

Questionnaire Development

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First Step: Collection of Used Questionnaires

- See <http://ingradnet.org/>
 - CHEERS 1999:
http://www.ingradnet.org/quest/q_cheers_1999_master_en.pdf
 - AAU 1996
 - Standardinstrument 1995 (Schomburg)
 - REFLEX 2005
 - KOAB 2009
- **Do not try to reinvent the wheel!**

<http://ingradnet.org/>

International Network of Graduate Surveys (INGRADNET)

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Home

This web site is mainly dedicated to research and experiences with graduate tracer studies.

It will be developed as a resource center for tracer studies:

- Links to tracer studies in VET and HE
- Collection of questionnaires for free download and use
- Proposals for the methodology of tracer studies
- Proposals for a sample questionnaire and optional questions
- Theoretical background of questions

You can download here also some programmes developed at the University Kassel by Harald Schomburg and Martin Guist (QTAFI) to support the conduction of tracer studies.

The site is still under construction, but you can download already some QTAFI programmes, documentations, questionnaires

Please send your comments and proposals to Harald Schomburg (h.schomburg@t-online.de).

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Examples of International Tested Questionnaires

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Questionnaire download

AAU 1996

Association of African Universities (AAU) master questionnaire (1996, used in 10 university tracer studies)

[AAU master - English language \(pdf 749 KB\)](#)

CHEERS 1999

CHEERS master questionnaire (1999, European higher education graduates survey, 12 countries)

[CHEERS master - English language \(pdf 749 KB\)](#)

[CHEERS Germany - German language \(pdf 749 KB\)](#)

[CHEERS Japan - Japanese language \(pdf 749 KB\)](#)

[CHEERS Spain - Spanish language \(pdf 749 KB\)](#)

KOAB 2009

KOAB master questionnaire (survey 2009; cohort 2007, German network graduate surveys, About 50 higher education institutions)

[CHEERS master - English language \(pdf 749 KB\)](#)

REFLEX 2005

REFLEX master questionnaire (2005, European higher education graduates survey, 14 countries)

[REFLEX master - English language \(pdf 749 KB\)](#)

STANDARD 1995

Standard Instrument for Graduate and Employer Surveys (1995), used in several tracer studies, e.g. in Argentina, Chile, Indonesia

[STANDARD graduates- English language \(pdf 749 KB\)](#)

[STANDARD employers - English language \(pdf 749 KB\)](#)

Second Step: Adaptations and Testing

- Selection of subjects/topics according the own objectives
- Selection of questions and answers according the own objectives
- Adaptation of the questions/answers to local conditions (country, institution, study programme)
- Development of new question and answers
- Formatting of the questionnaire
- Printing the questionnaire
- Testing the questionnaire
- Revision of the questionnaire
- Final (paper) version of the questionnaire

Example of Questions (1) – Standardization of Styles

Question number

A The course of studies at the VET/HE institution

In this section please refer in your answers only to the studies that you finished in 2012 at the VET/HE institution.

In case you acquired more than one degree at the VET/HE institution, please refer to the degree (or course of studies) which is most important to you.

Explanations

A1 At which VET/HE institution did you complete your study?

Question text

XXX

YYY

ZZZ

A2 Did you predominantly study in part-time?

All answered are left aligned

Yes

No

Answers

Hidden Technical Information in the Questionnaire

Styles

The screenshot displays a questionnaire editor interface. On the left, a 'Styles' panel lists various question types and identifiers, such as 'Question_list2', 'Question_normal', 'Question_section_text', and 'Question_variable_label'. The main area shows a preview of the questionnaire content, which is structured as a table with columns for sequence number, type, content, and question identifier. The content includes a section header, an explanation, and a categorical variable with three options.

Sequence Number	Type	Content	Question Identifier
N001	SE	The course of studies at the VET/HE institution	SE1
N002	EX	In this section please refer in your answers only to the studies that you finished in 2012 at the VET/HE institution. In case you acquired more than one degree at the VET/HE institution, please refer to the degree (or course of studies) which is most important to you.	EX1
N003	CV	At which VET/HE institution did you complete your study?	Q1
1		XXX	V1
2		YYY	
3		ZZZ	
		Subject: Name of the VET/HE institution; Page number online; Filter online	

- Every element (like a question) is a WORD table
- Every element has sequence number (N001 ...)
- Every element has a type Identification like
SE – Section; EX = Explanation; CV = Categorical variable; OR = Ordinal variable; ME = Metric variable
- Every question has a question identification number (like Q1)
- The variable names are include in the question

Hidden Technical Information in the Questionnaire

Styles

The screenshot shows a questionnaire editor interface. On the left is a 'Styles' list with various question types like 'Question_list2', 'Question_normal', etc. The main area displays a questionnaire with several questions. Callouts highlight technical information:

