.                                    |
|                  | REQUESTER DETAILS  |   |   |
|                  | Applicant Name*  | Project Name (e.g. Survey/inten/exu/Focus Group)  |   |
|                  | C Data Collection Open Date  | Q Data Collection Close Date  |   |
|                  | Question 1   |   |   |
|                  | Q. ANU students form an incidental part of a broader survey population"  |   |   |
|                  |  |   |   |

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

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|  | You must <u>regularly</u> click the "Sav                 | r button to save progress, this is also required before you can "Submit Application" or upload any files. Please ensure that all tabs are addressed to prevent incomplete submissio | <b>L</b>                                    |
|  | REQUESTER DETAILS  |   |   |
|  | Applicant Name*  | Project Name (a.g. Suney/Interview/Focus Group)   |   |
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|  | SANU students form an incidental part                    | of a broader survey population"   |   |
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## **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.

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| Applicant Portal | New Non-Standard Student Survey - Unsaved  | Dait<br>Current Satus   |  |  |  |  |
|                  | Pre-Application Self Assessment       Start       Survey Design       Survey Deployment       Storing, Analysing & Reporting       Attachments:    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. Flanning and Service Performance (PSP) before undertaining 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 <u>exabution@anueduaeu</u> |   |  |  |  |  |
|                  | SELF-ASSESSMENT TOOL Does your research project inclue asking ANU students about their experiences as ANU students?           Yes         No           Will the information collected in this research project be identified as being provided by ANU students?         No           Will the information collected in this research project be identified as being provided by ANU students in your research/project using ANU held contact information address, or phone number)?         No           Will you be inform student information gathered in your research/project to other information held by ANU, such performance data?         No           Vision         No         No           User         No         No  | Advances of the second |  |  |  |  |

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-Sta          | ndard Student Survey Requests   | P Search   |  | +                              | o ? 🍣                       |  |  |  |  |  |  |  |
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| Applicant Portal | New Non-Standard Student Survey - Unsaved<br>Non-Standard Student Survey  |  |  | Draft<br>Current Status        | 01000<br>Application Number |  |  |  |  |  |  |  |
|                  | Pre-Application Self Assessment Start Survey Background Survey Design Survey Deploy   | yment Storing, Analysing & Repo  | ting Attachments Related V   |                                |                             |  |  |  |  |  |  |  |
|                  | 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 requ                                  | 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 Ferformance (PSP) before undertaking your research/project.                  |  |                                |                             |  |  |  |  |  |  |  |
|                  | Your research/project may involve multiple components that each may require PSP approval. Th                                    | Your research/project may involve multiple components that each may require FSP 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 not experiment or evening release out this face and contact the lasticulines! December                              | tere directivet evaluations@aau  |  |                                |                             |  |  |  |  |  |  |  |
|                  | ir you nave any questions or queries, prease exit this form and contact the institutional kesearch                              | n team directly at evaluations/granule   | <u>rou au</u>  |                                |                             |  |  |  |  |  |  |  |
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|                  | SELF-ASSESSMENT TOOL  |  |  |                                |                             |  |  |  |  |  |  |  |
|                  |   |  |  |                                |                             |  |  |  |  |  |  |  |
|                  | Does your research/project involve asking ANU students about their experiences as ANU students?<br>Yos                          | No   | Self-Assessment Result: NSSS Approval Required   |                                |                             |  |  |  |  |  |  |  |
|                  | Will the information collected in this research/project be identified as being provided by ANU students?                        | You have answered YES to one or more the self-assessment auestions   | ed YES to one or more the self-assessment questions  |                                |                             |  |  |  |  |  |  |  |
|                  | Yes   | No   | The ANU procedure* on Student surveys and evaluations notes that approval from the   | PSP Director is required wh    | ien the                     |  |  |  |  |  |  |  |
|                  | Will you be individually inviting ANU students to take part in your research/project using ANU held contact                     | t information (such as an email or   | research/project method involves any of the following:   |                                |                             |  |  |  |  |  |  |  |
|                  | postal address, or phone number)?   | 1.   | <ul> <li>Surveys (in the form of survey, interview or focus group) the ANU student population<br/>capturing their experience of ANU.</li> </ul>        | on or a sub-population with t  | he aim of                   |  |  |  |  |  |  |  |
|                  |   | NO.  | Includes collection outcomes in which contributing ANU students may be identifiat  | le as ANU students.            |                             |  |  |  |  |  |  |  |
|                  | will you be linking student information gamered in your research/project to other information held by Avia<br>performance data? | o, such demographic, enroiment or  | <ul> <li>Requires direct distribution to ANU students using ANU held contact information (in<br/>number or mailing address).</li> </ul>                | s.g. ANU e-mail account, teleş | anone                       |  |  |  |  |  |  |  |
|                  | Yes   | No   | <ul> <li>Intends to supplement collected information with ANU held student data (including<br/>enrolment and performance data).</li> </ul>             | g but not limited to demogra   | phic.                       |  |  |  |  |  |  |  |
|                  | NOT   |  | Further details about the Non-Standard Student Survey approval process and the approv  | al request form are available  | from                        |  |  |  |  |  |  |  |
|                  |   |  | https://services.anu.edu.au/learning-teaching/education-data/non-standard-student-sur<br>requires at least 20 working days for obtaining PSP approval. | veys. Note that the applicatio | n process                   |  |  |  |  |  |  |  |
|                  |   |  | If your matter is urgent, please reach out to the Institutional Research team (evaluations)  | <u>anu.edu.au</u> ) directly.  |                             |  |  |  |  |  |  |  |
|                  |   |  |  |                                |                             |  |  |  |  |  |  |  |

