

## Unit Licence Student Form - To be completed by all students setting their own topic areas for data collection.

A Unit Licence may be granted where information, data or samples are collected as part of the teaching or assessment of a unit. This information may be gathered by students undertaking tasks for assessment, or where the aim is to assist in the teaching of aspects of data collection, research design and methodology. In each case, students will be undertaking data collection as part of the requirements of a unit.

**Students** – please complete this form and return to your Unit Coordinator to ensure you have Unit Licence approval in place to commence the collection of data to support this assessment.

**To verify that your activity qualifies for a Unit Licence, please review the below questions and provide a response:**

- Are data collected for the purposes of later publication? YES/NO
- Does this activity involve undertaking a research project for the purposes of an Honours or Masters by Research degree? YES/NO
- Are data collected by observation in a public setting? YES/NO
- Will the risk to the participant be greater than negligible (inconvenience)? YES/NO
- Are secondary source data\* being collected that are not available in the public domain? (excluding social media and secondary source data from workplaces or organisations) YES/NO
- Are social media data (comments and posts) being collected from individuals? This excludes posts, and official communications from businesses, organisations and institutions. YES/NO
- Does this activity involve using data collected/generated in a workplace or at an organisational level that does not have the permission of the data custodian or contains health information? YES/NO
- Does this activity involve using information or data that may raise privacy concerns? Privacy concerns arise when the proposed access to or use of the data or information does not match the expectations of the individuals from whom this data or information was obtained or to whom it relates. YES/NO
- Will there be purposeful recruitment of vulnerable populations, including; YES/NO
  - Women who are pregnant;
  - Children;
  - Dependent people
  - Highly medically dependent people;
  - People with an impaired capacity;
  - People engaged in illegal activities; or
  - Aboriginal and Torres Strait Islander people.
- Will data be collected from people living in other countries? This excludes ECU students who are located at offshore campuses recruiting and collecting data from people within their own country. YES/NO

**If you have answered yes to ANY of the above:**

A unit licence is not suitable. Please do not continue with this form.

You should discuss selecting a new topic area, within the parameters of a unit licence with your Unit Coordinator.

**If you answered no to all options above:**

Please continue with the form below.

## Student and Unit Details

Name							
School							
Arts and Humanities		WAAPA		Business and Law		Education	
Engineering		Nursing and Midwifery		Medical and Health Sciences		Science	
Email address				Contact Telephone Number			
Unit number:							
Unit Title:							
Unit Coordinator:							
Type of unit: Undergraduate <input type="checkbox"/> Masters by Coursework <input type="checkbox"/> Other (please explain) <input type="checkbox"/> _____							

## About the Research

Who are the participants?
How will they be recruited?
How will informed consent be obtained? Participants should be provided with an Information Letter outlining the nature of the data collection and Informed Consent should be obtained. Templates are available on the <a href="#">Unit Licence webpage</a>

## Procedures - What will the participants be asked to do?

Observation		Questionnaire/Survey		Online survey	
Audio recording		Video recording		Photographs	
Interview		Focus group		Collection of work samples	
Administration of a test		Other (please explain)			
Please provide further details:					

## 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.		

## Confidentiality and storage of data, information and samples

Any work submitted or completed by students for the purpose of assessment or evaluation may be returned to you or retained by your unit coordinator for 6 months (post appeal period), then destroyed as per [Western Australian University Sector Disposal Authority \(WAUSDA\)](#).

For further support, with records retention or disposal, please contact [imas@ecu.edu.au](mailto:imas@ecu.edu.au)

## Along with this application form, please provide your Unit Coordinator with:

- ☐ Advertisement / Flyer Invitation
- ☐ Information Letter & Consent Form (Participants should be provided with an Information Letter outlining the nature of the data collection and Informed Consent should be obtained. Templates are available on the [Unit Licence webpage](#))
- ☐ Data collection instruments (e.g. interview questions, questionnaire, focus group questions)

## Submission of this form to your Unit Coordinator certifies that:

- The information provided is correct;
- No data or information has been collected prior to the submission of this form;
- Findings will not be published beyond the set assessment;
- Data collection will be conducted in an ethical manner; and
- The Unit Coordinator will be informed of any intended changes to the information provided in this form prior to making that change.

## Unit Coordinator, please check that

- ☐ This topic meets the parameters of a unit licence;
- ☐ Appropriate Information Letter and Consent Forms have been developed according to the [ECU templates](#);
- ☐ The collection carries no more risk than 'inconvenience' to participants; and
- ☐ You are satisfied to assume ethical responsibility for this study.

If you are satisfied that this project meets the requirements above, please submit your student forms, in one batch to [research.ethics@ecu.edu.au](mailto:research.ethics@ecu.edu.au)