


Category	Governance and Management	Policy Number	UNI-GOV-502	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	Vice-President	Policy Owner	SFD	
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Date Last Reviewed	New Policy	Due Date for Next Review	20 February 2026	

POLICY

Institutional Surveys

1. Purpose

This policy outlines the guiding principles to ensure the validity of all surveys conducted at Zayed University by internal or external individuals or entities.

2. Scope of Application

This policy applies to all groups, organizations, and individuals seeking to collect survey data from students, faculty, and staff of Zayed University.

3. Policy

3.1 Zayed University supports survey tools as a means for scientific investigation, for gathering information for strategic and operational planning purposes, and for gathering information for research.

3.2 Surveys must always adhere to ethically appropriate practices and standards. All institutional and external surveys conducted within the university must pass through an approval process.

3.2.1 The Institutional Surveys Committee (ISC) shall determine the protocol for conducting the surveys; and review and process all requests for surveys from academic and administrative units within the university, and from organizations and individuals outside the university.

3.2.2 Surveys received from Federal/Government Institutions will be reviewed by ISC for ethical concerns only, the questionnaire format/wording will not be revised. The requestor will be asked to provide a copy of the survey approved by an authorized Ministry body.

3.2.3 Compliance-driven surveys are pre-set by an external authority and hence are approved at the highest levels; they do not need university approval and can be distributed as-is by the Office of Institutional Research (OIR).

3.2.4 Surveys conducted by ZU faculty as part of their individual research will be vetted by the Research Ethics Committee (REC) for ethical approval. A copy of the ethical clearance is to be submitted to ISC for documentation only.

3.2.5 Surveys initiated by external individuals will be vetted simultaneously by the ISC and the REC.

3.3 Survey Requests

All survey requests are to be submitted with concise contextualizing information to include:

- a) The aim of the survey,
- b) The intended respondents,
- c) A suggested administration procedure, including a viable timeline,
- d) A concise (<500 words) explanation of how the survey relates/supports the research questions being investigated,
- e) A statement addressing potential ethical concerns with explicit and detailed description regarding how these will be addressed,
- f) A statement stating whether the same survey has been administered before at Zayed University. If it has, the statement must specify the reason it has to be administered again.
- g) A plan for sharing findings with OIR.

3.4 All survey instruments must be cognizant of the culture and traditions of the UAE. Any concerns or doubts must be immediately communicated to the ISC and/or REC.

3.5 Survey Approval Criteria

- 3.5.1 Survey requests received by the OIR are forwarded to the members of the ISC. The members are given five (5) business days to respond.
- 3.5.2 Approval means that the survey seems reasonably suited to its aims, is clear and practical in terms of administration, is ethically assured, and is appropriate to the intended respondents.
- 3.5.3 Approval of a request must be a unanimous decision. A single opposition will render the request as declined/not approved.
- 3.5.4 The reasons for the decline will be disclosed to the researcher.

3.6 Survey Reports/Results

Final reports and/or results from all institutionally administered surveys become a part of the ZU dataset. Results from such surveys must be shared with OIR which will be the repository of all such data. The status of those results, whether open-access or not, must be negotiated and agreed upon prior to the administration of the survey.

4. Institutional Surveys Committee

4.1 The Institutional Survey Committee will be formed by the university Vice-President or his/her designee (see Appendix A).

4.2 The ISC will review the following survey types:

- a) Requests from external organizations/individuals to distribute surveys to Zayed University faculty, students, and staff.
- b) Surveys that include faculty and students from specific units and impact the unit only, require approval from the director/dean of that unit from which data will be collected.

- c) Surveys requiring central or selected distribution.
- d) Surveys with institutional implications as determined by the Vice-President /Provost.
- e) Surveys conducted by strategic partners and stakeholders, internal and external.

4.3 The ISC will:

- a) ensure there is no unnecessary collection of duplicate information,
- b) ensure good survey design and methodology,
- c) ensure measures are taken to protect confidentiality and privacy,
- d) ensure that those who undertake surveys to support research abide by REC practices for research involving human participants and secure REC approval as necessary,
- e) reduce potential survey fatigue by limiting the number and timing of surveys,
- f) maximize participation for critical university surveys,
- g) encourage the sharing of survey results within and across the university community.

4.4 The Chair of the ISC is responsible to mediate between the committee members and the unit/organization/individual conducting the survey.

5. Related Policies and Laws

ACA-RES-201 Research Involving Human and Animal Subjects

6. Administration

This policy is administered by the Strategy and Future Department.

7. Revision History

Date	Revision
20 February 2023	President’s Decision issued (PD#20 of 2023).
1 February 2023	Endorsed by the Executive Committee (Meeting #4 of 2023).
23 January 2023	Endorsed by the Academic Council subject to changing membership of the ISC from 2 faculty members to 1 from each campus (Appendix A). <i>(Action completed)</i>
14 April 2022	New policy drafted.

Attachment

- Appendix A: Institutional Surveys Committee

APPENDIX A:

Institutional Surveys Committee



- 1.1** The Chair of the Committee will be the Director/Manager of the Office of Institutional Research.
- 1.2** Membership of the committee will include:
 - a) One (1) member of the University Research Committee,
 - b) One (1) member of the University Research Ethics Committee,
 - c) One (1) director of an academic program,
 - d) One (1) faculty member from each campus from different academic programs, and
 - e) One (1) recorder from the OIR (ex-officio).
- 1.3** The term of membership for the academic program director and the faculty members will be no more than two (2) years, whereupon they will be replaced with members from different academic programs.