

## Postgraduate Taught Experience Survey 2019 – Academic Staff Briefing

### Background

The Postgraduate Taught Experience Survey (PTES) is an annual survey; each higher education institution in the UK has the option to participate.

The PTES is administered internally by the Planning & Business Intelligence team (P&BI). However, this is a UK wide survey commissioned by Advance HE. The aim of the PTES is to help higher education providers enhance their provision. Each institution in the UK running the survey uses the same core questionnaire to allow comparison and benchmarking with the sector. Results at an institutional level can only be accessed by the individual University and are not used in any external league tables. Results are available on the PTES dashboard on Cognos, the University's reporting tool for Business Intelligence. Reports are also produced by P&BI.

Institutions taking part in the PTES have a greater level of flexibility in the management of the survey when compared to other national surveys such as the National Student Survey. The key areas of flexibility include:

- Advance HE provide institutions with a student sample guide. As the eligible list is generated internally, there are opportunities to add or exclude groups of students based on institutional focus. As a result, Edinburgh Napier opts to:
  - exclude students who have started their course in the same year as the survey (January starts),
  - exclude students who are on courses delivered at overseas campuses,
  - **New for 2019 – we have agreed all full time postgraduate students will be surveyed but part time students will only be surveyed once, in their final year.**
- The survey window is flexible and runs between February and June each year. Institutions can choose their opening and closing dates within the survey window with the only criteria being that the survey must remain open for at least 2 weeks.
- A core questionnaire is used by all participating institutions with an option to add institutional level questions. However, the PTES questionnaire is already very long, taking around 15 minutes to complete and consideration must be given to completion time when adding questions.

### Response Rates

Response rates for the PTES are lower than those achieved in the NSS. Response rates overall in the sector are commonly around 30 – 40%. Edinburgh Napier's response rates over the past 3 years are as follows (please note there can be significant variation at school level):

2016	2017	2018
36%	34%	34%

## Promoting the Survey

The official Edinburgh Napier survey launch date in 2019 is **8 April** and the survey will remain open until 14 June, but we aim to encourage students to complete it as soon as possible.

Each student is provided with a unique link which allows them to access the survey. As a result there is no generic web address which can be shared with students. They should be directed to their university email for details on completing the survey as they will have received an email containing their unique link from Nicola Kivlichan. If students no longer have this email they can contact Nicola Kivlichan or [student.surveys@napier.ac.uk](mailto:student.surveys@napier.ac.uk) directly and the link will be re-sent.

Please be aware that there is no prize draw element to the survey promotion.

### 1. Why is the PTES is Important

The key focus of the PTES is enhancement:

- It provides feedback from taught postgraduate students to departments that helps them pinpoint areas for change and supports the enhancement of teaching and learning – including assessment practices.

Students are encouraged to reflect on their entire experience at Edinburgh Napier when completing the survey.

### 2. The Questions

Students are asked the extent to which they agree with a series of questions about their student experience. The 2019 PTES questionnaire is available on the Market Intelligence SharePoint site [here](#). Responses are rated on the following scale (please note a 'not applicable' option is also available):

- Definitely Agree
- Mostly Agree
- Neither Agree nor Disagree
- Mostly Disagree
- Definitely Disagree

The questions cover six main categories of learning and teaching. These are:

- Teaching & Learning (7 questions and a comment box)
- Engagement (5 questions and a comment box)
- Assessment and Feedback (4 questions and a comment box)
- Dissertation or Major Project (4 questions and a comment box)
- Organisation and Management (5 questions and a comment box)
- Skills Development (5 questions and a comment box)
- Overall Satisfaction (1 question)

After answering the question categories, they are given the opportunity to respond to two overall open-ended questions. One asks them to consider the most enjoyable or interesting part of their course and the other asks what one thing would most improve their course experience.

### 3. Results from the 2018 PTES

Please click [here](#) to see the analysis and results from the 2018 survey.

## The 2019 PTES

### 1. Arrangements for the 2019 PTES

The arrangements for the PTES 2019 are as follows:

- Overall, 1,953 students will be invited to participate in 2019 PTES.
- The 2019 PTES will launch on **8 April**. Students who are eligible to take part will receive an email from Nicola Kivlichan inviting them to take part with a personalised link to their survey. They will receive this initial email contact on 8 April 2019.
- Students will receive further email contact at approximately two-week intervals.
- The survey will close on 14 June 2019.
- Results from the 2019 PTES will be made available in July 2019.

### Number of Eligible Student by School 2019

School	Number of Eligible Students 2019
Overall	1953
The Business School	1099
School of Arts & Creative Industries	177
School of Applied Sciences	171
School of Engineering & the Built Environment	153
School of Health & Social Care	185
School of Computing	168

The survey contact timetable for the 2018 PTES at Edinburgh Napier is as follows:

Contact	Date
<b>Email 1 – Initial Invitation</b> <i>Please note email invitations are sent to eligible students from Nicola Kivlichan.</i>	8 April 2019
<b>Email reminders at two week intervals.</b>	April – June 2019

### 2. Central University-wide promotion

A number of activities will be undertaken to promote the 2019 PTES.

Promotional activities within Edinburgh Napier include:

- Campaign material on digital signage and screensavers across three campuses.
- Emails to students and staff.
- Email reminder to students issued from the VP Learning & Teaching.
- News article on myNapier.
- Invitation to complete the survey will be issued through myFuture
- Staff intranet hub containing information and resources including slides.

### 3. Your role: Key Points

It is critically important that academic staff communicate to their students regarding the survey and encourage them to take part.

Colleagues who are teaching students are asked to:

- Talk to their students about the purpose of the Survey (a PowerPoint slide will be made available which can be included at the end of lecture slides).
- Encourage students to reflect on their entire experience at Edinburgh Napier and not necessarily what has happened in the past few weeks.
- Draw attention to action that has been taken as a result of the feedback received from previous years of the PTES to illustrate how it is making a difference.
- Ask them to check their student email account for an email from Nicola Kivlichan.

Following the survey launch response rates will regularly be monitored and reported to Deans of School and Student Experience School Academic Leads.

### 4. Promotion of the PTES

If you have any questions about this information or have any ideas or advice that you think would be worth sharing more widely in the University please contact Nicola Kivlichan – Head of Market & Student Intelligence ([n.kivlichan@napier.ac.uk](mailto:n.kivlichan@napier.ac.uk) or Ext 5007).