

# OFS Postgraduate Survey pilot 2022 - Liaison Officer Guidance

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(Updated 4 May 2022)

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### Introduction to the OFS Postgraduate Pilot survey

UCL will participate in the new pilot survey for students in the final year of their taught postgraduate programme. The survey will run from 19 April to 31 May and can be completed via [www.postgradsurvey.co.uk](http://www.postgradsurvey.co.uk).

The survey is organised by the Office for Students (OFS) and managed by Ipsos MORI, an independent research agency. Ipsos MORI a1t.9 (O)-6heo /(w)2.6 RRnd Rion (R)1po(nS)2 (t)-6.6 (udent)4.3 ( S on RRf Ro /f fact BM.4. OFS



## PGS pilot 2022 - Key Dates

### Student eligibility for the PGS

There are strict criteria governing inclusion or removal from the PGS sample. The list of eligible students was sent to Liaison Officers for checking on Thursday 24 February, with a deadline for returns of Thursday 10 March.

#### Eligible Students

The Postgraduate Survey (PGS) aims to survey postgraduate taught students in the final year of their course. The criteria for inclusion in the PGS are the following:

- Students must be studying a course at postgraduate level that is mainly taught e.g. Master's, PGCE, PGDip and PGCert.
- Students should be actively engaged in study i.e., not taking a break or sabbatical from study. Students on work placements should be included.
- Students must have completed or be expected to complete an eligible course between 1 November 2021 and 31 October 2022. Expected to complete means the date of last scheduled activity by a student and should include the end of the scheduled exam period, or formal writing up period, but excluding retakes and exceptional extensions to the writing up period.
- Students should be taught wholly or mainly in the UK. Students from overseas campuses should not be included.

Assessment of the student's work does not need to have been completed, nor any award made. A student who has completed all other requirements and then hands in their dissertation

### Additions

If you notice that there is a student who meets the above criteria and is missing from the list, please notify the Student Engagement & Experience team ([student.engagement@ucl.ac.uk](mailto:student.engagement@ucl.ac.uk)) know by Thursday 10 March. If you notice that a student is missing from the list after this date, please let the Student Engagement & Experience team know as soon as possible, as it may still be possible to add them.

### Removals

The criteria for removal from the survey cohort are as follows:

- Students who are dormant (taking time out of study) – both those who became dormant prior to the 1 November 2021 and those who have become dormant up to the start of the survey window (19 April 2022).
- Students who are seriously ill or deceased.
- Students studying courses where the majority of delivery is overseas.
- Incoming exchange students.
- Students on research-based Master's (e.g. MRes) or Doctorate programmes.

If there are any students on your list who meet any of the criteria for removal, please notify the Student Partnership team ([student.engagement@ucl.ac.uk](mailto:student.engagement@ucl.ac.uk)) know by Thursday 10 March. If you

- Ask Heads of Departments, programme directors etc.



## Appendix C - Key messages for lecturers

- The PGS opens on 19 April 2022 for final-year taught postgraduates in the UK. Ipsos MORI will contact eligible students on 19 April.
- This is an opportunity for postgraduate students to give their honest feedback.
- The survey covers teaching, academic support, assessment and feedback, course organisation and management, learning resources such as the library and IT.
- The survey is conducted by Ipsos MORI, an independent research agency and responses are completely anonymous.
- It usually takes around 10 minutes to complete, and can be completed at [www.thepostgradsurvey.co.uk](http://www.thepostgradsurvey.co.uk)
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