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

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| Applicant Portal   | Project testing - Saved Click here to<br>Non-Standard Student Survey SAVE application  | Draft<br>Current Status | 01000<br>Application Number |
|                    | Pre-Application Self Assessment Start Survey Background Survey Deployment Storing. Analysing & Reporting Attachments Related V   |                         |                             |
|                    | You must regularly click the "Save" button to save progress, this is also required before you can "Submit Application" or upload any files. Please ensure that all tabs are addressed to prevent incomplete submission.  |                         |                             |
|                    | Any provision of staff student or applicant data to external parties requires review by the Registrar and Privacy Officer. You may wish to contract the ANU Legal Office for advice on Data Services Agreements or the legal circumstances for data stored outside Australia.<br>If stored on a digital platform, please provide evidence each platform used to store data has been approved by the Chief information Security Officer (CSO). The information needed by the CSO to assess platforms is in <u>ANU LCT security outstloans</u> |                         |                             |
|                    | Question 25  |                         |                             |
|                    | How will collected survey data be stored while the survey is in the field?<br>Prece provide detail regarding security, storage location, who will have access to data, and<br>have long data will be stored in this location. If external parties are involved, please provide<br>evidence of review by the Registrar, CISO and/or Privacy Officer.  |                         | I                           |
|                    |  |                         |                             |
|                    | How will collected survey data be stored after the survey <b>has closed?</b><br>Please provide detail regarding security, storage location, who will have access to data, and<br>have long data will be stored in this cluster. If external particularies are involved, please provide   |                         |                             |
|                    | evidence of review by the Registrar, CISO and/or Privacy Officer.  |                         |                             |
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4. To submit application, the applicant must click "**Submit Application**" button located at the top of the page.

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| Applicant Portal | Project testing - stand<br>Non-standard Student survey  | Draft<br>Current Status | 01000<br>Application Number |     |
| My Applications  | Submit application Pre-Application Self Assessment Start Survey Background Survey Design Survey Deployment Starting Analysing & Reporting Attachments Related V   |                         |                             |     |
|                  | You must <u>regularly</u> click the "Save" button to save progress, this is also required before you can "Submit Application" or upload any files. Please ensure that <u>all</u> tabs are addressed to prevent incomplete submission.   |                         |                             |     |
|                  | Any provision of staff student or applicant data to external parties requires review by the Registrar and Privacy Officer. You may wish to contact the ANU Legal Office for advice on Data Services Agreements or the legal circumstances for data stored outside Australia.<br>If stored on a digital platform, please provide evidence each platform used to store data has been approved by the Chief Information Security Officer (CSO). The information needed by the CSO to assess platforms is in <u>ANU ICT security quantitans</u> . |                         |                             |     |
|                  | Question 25   |                         |                             |     |
|                  | How will collected survey data be stored while the survey is in the field?<br>Please provide detail reparding security, storage boarding, who will have access to data, and<br>how long data will be stored in this lication, if external parties are involved, please provide<br>evidence of review by the Registrar, CISO and/or Privacy Officer.   |                         |                             |     |
|                  |   |                         |                             |     |
|                  | How will collected survey data be stored after the survey <b>has closed</b> ?<br>Plesse provide detail regarding security, storage location, who will have access to data, and<br>how long data will be stored in this location. If external parties are involved, plesse provide<br>evidence of review by the Registrar. CISO and/or Privacy Officer.  |                         |                             |     |
|                  | Q   |                         |                             |     |

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.