

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)](http://www.fileformat.info/info/unicode/char/1f4ce/browsertest.htm)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)](http://www.fileformat.info/info/unicode/char/1f4ce/browsertest.htm)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)](http://www.fileformat.info/info/unicode/char/1f4ce/browsertest.htm)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.