



The Research Ethics Unit at the University of Tasmania (UTAS) have developed a [Human Research Ethics Application Assessment Tool](#) to assist with reviewing and completing ethics applications.

Researchers are strongly encouraged to refer to this checklist while completing an ethics application, alongside the [National Statement on Ethical Conduct in Human Research](#), to ensure key issues are addressed.

Project Title (*max 200 characters*):

An evaluation of the design and delivery of courses delivered by The University of Tasmania's School of Information and Communication Technology and research into their impact on student learning

Please select whether this is a new application submission or if the submission is an amendment to an already approved application.

**If you are providing revisions for a pending application that does not yet have ethics approval, this does not constitute an amendment.**

- ☒ New Application
- ☐ Amendment (for approved applications)

## Application Review Pathway

Please select the appropriate application type referring to the guidance notes provided in the 'help icon'.

Low Risk Application

Having reviewed the guidance notes provided within the 'help icon', please provide justification for the review pathway that you are intending to submit this application.

The project does not include risk of harm or discomfort.

The project involves limited inconvenience to participants in the course of recruitment and decision whether to participate: participants need to read the information and opt-in to agree that their 'natural data' - data that is generated during educational activities (student participants; staff participants) - is available for research purposes. Data is re-identifiable for data matching purposes. A data manager is the only person who has access to the identity of participants and their data.

## Chief/Principal Investigator

3.1 Chief/Principal Investigator:

Title

Dr

First Name

Erin

Surname

Roehrer

Institution/Organisation

University of Tasmania

- **Please note students cannot be listed as the Chief/Principal Investigator**
- *If you are affiliated with more than one institution/organisation (e.g. the University of Tasmania and Department of Health), please ensure you provide the institution/organisation that you are conducting the project under*

Telephone

Email

erin.roehrer@utas.edu.au

3.2 Please select who is **leading** the project:

- *This is who will be invoiced for ethics review fees, unless otherwise indicated at 4.5*
  - *If you are affiliated with more than one institution/organisation (e.g. the University of Tasmania and Department of Health), please ensure you provide the institution/organisation that you are conducting the project under*
- ☒ University of Tasmania
- ☐ Department of Health - Tasmania
- ☐ Other

3.2.1 UTAS discipline:

College of Sciences & Engineer > School of ICT >

## Data Manager/Study Coordinator

3.3 Do you have a Data Manager/Study Coordinator?

- ☒ Yes
- ☐ No

3.3.1 Data Manager/Study Coordinator:

Title

Dr

First Name

Tony

Surname

Kerr

Institution/Organisation

University of Tasmania

Telephone

03 6226 1984

Email

tony.kerr@utas.edu.au

## Invoicing Details

3.5 Will the institution/organisation leading the project (indicated at 3.2) also be responsible for ethics review fees?

- ☒ Yes  
☐ No

3.6 Are there any Department of Health - Tasmania staff listed on this application?

- ☐ Yes  
☒ No

## Sites/Locations

3.10 Please indicate the areas where the project will be conducted:

- ☒ UTAS  
☐ Department of Health - Tasmania  
☐ External/Other

3.10.1 Please list the UTAS sites/locations where the project will be conducted:

Hobart

3.10.1 Please list the UTAS sites/locations where the project will be conducted:

Launceston

## Data Linkage Details

4.1 Is the project using data-linkage from the [Tasmanian Data Linkage Unit \(TDLU\)](#)?

- ☐ Yes  
☒ No

## Consent and Data Collection

5.1 Does the project involve a waiver of the requirement for consent with respect to some or all participants (*refer to [National Statement Chapter 2.3: Qualifying or waiving conditions for consent](#)*)?

- ☐ Yes  
☒ No

5.2 Does the project involve the collection, use or disclosure of personal information from Tasmanian State Agencies (including public and local government sectors, and the University of Tasmania) with consent of the participant?

- ☐ Yes  
☒ No

## Research where the Tasmanian Guardianship and Administration Act (1995) Applies

5.3 Does your research proposal involves a person (child or adult) with a disability who is incapable of giving consent to the carrying out of medical or dental treatment (being incapable of understanding the general nature and effect of the proposes treatment or incapable of indicating whether or not consent is given), such that consent is required by a person responsible under Part 6 of the [Tasmanian Guardianship and Administration Act 1995](#)?

- ☐ Yes  
☒ No

## Aboriginal and Torres Strait Islander Peoples

5.6 Does your research project specifically target Aboriginal and Torres Strait Islander peoples or communities or their data?

- ☐ Yes  
☒ No

## Human Research Ethics Application

# Section 1 - Core Information

## Pre-application conditions

Before completing this application, acknowledge that:

- 1) The HREA has been designed for ethics review of human research, as defined in the [National Statement](#). \*
- 2) Adequate resources must be available to conduct this research project. \*
- 3) All relevant institutional policies pertaining to the conduct of this research project should be considered and adhered to. \*
- 4) Research activities must not commence until ethics approval (and site authorisation, if appropriate) has been provided. \*

 Acknowledge and Continue

## HREC Directory

### HREC Directory

HRECs that are willing to accept the HREA are listed in Q4.3. If your HREC is not listed it may not be accepting the HREA from this website and you will be unable to complete this application.

You may wish to seek advice from a HREC while completing your application. Click [here](#) for HREC contact information.

## Project Overview

### Q1.1 What is the Project Title (as presented in the [Project Description/Protocol](#))? \*

An evaluation of the design and delivery of courses delivered by the University of Tasmania's School of Information and Communication Technology (ICT) and research into their impact on student learning.

