

## B. Supporting Materials<sup>4</sup>

### Intranet/news articles

#### Institution/subject/department intranet template:

The National Student Survey (NSS) 2018 is now live at [\[institution\]](#). The survey is open to mostly final year undergraduates, who can complete it now at [www.thestudentsurvey.com](http://www.thestudentsurvey.com).

#### What is the NSS?

The NSS is a nationally recognised annual survey of mostly final year undergraduates in the UK. The survey provides students with an opportunity to give their honest opinions on what they liked about their time on their course at [\[institution\]](#) as well as things that they feel could have been improved.

The survey is administered by [Ipsos MORI](#), an independent market research agency, so responses remain anonymous at all times.

#### Why should I take part?

- The NSS provides you with the opportunity to provide honest feedback on your student experience;
- Your feedback will be used to improve the student experience at [\[institution\]](#);
- The results are taken very seriously and inform the quality assurance system with regards to teaching quality;
- Results are used by prospective students, their families and advisors to make decisions on what and where to study.

Be heard at [\[institution\]](#).

#### What happens with the results?

The NSS results are made publicly available to help prospective students, their families and advisors make informed decisions of where and what to study. Institutions and supporting students' unions also use the data to identify areas of strengths and weaknesses to bring about change and enhancements to improve the learning experience for future generations of students.

Data from previous surveys are available on [Unistats](#) [more information on 'Key Information Sets' (KIS) is available at [\[institution web address for KIS widget\]](#)].

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<sup>4</sup> All supporting materials in Annex B will be translated into Welsh. Welsh institutions will be issued these materials once they are available.

[Institution] has been participating in the NSS for [number of years of participation] and as a result of listening to what former students had to say, the following changes have been made:

- [Insert examples of changes brought about by the by NSS results. E.g. extended library hours, review of the personal tutor system, investment in new PCs].

### How do I complete it?

During [survey start week] eligible students will be sent an invitation email to complete the survey by [Ipsos MORI](#). Non-respondents may be contacted by telephone. You can complete the NSS online or via a mobile device at [www.thestudentsurvey.com](http://www.thestudentsurvey.com) at any time from 8 January 2018 to 30 April 2018. As soon as you have completed the survey, you will not be contacted further by Ipsos MORI. You may opt out of the survey at any point during the fieldwork.

## Letters/memos

### 1. Email to eligible students

**[Do you want your opinions on your student experience to be heard? / Are you in your final year of a course leading to undergraduate qualifications or credits? Do you want your opinions on your student<sup>1</sup> experience to be heard?]**

Take part in the **[National Student Survey \(NSS\) 2018!](#)** Whether you feel your time as a student at [institution] has been great, or you feel some aspects could be improved, the NSS gives you a unique opportunity to be heard at [institution].

Your opinions matter and can lead to real change within [institution]. Based on previous year's results we have implemented the following changes: [example of changes made by NSS results e.g. extended library hours, better access to personal tutors, invested in more PCs in campus].

NSS results are made publicly available through [Unistats](#) to help prospective students, their families and advisors make informed decisions of where and what to study. Be heard at [institution].

If you are eligible for the survey, [Ipsos MORI](#) will contact you by email during [survey start week] to invite you to fill in the survey online. However, you can complete the NSS online or via a mobile device at [www.thestudentsurvey.com](http://www.thestudentsurvey.com) at any time from 8 January 2018 to 30 April 2018. Thank you in advance for taking part in the NSS!