

**Procedures for Programmes to include additional questions in  
PolyU's UG and sub-degree Alumni Survey**

1. Departments to indicate interested programmes to Ms. Jenny Yung of EDC ([etjyung@inet.polyu.edu.hk](mailto:etjyung@inet.polyu.edu.hk); x6292) by Friday, 21 September, 2012.
  - a. In your reply, please provide a list of participating programmes (and their codes) and a contact person for each programme.
  - b. After your reply of interest, we will send you (i) a template to use for the printing of the forms, (ii) a list of alumni from your programme to be sampled, and (iii) an estimate of the number of forms needed for the November administration.
  - c. Please put the appropriate code in the programme box. Do not change the coding box in the template (e.g., do not change the boundary or the box's position in the document). This provides symbolic and other codes for the appropriate sorting of returned surveys.
  - d. Early replies are appreciated.
2. Please deliver all printed survey forms to EDC by Friday, 19 October to the General Office of EDC (TU 629).
3. Completed, returned programme surveys will be delivered by hand to the contact person provided in 1a above within 2 weeks of the return due date.
4. EDC will administer the whole survey, including the PolyU and programme survey forms. However, data entry and analyses of the programme surveys will be the sole responsibility of the programmes themselves. In addition, for the PolyU-wide survey, completed forms will be sent to the appropriate units for analysis of open-ended questions. These completed PolyU forms will be delivered to appropriate offices after the quantitative responses for the whole of PolyU have been analyzed and reported by EDC.
5. This current survey system will cover only UG and sub-degree programmes. For post-graduate programmes, departments should continue their own data collection efforts.
6. If you have any further questions, you may contact Kevin Carlson of EDC ([etkevinc@inet.polyu.edu.hk](mailto:etkevinc@inet.polyu.edu.hk); x6290). You may also wish to attend the briefing session held on Friday, 28 September at 3:30pm in FJ 302.