### Q1.2 Please list the aims and a brief summary of the project:

The research proposal is for a systematic, comprehensive, and longitudinal evaluation of courses delivered by University of Tasmania's School of ICT, with a focus on testing curriculum design against student outcomes. This ethics application is to authorise collection of data for the expected life cycle of courses (5 years) to inform a comprehensive evaluation of them and research into their effectiveness and impact. An important benefit of this process is to enable the dissemination of outcomes via scholarly presentations and publications.

While the primary purpose of these data is diagnostic, to support students and inform course design, the data are also important to establish a baseline analysis of each student cohort against which the objectives of courses can be evaluated. Thus, each data set has a dual role of: 1) informing and improving educational design and (subsequently, aggregated with other data sets as part of a longitudinal study), 2) to determine if learning objectives of the courses are met. It is also intended to provide a data set for future research focusing on the graduates, evaluating this and related courses (extended consent).

**Q1.3 Which category/ies of research best describes the project? \***

Higher Education

Science, Technology, Engineering and Mathematics (STEM)

39 This division covers education.

3901 This group covers curriculum and pedagogy.

3903 This group covers systems for the delivery of education services.

3904 This group covers specialist studies in education.

Fields

390102 Curriculum and pedagogy theory and development

390113 Science, technology and engineering curriculum and pedagogy

390303 Higher education

390402 Education assessment and evaluation

390403 Educational administration, management and leadership

**Q1.4 In what environment/s will the research be conducted? \***

- ☐ Clinic(s)
- ☐ Community centre(s)
- ☐ Cultural/religious organisation(s)
- ☐ Hospital(s)
- ☒ Online
- ☐ Private residence(s)
- ☐ Professional organisation(s)
- ☐ Public place(s)
- ☐ Research institute(s)
- ☐ School system(s)
- ☒ University(ies)
- ☐ Workplace(s)
- ☐ Other

**Q1.5 What organisation/entity has overall responsibility for this project? \***

The University of Tasmania

**Q1.6 Describe how this research project is currently, or will be, funded. \***

Any necessary funding (Data Manager role) will be provided by the College of Science and Engineering.

**Q1.7 When do you anticipate starting the research project? \***

- ☒ As soon as ethics and any other relevant approvals have been provided.
- ☐ I have a start date

**Q1.8 What is the anticipated duration of the research project? \***

5

Years

**Team Member Details**

**Project Team**

**Q1.9.1 Title**

Dr

**Q1.9.2 First Name**

Erin

**Q1.9.3 Surname/family name**

Roehrer

**Q1.9.4 Email Address**

Erin.Roehrer@utas.edu.au

**Q1.9.5 Is this person the contact person for this application?**

☒ Yes

☐ No

**Q1.9.5.1 Contact Email Address**

Erin.Roehrer@utas.edu.au

**Q1.9.5.2 Contact Phone number**

+61 3 6226 6214

**Q1.9.5.3 Contact Mailing address**

Room 353 , Centenary Building

**City**

Sandy Bay

**State**

Tasmania



**Postcode**

7005

**Country**

Australia

**Q1.9.6 Is this person a student on this project?**

☐ Yes

☒ No

**Q1.9.7 Institutional affiliation and position.**

Senior Lecturer  
ICT Learning and Teaching Lead  
Program Leader - AIEN Institute - Shanghai Ocean University (SHOU)

**Q1.9.8 Staff ID** Optional**Q1.9.9 ORCID Identifier** Optional**Q1.9.10 What is the position of this person on the research project?**

CHIEF INVESTIGATOR/RESEARCHER

**Q1.9.11 Does this person have authorisation to sign the application on behalf of all members of the research team?**

☒ Yes

☐ No

**Q1.9.12 Describe the research activities this person will be responsible for.**

- contributing to analysis of specific data sets
- supporting analysis of specific data sets
- contributing to writing for peer reviewed publication
- contributing to the dissemination of outcomes of the research (e.g. workshops, seminars, Teaching Matters, conferences)

**Q1.9.13 Describe the person's expertise relevant to the research activity.**

Subject area expert.  
History of publication in higher education pedagogy/STEM learning and teaching  
Coordinator of unit(s)/program(s) included in scope of study.  
ICT Learning and Teaching Lead

**Project Team****Q1.9.1 Title**

Dr

**Q1.9.2 First Name****Q1.9.3 Surname/family name****Q1.9.4 Email Address****Q1.9.5 Is this person the contact person for this application?**

- ☐ Yes
- ☒ No

**Q1.9.6 Is this person a student on this project?**

- ☐ Yes
- ☒ No

**Q1.9.7 Institutional affiliation and position.**

Senior Lecturer  
Associate Head, Teaching & Learning  
Information & Communication Technology

**Q1.9.8 Staff ID** Optional**Q1.9.9 ORCID Identifier** Optional**Q1.9.10 What is the position of this person on the research project?****Q1.9.11 Does this person have authorisation to sign the application on behalf of all members of the research team?**

- ☒ Yes
- ☐ No

**Q1.9.12 Describe the research activities this person will be responsible for.**

- contributing to analysis of specific data sets
- supporting analysis of specific data sets
- contributing to writing for peer reviewed publication
- contributing to the dissemination of outcomes of the research (e.g. workshops, seminars, Teaching Matters, conferences)

**Q1.9.13 Describe the person's expertise relevant to the research activity.**

Subject area expert.  
Significant history of publication in higher education pedagogy/STEM learning and teaching  
Coordinator of unit(s) included in scope of study.  
Associate Head, Teaching & Learning (ICT)

