**Unit Licence Application Form for Unit Coordinators**

**Part A - To be completed for all Unit Licence applications**

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.

Prior to completion of this form Unit Coordinators must read the [Unit Licence FAQs](https://intranet.ecu.edu.au/__data/assets/pdf_file/0007/767293/Unit-Licence-FAQs.pdf) to ensure you understand what is covered by a [unit licence](https://intranet.ecu.edu.au/research/research-ethics-and-integrity/applying-for-research-ethics-approval/unit-licences).

**To determine if 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 students 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)   * Are social media data (comments and posts) being collected from individuals? This excludes   posts, and official communications from businesses, organisations and institutions   * 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? * 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**  **YES/NO**  **YES/NO**  **YES/NO** |
| * Will there be purposeful recruitment of vulnerable populations, including;   + - Women who are pregnant     - Children (excluding those under 18 years of age who will be involved in activities considered usual instructional or educational activities)     - Dependent people     - Highly medically dependent people     - People with an impaired capacity     - People engaged in illegal activities; or     - Aboriginal and Torres Strait Islander people. | **YES/NO** |
| * 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 and contact the [Research Ethics Team](mailto:research.ethics@ecu.edu.au) to discuss further.

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

Please continue with the form b

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Coordinator Details** | | | | | | | | |
| Title and 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 Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Unit code | | Unit Title | | | | | |
|  | |  | | | | | |
| Duration of unit | | | | | | | |
| From: |  | | | To: |  | | |
| Type of Unit | | | | | | | |
| Undergraduate | | |  | Other (please explain) | |  | |
| Masters by Coursework | | |  |  | |  | |
| Why is data collection necessary to fulfil the aims of the unit? | | | | | | |

**Unit Licence pathways**

To enable students to learn the fundamentals of research, the Unit Coordinator may either select one standard topic or research question(s) that all students will follow, or the Unit Coordinator may allow students to select their own topic, research questions and methods. Please indicate how your unit will facilitate the teaching of research methods, as this will determine how your application is reviewed and managed:

1. **This unit will have one standard topic, research question(s) and methods that I will set, and all students will undertake.**

**IMPORTANT:**

If the Unit Coordinator is setting the topic, research question(s) and methods that all students will follow, the Unit Coordinators must **complete part B** of this form to provide details of the topic. Part A and Part B must be submitted for review and approval prior to any collection of data.

1. **Students in this unit may select their own topic, research questions and methods**

**IMPORTANT:**

If the students in this unit select their own topic, research questions and methods, Unit Coordinators must not continue further with this form, but submit it **,** with a copy of the unit plan and handout to students to [research.ethics@ecu.edu.au](mailto:research.ethics@ecu.edu.au) for review and conditional approval.



1. **This unit will take a combination approach:**

A group of students will have one standard topic, research question(s) and methods that I will set and some students in this unit may select their own topic, research questions and methods.

**IMPORTANT:**

If the Unit Coordinator is taking a combination approach of Unit Coordinator led and student choice of setting the topic, research question(s) and methods the Unit Coordinators must **complete part B** of this form to provide details of the topic. Part A and Part B must be submitted for review and approval prior to any collection of data.

Conditional approval will be assessed for the student led topic areas.

**Part B - Unit Licence Application Form for Unit Coordinators**

**IMPORTANT – Only to be completed if one standard topic, research question(s) and method will be undertaken by all students or by some students as part of a combination approach.**

|  |
| --- |
| **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 [Unit Licence webpage](https://intranet.ecu.edu.au/research/research-ethics-and-integrity/applying-for-research-ethics-approval/unit-licences) |
| Please provide explanation on the risk to participants: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 and 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. | | |

\* Where data is collected from the student’s workplace, the Unit Coordinator must be satisfied that the data custodian has provided permission for the data to be collected and used to achieve the aims of the unit. This excludes data related to health information.

**Confidentiality and storage or data, information and samples**

Any work submitted or completed by students for the purpose of assessment or evaluation should be returned to the student **or** retained for 6 months (post appeal period), then destroyed through the completion of [IMAS Exam and Assessment Disposal process.](https://intranet.ecu.edu.au/staff/centres/library-services/our-services/exam-and-assessment-disposal)

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

**Please attach with this application form:**

Canvas Unit Outline (copy and paste into a Word document) and any handouts to students

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](https://intranet.ecu.edu.au/research/research-ethics-and-integrity/applying-for-research-ethics-approval/unit-licences))

Data collection instruments (e.g. interview questions, questionnaire, focus group questions)

**Submission of this form by the Unit Coordinator certifies that:**

* The information provided on this form is correct;
* Data collection from human participants is necessary to achieve the aims of the unit;
* Information will be provided to students to ensure that data collection is conducted in an ethical manner;
* They agree to adhere to the principles of the National Statement on Ethical Conduct in Human Research and will hold ethical responsibility for all student work;
* The Unit Coordinator will inform Research Ethics immediately of any adverse event, data breaches or changes to the information provided in this form (prior to making that change); and
* No findings will be published.