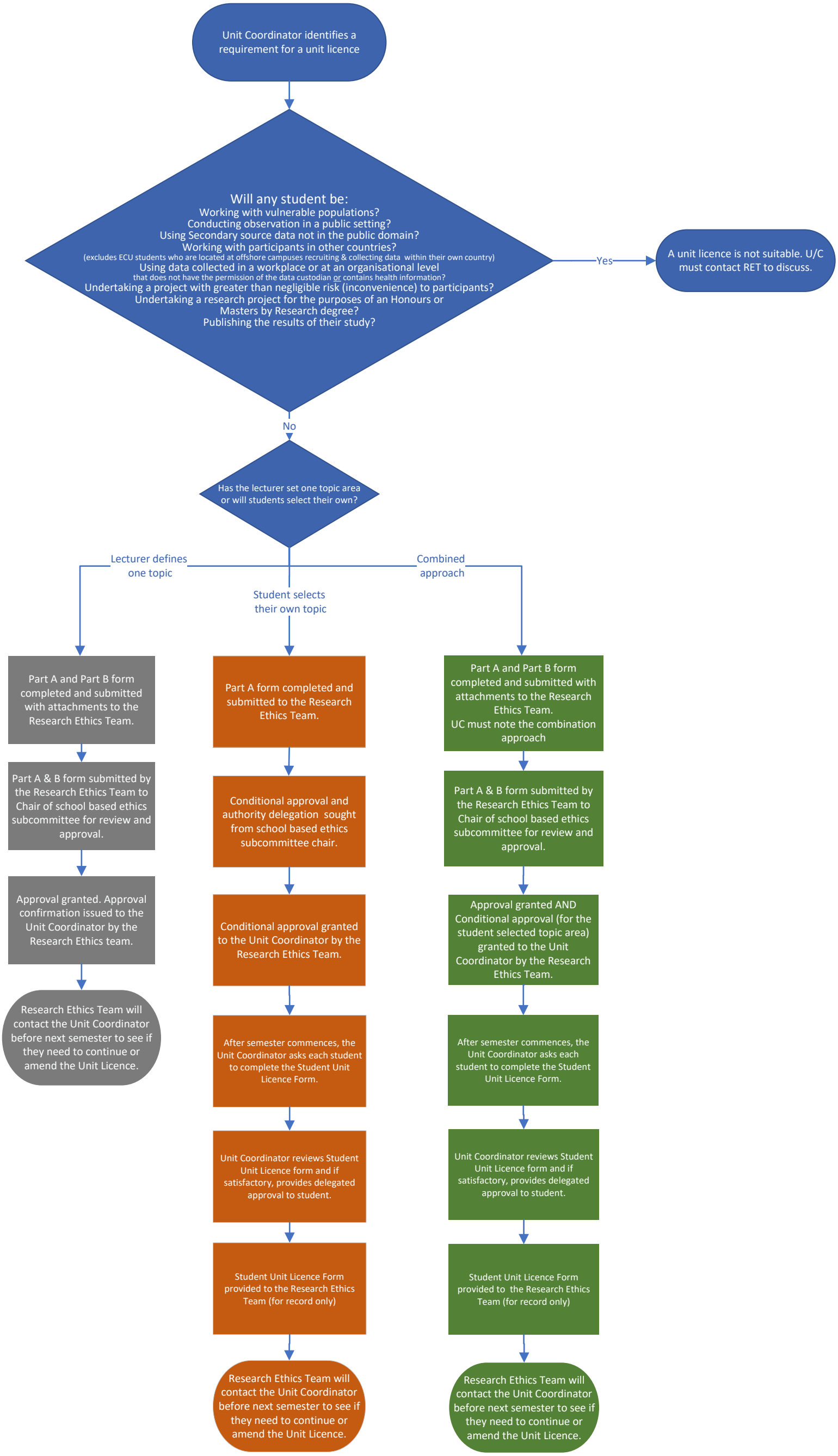
Unit Coordinator identifies a requirement for a unit licence
Will any student be:
Working with vulnerable populations?
Conducting observation in a public setting?
Using Secondary source data not in the public domain?
Working with participants in other countries?
(excludes ECU students who are located at offshore campuses recruiting & collecting data within their own country)
Using data collected in a workplace or at an organisational level
that does not have the permission of the data custodian or contains health information?
Undertaking a project with greater than negligible risk (inconvenience) to participants?
Undertaking a research project for the purposes of an Honours or Masters by Research degree?
Publishing the results of their study?
Yes
A unit licence is not suitable. U/C must contact RET to discuss.
No
Has the lecturer set one topic area or will students select their own?
Lecturer defines one topic
Student selects their own topic
Combined approach
Part A and Part B form completed and submitted with attachments to the Research Ethics Team.
Part A & B form submitted by the Research Ethics Team to Chair of school based ethics subcommittee for review and approval.
Approval granted. Approval confirmation issued to the Unit Coordinator by the Research Ethics team.
Research Ethics Team will contact the Unit Coordinator before next semester to see if they need to continue or amend the Unit Licence.
Part A form completed and submitted to the Research Ethics Team.
Conditional approval and authority delegation sought from school based ethics subcommittee chair.
Conditional approval granted to the Unit Coordinator by the Research Ethics Team.
After semester commences, the Unit Coordinator asks each student to complete the Student Unit Licence Form.
Unit Coordinator reviews Student Unit Licence form and if satisfactory, provides delegated approval to student.
Student Unit Licence Form provided to the Research Ethics Team (for record only)
Research Ethics Team will contact the Unit Coordinator before next semester to see if they need to continue or amend the Unit Licence.
Part A and Part B form completed and submitted with attachments to the Research Ethics Team.
UC must note the combination approach
Part A & B form submitted by the Research Ethics Team to Chair of school based ethics subcommittee for review and approval.
Approval granted AND Conditional approval (for the student selected topic area) granted to the Unit Coordinator by the Research Ethics Team.
After semester commences, the Unit Coordinator asks each student to complete the Student Unit Licence Form.
Unit Coordinator reviews Student Unit Licence form and if satisfactory, provides delegated approval to student.
Student Unit Licence Form provided to the Research Ethics Team (for record only)
Research Ethics Team will contact the Unit Coordinator before next semester to see if they need to continue or amend the Unit Licence.