**Project Team**

**Q1.9.1 Title**

Dr

**Q1.9.2 First Name**

Matthew

**Q1.9.3 Surname/family name**

Springer

**Q1.9.4 Email Address**

matthew.springer@utas.edu.au

**Q1.9.5 Is this person the contact person for this application?**

☐ Yes

☒ No

**Q1.9.6 Is this person a student on this project?**

☐ Yes

☒ No

**Q1.9.7 Institutional affiliation and position.**

Lecturer  
Deputy BICT Coordinator

**Q1.9.8 Staff ID** Optional

**Q1.9.9 ORCID Identifier** Optional

**Q1.9.10 What is the position of this person on the research project?**

INVESTIGATOR/RESEARCHER

**Q1.9.11 Does this person have authorisation to sign the application on behalf of all members of the research team?**

☐ Yes

☒ No

**Q1.9.12 Describe the research activities this person will be responsible for.**

- contributing to analysis of specific data sets
- supporting analysis of specific data sets
- contributing to writing for peer reviewed publication
- contributing to the dissemination of outcomes of the research (e.g. workshops, seminars, Teaching Matters, conferences)

**Q1.9.13 Describe the person's expertise relevant to the research activity.**

Subject area expert.  
History of publication in higher education pedagogy/STEM learning and teaching  
Coordinator of unit(s) and degree included in scope of study.

**Project Team**

**Q1.9.1 Title**

Dr

**Q1.9.2 First Name**

Ming Chao

**Q1.9.3 Surname/family name**

Wong

**Q1.9.4 Email Address**

ming.wong@utas.edu.au

**Q1.9.5 Is this person the contact person for this application?**

- ☐ Yes
- ☒ No

**Q1.9.6 Is this person a student on this project?**

- ☐ Yes
- ☒ No

**Q1.9.7 Institutional affiliation and position.**

Lecturer, Information & Communication Technology

**Q1.9.8 Staff ID** Optional

**Q1.9.9 ORCID Identifier** Optional

**Q1.9.10 What is the position of this person on the research project?**

INVESTIGATOR/RESEARCHER

**Q1.9.11 Does this person have authorisation to sign the application on behalf of all members of the research team?**

☐ Yes

☒ No

**Q1.9.12 Describe the research activities this person will be responsible for.**

- contributing to analysis of specific data sets
- supporting analysis of specific data sets
- contributing to writing for peer reviewed publication
- contributing to the dissemination of outcomes of the research (e.g. workshops, seminars, Teaching Matters, conferences)

**Q1.9.13 Describe the person's expertise relevant to the research activity.**

Subject area expert.

Coordinator of unit(s) included in scope of study.

**Project Team**

**Q1.9.1 Title**

Dr

**Q1.9.2 First Name**

Soonja

**Q1.9.3 Surname/family name**

Yeom

**Q1.9.4 Email Address**

soonja.yeom@utas.edu.au

**Q1.9.5 Is this person the contact person for this application?**

☐ Yes

☒ No

**Q1.9.6 Is this person a student on this project?**

☐ Yes

☒ No

**Q1.9.7 Institutional affiliation and position.**

Lecturer, Information & Communication Technology

#### Q1.9.8 Staff ID Optional

#### Q1.9.9 ORCID Identifier Optional

#### Q1.9.10 What is the position of this person on the research project?

#### Q1.9.11 Does this person have authorisation to sign the application on behalf of all members of the research team?

☐ Yes

☒ No

#### Q1.9.12 Describe the research activities this person will be responsible for.

- contributing to analysis of specific data sets
- supporting analysis of specific data sets
- contributing to writing for peer reviewed publication
- contributing to the dissemination of outcomes of the research (e.g. workshops, seminars, Teaching Matters, conferences)

#### Q1.9.13 Describe the person's expertise relevant to the research activity.

Subject area expert.  
Coordinator of unit(s) included in scope of study.

### Disclosure of Interests

#### Q1.10 Do any members of the research team (including persons not listed in this application), have any financial or non-financial interests related to this research? \*

☐ Yes

☒ No

### Restrictions

#### Q1.11 Are there any restrictions or limits on publication of data or dissemination of research outcomes of this project? \*

☐ Yes

☒ No

### Evaluations

**Q1.12 Has the scientific or academic merit of the research project been evaluated? \***

- ☐ Yes
- ☒ No

**Q1.13 Has this research project had prior ethics review? \***

- ☐ Yes
- ☒ No

**Q1.14 Will any further or additional specialised review of this application be sought? \***

- ☐ Yes
- ☒ No

## Location

**Q1.15 Will this research project be conducted at multiple sites? \***

- ☐ Yes
- ☒ No

**Q1.16 Will separate institutional approvals or authorisations be required prior to commencing research at each site? \***

- ☐ Yes
- ☒ No

## Section 2 - Research Details and Participants

### Methods

**Q1.17 From the list below, select all the research methods that will be used in the research project. \***

- ☒ Action research
- ☐ Biospecimen analysis research
- ☐ Data linkage research
- ☐ Ethnographic research
- ☐ Epidemiological research
- ☐ Interventional/ Clinical Trial research
- ☐ Observational research
- ☐ Survey/Interview/Focus Group research
- ☐ Textual analysis research
- ☐ None of the above

### Participants

**Q1.18 Indicate with whom or with what the research will be conducted \***

- ☒ Human beings (via active participation), including their associated biospecimens and/or data
- ☐ Human biospecimens only
- ☐ Data associated with human beings only (i.e. as the primary object of research)

**Q1.19 Will your research involve participation of any of the following? \***

- ☐ Women who are pregnant and the human fetus
- ☐ Children and young people
- ☐ People highly dependent on medical care who may be unable to give consent
- ☐ People with a cognitive impairment, intellectual disability or mental illness
- ☒ People in dependent or unequal relationships
- ☐ People who may be involved in illegal activities
- ☐ People in other countries
- ☐ Aboriginal and Torres Strait Islander peoples

### Method Specific Questions

2 June 2022

Reference#: H0026692 (H-83003)



You have indicated that the following methods will be involved in your research in 1.17

- **Action research**

## Action research

### M1.1 What is the challenge, need, phenomenon or question that the research will explore? \*

#### Immediate objective

1. To identify factors that impact student learning outcomes to:

- a. inform decisions related to quality improvement and quality assurance of courses delivered by the University of Tasmania's School of ICT and,
- b. identify baseline data sets for measuring the effectiveness of course design and delivery.

