

GE13/0009

Project# 1911

3 June 2013

Ms Y Zhao  
Chinese Teaching Training Centre  
Melbourne Graduate School of Education  
Level 8  
100 Leicester St  
UNIVERSITY OF MELBOURNE VIC 3010

Dear Ms Zhao

I am writing with regard to your research application received on **29 May 2013** concerning your forthcoming project titled 'Blended Learning Chinese Programs in Victoria'. You have asked approval to involve a Catholic school in the Archdiocese of Melbourne, as you wish to involve teachers.

I am pleased to advise that your research proposal is approved in principle subject to the eight standard conditions outlined below.

1. The decision as to whether or not research can proceed in a school rests with the school's principal, so you will need to obtain approval directly from the principal of the school that you wish to involve.
2. You should provide the principal with an outline of your research proposal and indicate what will be asked of the school. A copy of this letter of approval, and a copy of notification of approval from the organisations/university's Ethics Committee, should also be provided. As advised, your project is currently under consideration by the university's ethics committee.
3. A *Working with Children* (WWC) check – or registration with the Victorian Institute of Teaching (VIT) – is necessary for all researchers visiting schools. Appropriate documentation must be shown to the principal before starting the research in the school.
4. No student is to participate in the research study unless s/he is willing to do so and informed consent is given in writing by a parent/guardian.

5. Any substantial modifications to the research proposal, or additional research involving use of the data collected, will require a further research approval submission to this Office.
6. Data relating to individuals or the school are to remain confidential.
7. Since participating schools have an interest in research findings, you should consider ways in which the results of the study could be made available for the benefit of the school community.
8. At the conclusion of the study, a copy or summary of the research findings should be forwarded to the Catholic Education Office Melbourne. It would be appreciated if you could submit your report in an **electronic format** using the email address provided below.

I wish you well with your research study. If you have any queries concerning this matter, please contact Ms Lisa Guerin of this Office.

The email address is <[km@ceomelb.catholic.edu.au](mailto:km@ceomelb.catholic.edu.au)>.

Yours sincerely



Cecille Jeffery  
ACTING MANAGER, POLICY & RESEARCH