

**Title:** Timetable for the release of NSS & PTES Data 2014

**Date:** 10 July 2014

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**Circulation:** Student Surveys ListServ

**Action:** Heads of School/Heads of School Administration

## SUMMARY

### 4 – 12 August Phase 1 Results:

- w/b 4 August UoM NSS & PTES results released and disseminated via email to SLT, AVP T, L & SE, AD T, L & SE, Deans, DoFO, Heads of School, HoSA, Central PSS Directors

**Action: HoS/HoSA**, on receipt, to ensure these data are disseminated to key staff – e.g. programme leaders – in respect of NSS, particularly those responsible for recruitment and admission.

- w/b 11 August All Institutions' NSS results released
- Embargo lifted **00.01hrs on Tuesday 12 August**
- **Any** external messages must be agreed with Media Relations Officers

### Early September Phase 2 Results

- NSS results by School & Faculty released via upload to PSO website
- Headline Analysis of NSS & PTES data to Senate and Board of Governors, subsequently released via upload to PSO website

### Early Autumn Phase 3 Results

- Open Comments NSS & PTES released via upload to PSO website

PSO website:

[www.campus.manchester.ac.uk/planningsupportoffice/PSO/MI/StudentFeedback/NSS2013/](http://www.campus.manchester.ac.uk/planningsupportoffice/PSO/MI/StudentFeedback/NSS2013/)

**Note NSS data is embargoed and must not be transmitted beyond members of the University of Manchester until 00.01hrs on Tuesday 12 August.** Data marked internal only must **never** be transmitted beyond members of the University of Manchester. **PTES data must never be disclosed outside The University of Manchester.**

## Phase 1 Data Release

1 August University of Manchester NSS & PTES results made available to University.

NSS results will include whole institution, internal subject breakdowns and JACS subject levels, together with HEI, Top Quartile and England results for comparative purposes, but will not include results for other HEIs at this stage.

PTES data will include whole institution, School, subject area and programme of study,<sup>1</sup> together with Russell Group and Sector results for comparative purposes. PTES data is not published externally so results for other HEIs will not be available at any stage.

w/b 4 Aug. After data checking results, together with any key headline messages that immediately emerge, will be sent to:

SLT, AVP T, L & SE, AD T, L & SE, Deans, DoFO, Heads of School, HoSA, Central PSS Directors. **Recipients are responsible for ensuring that the embargo is observed.**

Headlines will cover:

NSS overall satisfaction (institutional level); movement in the key components.

PTES overall satisfaction (institutional level); comparison with Russell Group;

**Action: HoS/HoSA**, on receipt, to ensure these data are disseminated to key staff – e.g. programme leaders – in respect of NSS, particularly those responsible for recruitment and admission.

8 August All institutions' 2014 NSS data become available and will be disseminated to the same group as previously. **This data is embargoed until 00.01hrs on Tuesday 12 August.**

w/b 11 Aug. Intake Management Group meets to discuss A level results and decide confirmation and clearing strategy.

**Schools that would like to formulate a message for an external audience (statement, website etc) MUST consult the Media Relations Office or Alan Ferns (Director of Communications) first. (Contact details below)**

**NB: Data marked 'internal only' must never be disclosed outside The University of Manchester.**

12 August HEFCE website publishes results, data no longer embargoed and University/Schools can make statements on websites and respond with this information to external enquiries.

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<sup>1</sup> Data are not made available for either NSS or PTES where there are less than 10 respondents.

If appropriate, statements will be made on the University's website and confirmation & clearing sites. Schools can replicate institutional messages on their own websites.

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14<sup>th</sup> August Undergraduate clearing for September 2014 entry.

#### Phase 2 Data Release to Planning Support Office website:

[www.campus.manchester.ac.uk/planningsupportoffice/PSO/MI/StudentFeedback/NSS2013/](http://www.campus.manchester.ac.uk/planningsupportoffice/PSO/MI/StudentFeedback/NSS2013/)

By 4 Sept NSS results aggregated to the level of School/Faculty uploaded

Autumn NSS and PTES Reports to Senate & Board of Governors uploaded

#### Phase 3 Data Release

Autumn NSS & PTES student comments and themed report uploaded