Annual Survey and Welcome Survey

This paper covers the newly created Welcome Survey and Annual Survey and the process for ‘closing the feedback loop’ for these surveys, outlined below. The key element is the inclusion of the ‘Student Panel’ in the survey framework which requires the Committees and Directorates to consult the Student Panel before shaping their survey action plans. This is primarily to encourage greater student partnership which takes account of the global student experience.

### Welcome Survey and Annual Survey

Survey Results Summary Report produced by survey coordinator

### Consider Relevant Summary Report

<table>
<thead>
<tr>
<th>Committees</th>
<th>Directorates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLEC (For Learning + Teaching matters); Academic Councils; Secretary’s Board</td>
<td>Through the Service Director, survey results are considered by the Directorate’s relevant sections</td>
</tr>
</tbody>
</table>

### IN DUE COURSE A STUDENT PANEL WILL BE ESTABLISHED

Consult Student Panel

The Committees and specific Directorates will consult the Student Panel before producing Action Plans. This allows for more detailed discussion with groups of students (through focus groups or targeted surveys) and foster greater partnership working. Until Student Panel is established, the Committees/Directorates will follow process

- Produce University Action Plan
  - Report Back to Student Body
  - Action Plan is taken forward
  - Student Union disseminate via Reps

- Produce Directorate Action Plan
  - Service Director oversees action
  - Action Plan is taken forward

SLEC and Secretary’s Board monitor progress towards actions. Outcomes inform future surveys, Action Plans and strategic decision-making.

### References and Further Information

Contact: m.r.stenhouse@hw.ac.uk  
Student Surveys Framework and Process: [http://www1.hw.ac.uk/committees/ltb/ssmg.htm](http://www1.hw.ac.uk/committees/ltb/ssmg.htm)

Learning and Teaching Briefing Papers

This briefing paper has been produced by the Academic Registry and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.