
To	Te Poari Mātauranga Academic Board	From	Simon Tries, Manager, Te Korowai Kahurangi
Title	Guidelines on the Use of Student & Graduate Data	Date	1 November, 2019

Recommendation/s

That Te Poari Mātauranga approve the *Guidelines on the Use of Student & Graduate Data*.

Purpose

The purpose of this memo is to seek approval for guidelines which set out how data collected from student and graduate surveys may be utilized.

The guidelines ensure that:

- Unitec remains compliant with the Research Association of New Zealand (RANZ) Code of Conduct guidelines
- we are able to be transparent with students on how we manage the survey feedback they provide
- we are consistent across all student and graduate surveys

Background

At the September 2019 meeting of Academic Board members considered proposed *Guidelines and Recommendations for the Utilisation of Student Survey Verbatim Data*. Following discussion, the motion to approve was deferred pending further consultation, in particular with Human Resources and the Student Council.

As a result of the above, meetings were held with the Director Student Success, the Student Council and the Director HR Operations to gain their direct input. Following this process, the final draft of the proposed guidelines was provided to: Priority Group Directors, Director Ako, Director Student Success, Director Research & Enterprise, Director Industry Partnerships, Director HR Operations, as well as support team staff directly involved in the use of survey data from Te Puna Ako, Marketing, Te Korowai Kahurangi and the Student President.

The final draft was also provided to the Research Association of New Zealand (RANZ).

Support for the final draft of the proposed guidelines was received from the Student President and RANZ.

Next Steps

Once Academic Board approval is given for these guidelines, they will be made available to all those involved in student and graduate surveys, including respondents.

Attached

- *Guidelines on the Use of Student & Graduate Data 20191101*