

GUIDANCE ON THE USE OF NOVI

Introduction

The University offers staff and students the use of NOVI, a web-based survey application to facilitate the gathering and analysis of data from different audiences, for the purposes of both evaluation and research, either on or off campus. This application reduces the cost of gathering data, facilitates the tracking of respondents to send reminders and eliminates the task of entering data.

This Guidance has been developed for University staff and students to ensure that NOVI is used in accordance with relevant University policies, Codes and guidance.

Roles and Responsibilities

- Information Services (IS) will maintain and enhance the survey application and be responsible for the creation of staff and student accounts.
- Edinburgh Napier University's Research Integrity Committee (URIC) will promote the governance of the ethical approval process and good practice and approve any Faculty processes for implementation, as appropriate.
- Every researcher will be required to comply with the University's Code of Practice on Research Integrity, Data Protection Code of Practice and any other relevant policies and procedures.

Availability of NOVI

NOVI will be made available to all Edinburgh Napier University staff and students, whose use of the application for research or assessment activities has received the necessary ethical approval.

NOVI may also be used by staff or students who are involved in purely evaluation activity.

Good practice in both evaluation and research activity will ensure that participants understand the purposes of the study, what will happen to their data, whom it may be shared with and whether any findings will be published.

Limitations on NOVI's use

It is good practice to ensure that sample populations are not over-surveyed and therefore normally no individual should be surveyed more than once in any 15 working day period.

Assuring adherence to guidelines for research involving human subjects

- If data from student records is to be used in assessment research, all requirements of the University's Code of Practice on Research Integrity, the Data Protection Act 1998 and the University's Data Protection Code of Practice must be met.
- Non-public, student data may be used without the student's consent by University employees for approved educational purposes provided that the data has been fully anonymised in accordance with the UK Information Commissioner's Guidance to ensure that individual students cannot be identified.
- All other proposed uses of personal data must comply with the Data Protection Act 1998 and the University's Data Protection Code of Practice.

Requesting a NOVI Survey

Staff: All staff will have automatic user rights to create a web based survey using NOVI but will be required to obtain ethical approval where necessary.

Students: Students seeking use of the application should first contact their programme leader or research supervisor to discuss their research proposal. Where ethical approval is required, this must be obtained in accordance with the policy and processes of the respective Faculty Research Integrity Committee.

All staff and students who are proposing to use NOVI should consult this [work flow chart](#), which is attached as Appendix One.

Terms of Use

The current version of NOVI is an authenticated system which links users to surveys. In order to use this application all users must comply with this Guidance and the following University policies, Codes and guidance:

- [Information Security Policies](#)
- [Code of Practice on Research Integrity](#)
- [Use of Personal Data in Research](#)
- [Social Media Usage Policy](#)

Misuse of the NOVI application

Where staff or students are found to have breached this Guidance or any relevant University policies, Codes or guidance, this may result in their access to NOVI being suspended, removed and/or disciplinary action being taken.

Publishing the Guidance

A copy of this Guidance will be available through Edinburgh Napier's [NOVI Survey](#) intranet site and on [MyNapier](#)

