

Purpose	The purpose of this policy is to ensure that students have a structured opportunity to provide feedback to BPP Institute regarding all aspects of teaching and learning. The policy will establish the minimum requirements for conducting surveys and set down the rules for responding to survey results.
Scope	This policy applies to all BPP Institute students.
Policy Principles	<p>1. General</p> <p>1.1. It is a requirement that BPP Institute collect feedback from students for the continuous improvement process. Improvement is an important component of all facets of the Institute and through the regular systematic surveying of its students BPP Institute will utilise the feedback to ensure an improved teaching and learning environment for all.</p> <p>2. Survey Guidelines</p> <p>2.1. When surveys are conducted, it is the expectation at BPP Institute that they will be conducted in accordance with the values described in the Student Academic Integrity and Misconduct Policy. As a general rule, all surveys must:</p> <ol style="list-style-type: none">a. Be conducted at least three times per calendar year for undergraduate units and twice a year for postgraduate units to obtain student feedback on teaching and learning;b. Be anonymous;c. Be designed to prevent inadvertent identification;d. Be designed to include questions related to student learning and engagement, teaching and teacher quality, access to and use of resources;e. Be approved by the Dean or delegate before being distributed;f. Contain both quantitative and qualitative response options;g. Be distributed either in-class, via email or through the Learning Management System;h. Be made available to students after at least two-thirds of the study period is complete;i. Not have results available to teaching staff until after the submission of all student results for the study period;j. Be followed up by a written response from the Dean or delegate to inform students of outcomes

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	<p>k. Have the outcomes noted by the Teaching and Learning Committee and the Academic Board.</p> <p>It is also possible that from time to time, focus groups and suggestions from students may be conducted and made available to students across campus. These surveys will comply with the rules as stated above.</p>
Related Documents	Student Survey Procedure
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Dean
Approved by	Academic Board
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
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