

Agenda

Way of working

1. Before the seminar, HIS will work as a secretariat, collect topics from interested members of the EUROSTUDENT network and support the 4 key presenters in their preparations
2. Each participant of the seminar will be assigned a topic for which they will act as a rapporteur (presenters excluded).
3. The seminar combines discussions of the 4 key presentations and general topics relevant to executing online surveys within EUROSTUDENT (see: [list of topics](#)). After each presentation, we will discuss both individual elements of the presentation and the topics raised. We expect each rapporteur to particularly raise questions related to the topic area that has been assigned to them.
4. On the final day, the individual rapporteurs will summarise the issues raised during the seminar relevant to their topic area. These summaries will be the basis for the Handbook

Day 1: (14:00-17:30)

- **14:00-14:15:** Introduction to the Intensive Seminar: purpose, goals, expected outcomes from Andrea Riedel (HIS, DE)
- **14:15-14:30:** Brief introduction to online surveys from Martin Unger (IHS, AT)
- **14:30-15:15:** *Discussion input:* Presentation from Elke Middendorff (HIS, DE) on a comparison between a large-scale paper and pencil survey and an online survey within the context of the German contribution to EUROSTUDENT: *This method report looks at three main questions: Is it possible to realise a long survey with a lot of difficult and complex questions as a web-survey? Is the composition of the samples (gender, age, subject, HEI, social background etc.) and the response rate the same or different? Do the different methods affect the reported findings?*
- **15:30-17:30:** Working group session on lessons learnt and key issues
- **19:30:** Joint dinner

Day 2: (9:30-18:00)

- **9:30-10:15:** *Discussion input:* Presentation from Valentina DeLuigi (Swiss Statistics, CH):
 - *motivation of participation (recruitment, letters);*
 - *size and structure of the sample;*
 - *invitation;*
 - *register and administrative sources;*
 - *software;*
 - *advantages and “problems” of using an online questionnaire;*
 - *practical example of our online questionnaire (messages of error, multiple choice questions, filter, finance data, etc.)*
- **10:30-12:30:** Working group session on lessons learnt and key issues
- **12:30-14:00:** *Joint 'Lunch*
- **14:00-14:45:** *Discussion input:* Presentation from Anja van den Broeck (ResearchNED, NL) on the practical planning and execution of an online survey:
 - *Practical planning of an online survey: i.e. questionnaire translations; contact-information; sampling; invitations; planning of field-phase (duration, communication, reminders); questions from participants.*
 - *Execution of an online survey: i.e. programming (software, design and layout); routing; supplementary questions; testing; monitoring response; other issues.*
 - *Common data hosting: i.e. planning; soft- and hardware available; ownership of the data; privacy issues; delivery of raw data; data cleaning.*
 - *Services and responsibilities for national partners: e.g. sampling; translation; testing; background / population data; communication (to participants / students / partners / HIS); data cleaning and –weighting.*
- **15:00-17:00:** Working group session on lessons learnt and key issues
- **17:00-17:30:** Wrap-up of days 1 and 2, preparations for last day
- **19:30:** *Joint Dinner*

Day 3: (9:00-13:00)

- **9:00-9:45:** *Discussion input:* Presentation from Martin Unger (IHS, AT) on “sticky issues” such as sampling and weighting for online surveys
- **10:00-11:30:** Working group session on lessons learnt and key issues
- **11:30-13:00:** General discussion of lessons learnt with contributions from the rapporteurs and summary of key issues for the handbook

Close of seminar