

Disclaimer

This document is a courtesy translation provided for your convenience. Please note that the original form must be opened and completed in the **German language**. Only the **German version** is legally binding.

Form for conducting an internal university survey at Brandenburg University of Applied Sciences

Please fill out this form carefully and send it by email to: befragungen@th-brandenburg.de

Information about the survey

Topic of the survey:

Reason for the survey:

Institution/faculty:

Contact person:

For students, please also provide the contact details of the project/thesis supervisor:

Subject of the survey

Please describe the **objectives** of the survey:

Who is **the target group** for the survey?

What **survey methodology** will be used? (e.g. paper-based, online, in person)

Will the survey be conducted **once**?

☐ Yes ☐ No

The survey should be conducted **regularly** because:

When will the survey be conducted? (Please specify the **time frame** for conducting the survey!)

Results

Who is the **target audience** for the results?

Will the **results** be published? If so, in what form?

Use of any resources

Will there be any monetary costs associated with the survey project?

☐ Yes ☐ No

Data

How can compliance with **data protection guidelines** be ensured?

Review by ZHQ on: _____

Comment: _____

Signature: _____