#### Ongoing objectives

2. To measure a baseline, and then routinely measure incremental changes, in students' knowledge, skills and capabilities (learning outcomes) over time: measuring effectiveness of course design and delivery.
3. To identify educational and course elements that assist students to develop graduate outcomes and course learning outcomes.
4. To assess the impact of the conceptual framework underpinning courses delivered by the University of Tasmania's School of ICT on the delivery of the courses and student outcomes.

#### Longer term objective:

5. To evaluate the effectiveness and impact of courses delivered by the University of Tasmania's School of ICT on students and cohorts (for different levels of progression and upon completion)

### M1.2 What process/es will be used to refine the objectives and design of the research, and how frequently will this be repeated during the project? \*

The research team will have a cycle of meetings aligned with the delivery cycle for the course curriculum. The first meeting in a cycle will be two weeks after students receive notification from the University of their grades for the study period (e.g. semester). The purpose of this meeting will include analysis and discussion to identify opportunities or reasons to refine the objectives and design of the research.

This research will be conducted in compliance with the approved proposal and any conditions attached to this. Unexpected occurrences, events, outcomes or disruptions that may arise during the research will be reported immediately by the Chief Investigator to the University of Tasmania Human Research Ethics Committee (HREC). On completion of the research, a final report will be submitted to the University of Tasmania HREC.

The research team will meet monthly to discuss the research progress, with opportunity to report 'unexpected occurrences, events, outcomes or disruptions' – any ethical issues that require discussion, risk mitigation and reporting to the HREC. In addition, the Chief Investigator will complete and provide an annual report to HREC using the template provided.

The Chief Investigator will remind research team members of ethical requirements for data storage (hard and electronic copy).

### M1.3 What outputs do you anticipate will be generated by the research? \*

This research will be used, primarily, for research for publication (i.e., Scholarship of Teaching and Learning), but will also lead to improvements in educational outcomes for students via improved curriculum design and quality assurance.

## Participant Specific Questions

2 June 2022

Reference#: H0026692 (H-83003)

You have indicated that the following will be involved in your research:

- **Human beings (via active participation), including their associated biospecimens and/or data**

You have indicated that the following participants will or are likely to be involved in your research:

- **People in dependent or unequal relationships**

## People in dependent or unequal relationships

### P5.1 Describe any potentially detrimental effects on people in dependent or unequal relationships who may participate in your research, and how will you manage them. \*

The research design has several features to mitigate conflict of interest in a context where team members have the role of participant researchers. • The consent mechanism for staff is the same as for students. A dedicated MyLO site and opt in consent to participate.

Potential coercion will be mitigated largely through:

- de-identification of participant data by an independent data manager,
- an 'opt-in' approach to consent,
- the fact that data such as student grades and unit reports can already be accessed by researchers.
- The only person who has access to the identity of staff or students who consent to participate is the data manager, whose position description includes requirement to follow all the ethical requirements of the research.
- All consent data is de-identified by a data manager, whose position description excludes any teaching role in the course.
- The consent mechanism for staff is the same as for students. A dedicated MyLO site and opt-in consent to participate.
- Consent may be withdrawn at any time (anonymously) and it is the responsibility of the Data Manager to manage downloading all data that is consented to be available for research purposes, allocating unique identifiers and collating matched data.
- The Data Manager role includes creating a current list of all staff who have consented, at the conclusion of each semester of teaching, after student grades are finalised.
- Line managers have access to data relevant to performance management independent of this research project, for example Unit Reports.

## Recruitment

### Recruitment - General

#### Q2.1.1 Indicate how you will identify and recruit participants for your research, referencing any relevant section/s of your [Project Description/Protocol](#). \*

Participants will be invited to participate in this study. Those invited include:

- All students undertaking courses delivered by the University of Tasmania's School of ICT.
- All staff working on the design, delivery and administration of courses delivered by the University of Tasmania's School of ICT.
- Participants will be both male and female, and will be at least 18 years of age.

These participant groups have been chosen as they can provide a broad range of high-quality data. It also ensures stakeholder representation in the course design, which supports good learning design, such that content is relevant, and the method of teaching is appropriate for student learning.

This research has three groups of participants:

1. Students
2. Academic Staff
3. Professional Staff

#### Group 1: Students

Students will be invited to participate primarily through the University's Learning Management System (LMS). An LMS presence for all students enrolled in courses delivered by the University of Tasmania's School of ICT - called the 'Research Room' - will be set up to which all student participants will have access.

The 'Research Room' as a communication mechanism:

The 'Research Room' will be used to provide students with information including:

- All materials relevant to student involvement in research activities,
- Information sheets, consent forms, and links related to consent status online forms,
- A 'feedback' area, and
- A 'suggestions for future research' area.

The 'Research Room' may be used to provide invitations to other ethically approved research projects undertaken within the context of courses delivered by the University of Tasmania's School of ICT.