- Type of question:** Points to 'SE' (Section) and 'EX' (Explanation) codes.
- Question identification number:** Points to 'Q1' and 'V1' codes.
- Variable name:** Points to 'V1' and 'V2' codes.
- Subject/topic:** Points to the subject line: 'Subject: Name-of-the-VET/HE-institution; Page-number-online; ; Filter-online;'

- Every element (like a question) is a WORD table
- Every element has sequence number (N001 ...)
- Every element has a type Identification like SE – Section; EX = Explanation; CV = Categorical variable; OR = Ordinal variable; ME = Metric variable
- Every question has a question identification number (like Q1)
- The variable names are include in the question

Example of Questions (1) – Different Types

A4	Which qualification did you achieve at the VET/HE institution?	<input type="checkbox"/> Certificate	CV - Categorical variable	Half-open question
		<input type="checkbox"/> Diploma		
		<input type="checkbox"/> Other (please specify):		
A5	What was the name of the study programme at the VET/HE institution?	Open question		
			
A6	How many months did you study at the VET/HE institution?	<input type="checkbox"/> Less than 6 months	Half-open question	
		<input type="checkbox"/> 6 months to less than 12 months		
		<input type="checkbox"/> 12 months to less than 18 months		
		<input type="checkbox"/> 18 months to less than 24 months		
		<input type="checkbox"/> 24 months and more		
		<input type="checkbox"/> Other (please specify):		

Ordinal Question/Variables

A7 To what extent were the following reasons important for your decision to study at the VET/HE institution? Please respond to each factor on the five-point scale.

Not at all
important

Very
important

Five-point ordinal scale

1

2

3

4

5

Vicinity to home of parents or other relatives

Availability of scholarship

Availability/quality of accommodation

Attractiveness of town/state/region

Reputation of the VET/HE institution

Practice-oriented study program

Areas of specialisation provided, if applicable

Advice by my parents/relatives

Eight items =
variables

Ordinal Question – with Variables and Subject

OR	A7	To what extent were the following reasons important for your decision to study at the VET/HE institution? Please respond to each factor on the five-point scale.	Q7
N009			
		Not at all → → → → Very important → → → important	
		→ 1 → 2 → 3 → 4 → 5	
1	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Vicinity to home of parents or other relatives	V7_1
2	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Availability of scholarship	V7_2
3	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Availability/quality of accommodation	V7_3
4	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Attractiveness of town/state/region	V7_4
5	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Reputation of the VET/HE institution	V7_5
6	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Practice-oriented study program	V7_6
7	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Areas of specialisation provided, if applicable	V7_7
8	<input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/> → <input type="checkbox"/>	Advice by my parents/relatives	V7_8
		Subject: Reasons for selection of the VET/HE institution;	

Metric Question (open)

ME K5		When did you start your course of further studies?	Q74
1	<input type="text"/>	Month of enrolment in further studies	V74_1_NUM
2	<input type="text"/>	Year of enrolment in further studies	V74_2_NUM
		Subject: Time of start of further studies;	

Closed Instead of Open Questions – Reduction of Errors

A3	When did finish your study at the VET/HE institution?
<input type="checkbox"/>	January 2013
<input type="checkbox"/>	February 2013
<input type="checkbox"/>	March 2013
<input type="checkbox"/>	April 2013
<input type="checkbox"/>	May 2013
<input type="checkbox"/>	June 2013
<input type="checkbox"/>	July 2013
<input type="checkbox"/>	August 2013
<input type="checkbox"/>	September 2013
<input type="checkbox"/>	October 2013
<input type="checkbox"/>	November 2013
<input type="checkbox"/>	December 2013

Example of Filtered Questions

CV	B5	Were you employed during your study? Please include full-time as well as part-time work; excluded are internships.	Q17
N020			
1	<input type="checkbox"/>	Yes	V17
2	<input type="checkbox"/>	No → <i>Please continue with question C1</i>	
		Subject: Employment during study; -	
¶			
CV	B6	For how many months were you employed during your study? Please include full-time as well as part-time work; excluded are internships.	Q18
N021			
1	<input type="checkbox"/>	Less than 1 month	V18
2	<input type="checkbox"/>	1 to 6 months	
3	<input type="checkbox"/>	7 to 12 months	
4	<input type="checkbox"/>	13 to 24 months	
5	<input type="checkbox"/>	More than 24 months	
		Subject: Duration of employment during study; - Filter online: show_if-variable-V17=1	
¶			
SE	C	Evaluation of study conditions and study provisions at the VET/HE institution	SE3
N022			

**THANK YOU VERY MUCH
FOR YOUR ATTENTION**