**Postgraduate Taught Experience Survey 2021 – Academic Staff Briefing**

**Background**

The Postgraduate Taught Experience Survey (PTES) is an annual survey and every 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. Internally results are available on the PTES dashboard on Cognos.

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,
	+ Part time students will only be surveyed once, in their final year in line with the NSS undergraduate survey where students are only surveyed once at the end of their course.
	+ Students on a two-year master’s programme will be surveyed once in the final year of their course.
* 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 3 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.

 **New for 2021 – Questionnaire Revisions**

* Ahead of the 2021 survey the questionnaire was reviewed to ensure it appropriately reflected the change in teaching experience during the pandemic. As result the following changes were made:
	+ Changes to wording (where required) to ensure the student experience was captured even if it did not take place on campus as expected.
	+ A small section of covid questions was introduced which Edinburgh Napier will be including.
	+ A new section of ‘Support’ questions was included.
	+ The ‘Resources’ section was reworded to reflect both the physical and distance learning experience.

Overall the principle of the questionnaire review was to ensure the questions being asked accurately reflected student experiences, but also to ensure the questionnaire did not become longer as a result. To accommodate the changes, some supplementary questions were removed.

**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 achieved an overall response rate of 28% the last time the survey was run in 2019. This compared to a UK national average of 31.5% the same year. Final school response rates for 2019 are detailed in the chart below.

**Promoting the Survey**

The official Edinburgh Napier survey launch date in 2021 is **19th April** and the survey will remain open until 17th June, but we aim to encourage students to complete it as soon as possible.

Each student is a 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 directly and the link will be re-sent. Students should be asked to check their clutter/junk folder if they have not received the email.

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.

1. The Questions

Students are asked the extent to which they agree with a series of questions about their student experience. The 2021 PTES questionnaire is available on the Market Intelligence SharePoint site [here](https://livenapierac.sharepoint.com/sites/plan/Market-Intelligence-and-Evaluation/Market%20Research/Forms/AllItems.aspx?viewid=3cfe48bc%2Dd049%2D40e2%2Daa90%2D55b8dd74bceb&id=%2Fsites%2Fplan%2FMarket%2DIntelligence%2Dand%2DEvaluation%2FMarket%20Research%2FPostgraduate%20Taught%20Experience%20Survey%2F2021%2FBackground). 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 eight 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)
* Resources (5 questions and a comment box)
* Support (3 questions and a comment box)
* Skills Development (5 questions and a comment box)
* Overall Satisfaction (1 question)
* Covid 19 Questions (3 questions and comment box)

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.

1. Results from the 2019 PTES *(the last time the survey was run at Edinburgh Napier)*

Please click [here](https://livenapierac.sharepoint.com/sites/plan/Market-Intelligence-and-Evaluation/Market%20Research/Forms/AllItems.aspx?id=%2Fsites%2Fplan%2FMarket%2DIntelligence%2Dand%2DEvaluation%2FMarket%20Research%2FPostgraduate%20Taught%20Experience%20Survey%2F2019&viewid=3cfe48bc%2Dd049%2D40e2%2Daa90%2D55b8dd74bceb) to see the analysis and results from the 2019 survey.

**The 2021 PTES**

1. Arrangements for the 2021 PTES

The arrangements for the PTES 2021 are as follows:

* Overall, **2230** students will be invited to participate in 2021 PTES.
* The 2021 PTES will launch on **19th 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 19th April 2021.
* Students will receive further email contact at approximately two-week intervals.
* The survey will close on 17th June 2021.
* Results from the 2021 PTES will be made available in July 2021.

**Number of Eligible Student by School 2021**

|  |  |
| --- | --- |
| **School** | **Number of Eligible Students 2021** |
| Overall | 2230 |
| The Business School  | 1227 |
| School of Arts & Creative Industries | 150 |
| School of Applied Sciences | 235 |
| School of Engineering & the Built Environment | 153 |
| School of Health & Social Care | 215 |
| School of Computing | 250 |

The survey contact timetable for the 2021 PTES at Edinburgh Napier is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Audience** | **Message**  | **Channel** | **Owner** |
| w/c 12 April  | HLTs & Deans,  | PTES is coming. Briefing document to academic staff | Email | P&BI |
| w/c 19th April  | Students  | Survey open – encourage students to complete | EmailNews item My NapierMyFuture email  | P&BIHeads of Learning & Teaching |
| 4th May  | Students  | Chaser email to non-responders | Email | P&BI |
| 6h May  | SLG & HLT | First PTES response rate updateResponse rate updates to continue every two weeks until the end of the survey.w/c 21st June – final response rates issued.  | Email  | P&BI |
| 13th May  | Students | Email from Alyson Tobin encouraging participation  | Email  | P&BI |
| 27th May  | Students  | Chaser email to non-responders | Email | P&BI |
| 3rd June | Students  | Second and final email from Alyson Tobin  | Email  | P&BI |
| 14th June  | Students  | Final email letting non responders know the survey is about to close  | Email  | P&BI |

1. Central University-wide promotion

A number of activities will be undertaken to promote the 2021 PTES.

Promotional activities within Edinburgh Napier include:

***Please note due to the ongoing external situation as students are currently not on campus, digital on campus signage will not be used to promote the 2021 survey.***

* Emails to students and staff.
* Email reminder to students issued from the VP Learning & Teaching.
* News article on My Napier.
* Invitation to complete the survey will be issued through My Future
* Staff intranet hub containing information and resources including slides.
1. 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 (checking clutter/spam if they haven’t received it).

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

1. 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 or Ext 5007).