Students will be invited to participate by the following methods:

- Approved text delivered via a news item within a Unit or Course LMS site or as a bulk email from the Course or Unit Coordinator informing students about the 'Research Room' LMS site (see Doc 2A - Your contribution - Student Communication Text)
- All students and staff of courses delivered by the University of Tasmania's School of ICT will be granted access to the LMS site 'Research Room'. Please note: visiting does not indicate consent, the 'Research Room' functions as a designated place to invite participation and provide the mechanism by which the student must take action to establish consent.
- General information about the research program associated with courses delivered by the University of Tasmania's School of ICT will be provided, for each course on its 'Course' LMS site, via a 'welcome orientation' statement (see Doc 2A - Your contribution - Student Communication Text ) and/or video version, intended to be read and/or viewed by all students on enrolment in the course (see Doc 3A - Video Welcome Message - Student script).
- General information about the research program associated with courses delivered by the University of Tasmania's School of ICT will be provided via an embedded video welcome message (See Doc 3A - Video Welcome Message - Student script) in a Web Page on each course's 'Research Room' LMS site.
- Specific information about the 'Research Room' LMS site will be provided as a Web Page on the University 'Research Room' LMS site (see Doc 2A - Your contribution - Student Communication Text) and include information for students that it is the mechanism to confidentially establish their personal 'consent status' for research involving students as participants in the research project. Consent status is a dynamic and extended (see section on consent).
- Students may be invited to view the 'Research Room' in emails from course or unit coordinators (see Doc 2A – Your contribution – Student Communication Text).

#### Group 2: Academic staff

Academics employed by courses delivered by the University of Tasmania's School of ICT to teach into and contribute to curriculum design of these courses.

The University of Tasmania's School of ICT teaching teams are part of a community of practice that is explicitly engaged in evidence-based practice aimed at quality improvement, quality assurance (mandated by the university and by the Tertiary Education Quality and Standards Agency (TEQSA)) and scholarship (as mandated by national standards (the Tertiary Education Quality and Standards Agency (TEQSA) and by the university). They regularly participate in peer review of their unit designs and delivery and student evaluation surveys are analysed. Unit reviews and course review mandated by the university are also part of their practice. The research plan has been developed to reflect scholarship as routine academic practice.

Recruiting academic staff to participate in the research:

On each course's 'Research Room' LMS site, a text and/or video welcome message (see Doc 3B - Video Welcome Message - Staff script) will be provided in a staff-specific section (a Staff Module in the 'Research Room' LMS). It will include information for staff about the 'Research Room' (in particular that it is the mechanism to confidentially establish their personal 'consent status' for research involving Staff as participants in this research project).

#### Group 3: Professional staff

Professional staff employed by the university to support the delivery of courses delivered by the University of Tasmania's School of ICT.

Recruiting professional staff to participate in the research:

The same arrangement for recruiting academics will apply to professional staff. They will have access to and use the same Staff Module in the 'Research Room' LMS site as academic staff because they work as part of the team.

They have been distinguished as a participant group because they have different roles and responsibilities and therefore consent may include some data that is different to academic staff data.

### Q2.1.2 How will your recruitment strategy take account of the ethical considerations relevant to the specific people you are recruiting? \*

#### Group 1: Students

Recruitment processes will clearly communicate to students that participation in the research is entirely voluntary (opt-in), participation is anonymous and that the researchers (potentially their teacher) will not have access to information respecting whether they have chosen to participate or not. Students will also be assured that their data will be deidentified and will be accessed and matched by an independent Data Manager to maintain participants' anonymity and that data will not be accessed until after grades are finalised.

#### Groups 2 and 3: Academic and professional staff

Recruitment processes will clearly communicate to all staff (teaching team and professional staff supporting the course) that participation in the research is entirely voluntary (opt-in), participation is anonymous and that the researchers (their colleagues) will not have access to information respecting whether they have chosen to participate or not. Staff members will also be assured that their data will be accessed and matched by an independent Data Manager, responsible to maintain their anonymity. Staff will be advised that, due to the nature of their role, their data may be identifiable to the researchers but that all data will be treated in confidence and any data with potential to be identifiable (e.g. feedback comment to students) will not be included in published documents.

Staff (professional and academic) data may be unavoidably re-identifiable due to their role. To address this, the Data Manager and researchers will ensure that no potentially re-identifiable material is published.

## Recruitment - Action Research

### Q2.1.M1.1 Describe the co-researchers for your project and how they will be identified, approached and added to the cohort. \*

Potential co-researchers are any members of teaching team (academic and professional staff members involved in curriculum design and curriculum delivery) of courses delivered by the University of Tasmania's School of ICT. Membership of the research team as a participant researcher is invited (opt-in) but not mandatory. Membership of the research team is likely to change over the lifecycle of the courses, due to natural changes in the composition of staff attached to them over time.

Should the research team membership change, an amendment to the ethics application will be submitted detailing the change.

### Q2.1.M1.2 Will there be any participants or stakeholders involved in your research who will not be co-researchers? \*

☒ Yes

☐ No

## Consent 1

### Q2.2.1 Indicate the relevant section/s of your [Project Description/Protocol](#) that address/es consent. \*

Consent is addressed in the attached protocol document under the "Consent" heading.

**Q2.2.2 Will you be obtaining consent from some or all participants to participate in the research? \***

- ☒ Yes for all participants
- ☐ Yes for some participants
- ☐ Not for any participants

**Q2.2.2.1 What is the scope of consent that you will be seeking? \***

- ☐ Specific
- ☒ Extended
- ☐ Unspecified

**Q2.2.2.2 How will consent be obtained? \***

- ☒ Written
- ☐ Verbal
- ☐ Implied

**Q2.2.2.3 Are you proposing to obtain consent using limited disclosure? \***

- ☐ Yes
- ☒ No

## Consent 2

**Q2.2.3 Are family members, authorised representatives or any others involved in the participants' decision to participate in the research? \***

- ☐ Yes
- ☒ No

**Q2.2.4 Will there be an opportunity to confirm or re-negotiate consent during the research project? \***

- ☒ Yes
- ☐ No

**Q2.2.6 Describe any ethical considerations related to the approach to consent that you will be seeking and your strategies for addressing and managing these issues. \***

Students may be concerned that participation may affect their relationship with their lecturers or other staff, or may affect grades. To address this potential concern, participation is entirely voluntary and whether students have opted to participate will not be known by researchers or lecturers. Additionally, consent status can be changed at any time. Furthermore, opt-in consent is managed by a Data Manager responsible for data matching (re-identifiable data) and maintaining anonymity (see attached Protocol (Data Management)).

