

UNIT LICENCE APPLICATION FORM

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| UNIT DETAILS |
| **Unit code** | **Unit Title** |
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| **Duration of data collection****From:**  | **To:**  |
| **Type of Unit** |  |
| [ ]  **Undergraduate** [ ]  **Masters by Coursework**  |  | [ ]  **Postgraduate** [ ]  **Other (please explain)**   |

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| UNIT COORDINATOR |
| **Title and Name** |
| **Faculty**[ ]  **FBL** [ ]  **FEA** [ ]  **HES** [ ]  **RPS**  |
| **Email address**  | **Contact Telephone Number** |

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| AIMS OF THE UNIT |
| **Why is data collection necessary to fulfil the aims of the unit?**  |  |
| **image of Unicode Character 'PAPERCLIP' (U+1F4CE)Attachments: Unit plan and handout to students.** |  |
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| PARTICIPANTS, RECRUITMENT AND INFORMED CONSENT |
| **Who are the participants?****How will they be recruited?****How will informed consent be obtained?** |  |
| **image of Unicode Character 'PAPERCLIP' (U+1F4CE)Attachments: Advertisement/flyer/invitation** **Information Letter** **Consent Form**  |  |
| NOTE: Participants should be provided with an Information Letter outlining the nature of the data collection and Informed Consent should be obtained (when required). |

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| PROCEDURES |
| **What will participants be asked to do?** |  |
| [ ]  **Observation** [ ]  **Audio recording** [ ]  **Interview**[ ]  **Administration of a test** | [ ]  **Questionnaire/Survey** [ ]  **Video recording** [ ]  **Focus group**[ ]  **Other (please explain)** | [ ]  **Online survey** [ ]  **Photographs**[ ]  **Collection of work samples** |
| **image of Unicode Character 'PAPERCLIP' (U+1F4CE)Attachments: Data collection instruments, e.g. interview questions, focus group questions, questionnaire.** |

**Please provide further explanation if necessary:**

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| TYPE OF INFORMATION, DATA OR SAMPLES |
| **What type of data will be collected?**[ ]  **Individually identifiable** The identity of a specific individual can reasonably be ascertained[ ]  **Re-identifiable** Identifiers will be removed and replaced with a code but it will  remain possible to identify a specific individual [ ]  **Non-identifiable** Individual identifiers will never be collected (anonymous data) |
| If information, data or samples are individually identifiable or re-identifiable when they are collected, please indicate when they will be made non-identifiable and how confidentiality will be protected. |

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| CONFIDENTIALITY AND STORAGE OF INFORMATION, DATA OR SAMPLES |
| Will the information, data and/or samples be destroyed at the end of the unit? | [ ]  YES[ ]  NO  |
| If NO, please indicate the following: |
| * **Why is it necessary to retain the data?**
* **Where will the information, data and/or samples be stored? (please indicate the location of storage)**
* **How long will the data be stored?**
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| DECLARATION |

As the Unit Coordinator, I declare that:

* I am aware of the principles contained in the National Statement, and University policies and procedures relating to data collection from human participants and the possible ethical issues that may be raised.
* I have considered these principles when setting the requirements for the unit.
* Data collection from human participants is necessary to achieve the aims of the unit.
* The proposed data collection does not involve more than minor risks to the participant.
* Information will be provided to students to ensure that data collection is conducted in an ethical manner.
* I will notify the Faculty Research and Higher Degrees Office and/or the Research Ethics Office of any changes to the data collection that would require submission of an ethics application.

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| Unit Coordinator |
| Name | Signature | Date |

As the Associate Dean, Faculty Research and Higher Degrees Committee or delegate, I declare that:

* I have read the application for a Unit Licence and confirm that approval can be granted.

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| Associate Dean, Faculty RHD Committee or delegate |
| Name | Signature | Date |

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| ATTACHMENT CHECKLIST |
| **Please check the documents that are included with the application.**[ ]  **Unit plan and handout to students** [ ]  **Advertisement/flyer/invitation**[ ]  **Information Letter** [ ]  **Consent Form** [ ]  **Risk assessment** [ ]  **Data collection instruments** If documents are not included, please explain why: |
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The completed Unit Licence application form, together with the supporting documents, should be forwarded to the Faculty Research Coordinator (or equivalent) for review.