

You are invited to take part in the INDEX Survey.

Title of study: [INDEX Survey – Irish National Digital Experience Survey](#)

Why am I being asked to participate? All students on taught programmes, undergraduate and postgraduate, who are age 18 or over, are being invited to participate in this survey. In addition to this student survey, staff who teach are being invited to take part in a corresponding survey.

What's the purpose of the survey? The purpose of the INDEX Survey is to understand more about the digital experiences and expectations of students and staff who teach in Irish higher education. All who complete the survey will contribute to the evidence that informs important decision-making around digital teaching and learning within NCAD, and will influence the future enhancement of digital teaching and learning across the Irish higher education sector. The INDEX Survey is being coordinated by Ireland's [National Forum for the Enhancement of Teaching and Learning in Higher Education](#).

What does taking part involve? The survey will take 5-10 minutes to complete (about 25 short questions). The survey asks questions about your course and your experiences of digital teaching and learning.

Do I have to take part? Your participation is voluntary and you can stop at any point. All questions are optional. Your data will not become part of the dataset for the study until you click YES on the consent form at the end of the survey, and then FINISH. You may withdraw at any point simply by leaving the survey, but your answers won't be recorded. Once you press FINISH, NCAD will make a contribution to the [Student Assistance Fund](#).

What's the Student Assistance Fund? Students can apply for the [Student Assistance Fund](#) to help them with payments such as books and materials, rent, travel, utilities (heating, lighting), medical costs, or costs associated with family breakdown or bereavement. For each survey students complete, NCAD will contribute €1 to the Student Assistance Fund. The more students who complete surveys, the more money will be available to students in need through the Student Assistance Fund.

How will my data be protected? Participation in the survey is confidential. The INDEX Survey is designed *not* to collect personally identifiable data. Your student identifier is not used in the survey. Questions that ask for descriptive information use generalisation techniques designed to avoid the possibility that respondents can be identified. You are asked not to enter any personally identifiable data in the open-field questions. Upon the close of the survey, the survey data will be anonymised, ie, any personal data that may have been entered will be permanently deleted, irreversibly preventing identification of the individual to whom it related.

What will happen to results of the study? The anonymised survey data will be analysed by researchers at NCAD and the National Forum. The findings will be used to understand more about the digital experiences and expectations of students and staff who teach so that we can work together towards enhancing digital learning and teaching. A summary of institution-level findings of the survey will be shared with all students at NCAD in spring 2020. In addition, national-level findings of the student survey and the survey of staff who teach will be shared by the National Forum through a national report in spring 2020, as well as presentations, peer-reviewed articles and other communications.

Where and how long will my data be held? While the survey is live, data will be stored on a secure online server located in Dublin (in conformance with ISO 27001). All survey responses are collected over an encrypted SSL (TLS) connection, ensuring that data can be transmitted securely. Online surveys data stores are backed up daily and held for three months; after three months backups are deleted and destroyed. Both NCAD and the National Forum will download the INDEx Survey data for analysis.

- NCD will analyse the anonymised institutional dataset. This data will be stored and the survey dataset will be accessible only by Heads of Department and Management. The institutional dataset will be stored for a minimum of two years and a maximum of seven years, at which point it will be deleted.
- The National Forum will analyse the anonymised national dataset. This data will be stored on password-protected computers and folders; the survey dataset will be accessible only by the INDEx Survey research team or other employees of the National Forum approved by the Director. The national dataset will be stored for a minimum of 2.5 and a maximum of 7 years, at which point it will be deleted.

Who can I contact if I have questions? Should you have a question or comment about this survey, please contact:

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OR

Go to <https://www.teachingandlearning.ie/index/>
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