Staff (professional and academic) data may be unavoidably re-identifiable due to their role. To address this, the Data Manager and researchers will ensure that no potentially re-identifiable material is published.

## Alternatives to Consent

**Q2.2.7 Are you proposing to use an opt-out approach with respect to some or all participants? \***

- ☐ Yes  
☒ No

**Q2.2.8 Are you requesting a waiver of the requirement for consent with respect to some or all participants? \***

- ☐ Yes  
☒ No

## Risk - General

**Q2.3.1 Describe the risks and burdens associated with your research, referencing any relevant sections of your [Project Description/Protocol](#) as appropriate. \***

This project qualifies as negligible risk research, as described in the National Statement on Ethical Conduct in Human Research (2018). The research does not expose participants to any risk of physical, economic or legal harms and a negligible risk of physiological or social harm. Nevertheless, there may be a perceived risk to students that data collected will impact on student grades or relationships with lecturers, tutors or researchers.

**Q2.3.2 Describe how these risks will be mitigated and managed. \***

To mitigate any perceived risk that data collected will impact on student grades or relationships with lecturers, tutors or researchers, participation is entirely voluntary (opt-in) and whether students have opted to participate will not be known by researchers or lecturers. Additionally, consent status can be changed at any time. Furthermore, opt-in consent is managed by a Data Manager responsible for data matching (re-identifiable data) and maintaining anonymity. To mitigate any risks that become apparent during the research, the research team will meet monthly to discuss research progress, with opportunity to report 'unexpected occurrences, events, outcomes or disruptions' –including any ethical issues that require discussion, risk mitigation and reporting to the HREC.

## Risk - Dependent or unequal relationships

**Q2.3.P5.1 How will you ensure that a person declining to participate in, or deciding to withdraw from, research will not suffer any negative consequences? \***

The only person who has access to the identity of staff or students who consent to participate is the data manager, whose position description includes requirement to follow all the ethical requirements of the research.

- The consent mechanism for staff is the same as for students. A dedicated MyLO site and opt in consent to participate.
- All consent data is de-identified by a data manager, whose position description excludes any teaching role in the course.
- Consent may be withdrawn at any time (anonymously) and it is the responsibility of the Data Manager to manage downloading all data that is consented to be available for research purposes, allocating unique identifiers and collating matched data.
- The Data Manager role includes creating a current list of all staff who have consented, at the conclusion of each semester of teaching, after student grades are finalised.
- Line managers have access to data relevant to performance management independent of this research project, for example Unit Reports.

## Benefit

**Q2.4.1 Describe the benefits associated with your research, referencing any relevant sections of your [Project Description/Protocol](#) as appropriate. \*** .

This project involves ongoing collection of a range of data sets to inform a comprehensive program of educational evaluation of courses delivered by the University of Tasmania's School of ICT and research into their effectiveness and impact. An important benefit of this process is to enable the dissemination of outcomes via scholarly presentations and publications. Importantly, this project will identify educational and course elements that assist students to develop graduate outcomes and course learning outcomes. Thus, this project will contribute to advances in Scholarship of Teaching and Learning as well as to improvement in educational outcomes for students via improved curricula.

**Q2.4.2 Explain how the benefits of this research justify any risks or burdens associated with the research. \*** .

By disseminating research findings via scholarly presentations and publications, this research will provide substantial advances in the Scholarship of Teaching and Learning, leading to improved outcomes for future students, academic institutions, teachers and academics. Because the risks and burdens of the research are negligible (see Q2.3.1), these outcomes fully justify the research.

**Q2.4.3 How will you manage participants' expectations of the perceived benefit of participating in the research? \*** .

A statement of potential benefits is included in the information sheets" under the heading "5. Are there any possible benefits from participation in this study?"

## Section 3 - Data and Privacy

### Data Characteristics

**Q3.1** Indicate the type of information/data you will be collecting for this project. \*

- ☒ Personal information
- ☐ Sensitive information
- ☐ Health information
- ☒ Not personal information

**Q3.2** Indicate the type of information/data you will be using in this project. \*

- ☒ Personal information
- ☐ Sensitive information
- ☐ Health information
- ☒ Not personal information

**Q3.3** Indicate the degree of identifiability of information/data you will be collecting for this project. \*

- ☒ Individually identifiable information
- ☒ Re-identifiable (coded) information
- ☒ Non-identifiable information

**Q3.4** Indicate the degree of identifiability of information/data you will be using in this project. \*

- ☒ Individually identifiable information
- ☒ Re-identifiable (coded) information
- ☒ Non-identifiable information

**Q3.5** Describe any ethical considerations relating to the collection and/or use of the information/data in this project. \*

Data collected as part of this study are, primarily, natural data generated in the normal processes of course delivery, including grades received and feedback provided by teaching staff and are only collected from participants who have elected to take part in the study (opt-in) and who have the option of opting-out at any stage for the duration of the course. Personal identifiers, including participants' names and student or staff numbers will be recorded for data management purposes, but will only be visible to the Data Manager (see Q3.10 and Q3.14 for details), and will not be included in published or otherwise disseminated format.



**Q3.6 Identify the source/s of the information/data that you will be collecting and/or using in this project. \***

- ☒ Individual participants and/or relatives or associates of participants
- ☐ Medical/health/mental health record
- ☐ Electoral roll
- ☐ Held by a law enforcement agency or judicial body
- ☐ Publicly held database (Commonwealth)
- ☐ Publicly held database (State or local)
- ☐ Privately held database

**Q3.7 Describe any ethical considerations relating to the source of information/data as indicated in the response to the previous question. \***

Data for this study will only be collected from participants who have explicitly consented to participate (opt-in), and who have the opportunity to withdraw consent at any stage during the duration of courses. Participants will be advised of the types of data that will be collected before deciding whether to opt-in and will be provided with information about how it will be used and stored.

The only data to be collected as part of this project are natural data generated on the LMS (MyLO) during normal learning interactions. Staff and students may be invited to participate via email. This contact information may be accessed through the LMS, or through existing email lists/aliases.

**Q3.8 Was the information/data that you are using previously collected for a purpose other than research? \***

- ☐ Yes
- ☒ No

## Activities Planned for/with Data

**Q3.9 Do you plan to disclose any personal information/data in this project to a third party? \***

- ☐ Yes
- ☒ No

**Q3.10 How will you protect the privacy of participants and non-participants in any notes and/or publications arising from your research. \***

Participants (students and staff) will be asked to provide their student or staff identification number for data management purposes, but this will only be available to the Data Manager. The Data Manager will create a unique code for each participant to enable them to link the data sets consented for research use by a participant. This will allow data matching of participants, maintaining confidentiality and anonymity, and managing the consent status of participants. The researchers will not have access to identifying details such as student or staff number or name. The student/staff number is collected as it is unique to each student or staff member and will prevent inadvertent collection of data from students or staff members who have the same name.

**Q3.11 Are there any restrictions on your ability to assure the confidentiality of participants? \***

- ☐ Yes
- ☒ No

**Q3.12 Do you plan to share any individual research results obtained during this research to the participants? \***

- ☐ Yes
- ☒ No

**Q3.13 Describe how you will handle any secondary or incidental findings that arise from the analysis of personal information/data. \***

Because data collected for this project are 'natural' data arising from normal processes of course delivery, no secondary or incidental findings are likely.

**Q3.14 Describe how the information/data will be stored, accessed, archived and/or destroyed. \***

How will the data be stored?

All the data sets are in electronic form. Any hard copy printouts of data sets will be kept secure in a locked filing cabinet in a secure office on a UTAS campus.

Any electronic copies of collated data will be stored in a single password protected folder on University servers, accessible only to the Research Team, and the Data Manager. Research Team members will be required to use the Research Team folders and undertake not to store electronic copies elsewhere.

All electronic copies of the data will be stored in designated password-protected folders on a University server (a Research Team folder and a folder for the Data Manager). All access to, and use of, the data will be overseen by the Chief Investigator to ensure only authorised access.

Hard copies of collated data will be stored in a locked filing cabinet.

Data and records maintained by the Data Manager will be stored in a separate, password protected folder on University servers, accessible only to the Data Manager. Only the Data Manager will have access to the key that links staff and student identifying information to the deidentified data.

How will the data be Accessed?

All identifiable data will be de-identified and individual records maintained by the Data Manager who will provide only de-identified data to the investigators for analysis in the Research Team password protected folder. Data maintained by the Data Manager will be stored in a separate, password protected folder on University servers, accessible only to the Data Manager.

A record of any electronic copies of the data will be recorded with the person responsible and the research purpose for which a copy has been made. The Chief Investigator will oversee and monitor the use of all data collected under this Ethics application, except for the data that is managed by the Data Manager. The Data Manager will ensure compliance with this Ethics application on the data only that individual has access to.

How will the data be destroyed?

At the end of the five-year period, any paper copies of data will be shredded and disposed of through secure paper disposal. Electronic versions of the data will be maintained on the database in a deidentified manner, providing participants have provided extended consent for their data.

**Q3.15 Describe any ethical considerations relating to the storage of, access to or destruction of information/data in this project. \***

N/A

**Q3.16 Will the outcomes of this project be disseminated to the participants? \***

- ☒ Yes
- ☐ No

**Q3.16.1.1 Describe how the outcomes of the project will be disseminated to the participants, or refer to the relevant section/s of your [Project Description/Protocol](#) which deals with this matter. \***

Participants in the study (students and staff) will be informed of any publications arising from it at the time of publication via the email address provided when they choose to opt-in.

**Q3.16.1.2 Describe any ethical considerations relating to any dissemination of outcomes to the participants. \***

N/A

**Q3.17 Describe any foreseeable future activities for which information/data collected and/or used in this project may be made available. \***

The data collected for this study have the potential to be used for further studies, for instance in comparison or combination with similar data collected for this course in future course cycles, or related courses in which similar data have been collected. Data collected as part of this study will not be used or shared for unrelated or non-research purposes.

**Q3.18 Describe any ethical considerations relating to the planned or possible future use of information/data in this project. \***

All published data will be deidentified and made non-identifiable so that any future use does not compromise participants' anonymity. Participants will be informed that their (deidentified) data may be used for further research prior to opting-in.

## Section 4 - Attachments and Declarations

### Attachments

**Q4.1** Attach the [Project Description/Protocol](#) to your HREA. \*

- It is recommended that you use one of the templates provided in the HREA for your [Project Description/Protocol](#).
- Individual attachments are limited to 10 MB in size.

Documents

Type	Document Name	File Name	Version Date	Version	Size
PROTOCOL	ICT_Protocol v2	ICT_Protocol v2.docx	03/12/2021	2	41.8 KB

**Q4.2** Are there any other relevant documents associated with conducting your research project?

- ☒ Yes
- ☐ No

**Attach any other relevant documents associated with conducting your research project.** Optional

Select the specific supporting document types to be uploaded.

- ☐ Advertising material
- ☐ Case report form
- ☐ Copy of ethics approval
- ☐ Curriculum vitae (CV) or resume of investigator/researcher
- ☐ Data management plans
- ☐ Drug data sheet
- ☐ Ethically defensible plans
- ☐ Evidence of Clinical Trial Notification (CTN)
- ☐ Form of indemnity
- ☐ GP/consultant information
- ☐ Institutional biosafety committee (IBC) approval
- ☐ Investigator brochure or reference safety information
- ☒ Invitation to participant
- ☐ Letter of support
- ☐ Licence for dealing with a genetically modified organism
- ☐ NSW privacy form
- ☐ Participant documentation e.g. diary, wallet card
- ☒ Participant information and consent form
- ☐ Peer review
- ☐ Protocol (Tracked)
- ☐ Questionnaire
- ☐ Radiation: letter re standard care
- ☐ Radiation: medical physicist's report
- ☐ Report forms
- ☐ Statistician comments
- ☐ Western Australian specific module
- ☒ Other project-related documentation

Invitation to participant

Documents

Type	Document Name	File Name	Version Date	Version	Size
INVITATION TO PARTICIPANT	Doc 3A - Video Welcome Message - Student script	Doc 3A - Video Welcome Message - Student script.docx	15/11/2021	1	972.9 KB
INVITATION TO PARTICIPANT	Doc 3B - Video Welcome Message - Staff script	Doc 3B - Video Welcome Message - Staff script.docx	15/11/2021	1	973.1 KB
INVITATION TO PARTICIPANT	Doc-2A-Your-contribution-Student-Communication-Text	Doc-2A-Your-contribution-Student-Communication-Text.docx	15/11/2021	1	985.3 KB
INVITATION TO PARTICIPANT	Doc-2B-Your-contribution-Staff-Communication-Text	Doc-2B-Your-contribution-Staff-Communication-Text.docx	15/11/2021	1	985.0 KB

## Participant information and consent forms

### Documents

Type	Document Name	File Name	Version Date	Version	Size
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-5A-Ethics-Info-Sheet-Student ICT v2	Doc-5A-Ethics-Info-Sheet-Student ICT v2.docx	03/12/2021	2	977.3 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-5A-Ethics-Info-Sheet-Student ICT v2 tracked changes	Doc-5A-Ethics-Info-Sheet-Student ICT v2 tracked changes.docx	03/12/2021	2	978.3 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-5B-Ethics-Info-Sheet-Staff ICT v2	Doc-5B-Ethics-Info-Sheet-Staff ICT v2.docx	03/12/2021	2	977.2 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-5B-Ethics-Info-Sheet-Staff ICT v2 tracked changes	Doc-5B-Ethics-Info-Sheet-Staff ICT v2 tracked changes.docx	03/12/2021	2	978.0 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-6A-Ethics-Consent-Student ICT v2	Doc-6A-Ethics-Consent-Student ICT v2.docx	03/12/2021	2	978.7 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-6A-Ethics-Consent-Student ICT v2 tracked changes	Doc-6A-Ethics-Consent-Student ICT v2 tracked changes.docx	03/12/2021	2	979.9 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-6B-Ethics-Consent-Staff ICT v2	Doc-6B-Ethics-Consent-Staff ICT v2.docx	03/12/2021	2	979.0 KB
PARTICIPANT INFORMATION AND CONSENT FORM	Doc-6B-Ethics-Consent-Staff ICT v2 tracked changes	Doc-6B-Ethics-Consent-Staff ICT v2 tracked changes.docx	03/12/2021	2	980.3 KB

## Other project-related documentation specific to your institution and/or jurisdiction

### Documents

Type	Document Name	File Name	Version Date	Version	Size
OTHER PROJECT-RELATED DOCUMENTATION	Response Reviewer Comments CER ICT	Response Reviewer Comments CER ICT.docx	03/12/2021	1	19.0 KB

## HREC

**Q4.3 Select the Organisation that hosts the HREC or other review body and (Q4.4) the HREC or other body to which you are applying from the list below \***

University of Tasmania Human Research Ethics Committee



**Q4.5 Under which review pathway are you intending to submit this application? \***

Negligible risk review pathway



**Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?**

- ☐ Yes
- ☒ No

## Investigator Team Declarations

Indicate which members must sign this application

Do not select the options below marked N/A

Only the Chief/Principal Investigator electronic signature is accepted for submissions to the University of Tasmania HREC

Once the application has been signed by the Chief/Principal Investigator it will automatically be submitted for review

- ☒ Chief Investigator/Researcher
- ☐ Coordinating Principal Investigator/Researcher | N/A
- ☐ Lead Investigator/Researcher | N/A
- ☐ Principal Investigator | N/A
- ☐ Associate/Assistant/Sub-/Co-Investigator/Researcher | N/A
- ☐ Investigator/Researcher | N/A
- ☐ Other | N/A

## Declaration - CI/CPI/Lead Investigator

### Chief Investigator/Researcher

I, (insert name)

Erin Roehrer

certify that:

- All information in this application and supporting documentation is correct and as complete as possible;
- I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
- I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
- All relevant financial and non-financial interests of the project team have been disclosed; and
- In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program.

Electronic signature

**Signed:** This form was signed by Dr Erin Roehrer (erin.roehrer@utas.edu.au) on 11/01/2022 11:39



