PROPOSAL TITLE: The UWS Research Program for Learning and Teaching

FOR SUBMISSION TO: University of Western Sydney Human Research Ethics Committee (EC00314)

PROPOSAL STATUS: Complete

COMPLETION DATE: 28/07/2008

APPLICANT: Dr Leonid Grebennikov

INSTITUTION: University of Western Sydney

ADDRESS: NSW

CONTACT NUMBERS: Business Hours (612) 9678 7477
                          After Hours -
                          Mobile -
                          Fax (612) 9678 7448

PROPOSAL DESCRIPTION:

The aim of this program is to report on the ways in which UWS staff are tracking and improving systems for Learning and Teaching (L&T). The research focus will be on the data that prove and improve quality of L&T. This is a coherent program of research comprising a suite of very closely related studies or replication of the same study conducted over an extended period of 3-5 years. A phase in a program of research consists of a new wave of data collection with the same instruments and population; or a new wave of data analysis using methods outlined in the original program of research; or the appointment of a new staff member or student to the program of research to undertake analyses of the data; or further development of an existing instrument.

Typical examples of a program of research include:

Addressing identical research questions using identical methods of analysis on time series data. Typical would be identical annual analyses of aggregated anonymous data collected through the UWS student feedback data collection activities (e.g., Course Experience Questionnaire, Student Feedback on Units Survey).
The repeated administration and analysis of the same instruments to the same population in one or more sites over an extended period of time. Typical would be the administration of the same interview schedule to students in different disciplines over a five year period.

POINTS TO REMEMBER:
This document has been created using the online National Ethics Application Form [NEAF] - available at www.neaf.gov.au. The set of questions that appear in this document have been generated as a result of answers you have provided to specific questions in NEAF. For this reason, the contents of this document are unique to this research ethics proposal and should not be used as the basis for future proposals. New proposals for submission to Human Research Ethics Committees must be generated using NEAF online.

Should you wish to use the contents of this document for other purposes:
- You can copy and paste text out of a PDF document in Adobe Acrobat by using the 'Tools> basic> text select' button.
1. TITLE AND SUMMARY OF PROJECT

1.1. Title

1.1.1 What is the formal title of this research proposal?
The UWS Research Program for Learning and Teaching

1.1.2 What is the short title / acronym of this research proposal (if applicable)?
RPLT

1.2. Description of the project in plain language

1.2.1 Give a concise and simple description (not more than 400 words), in plain language, of the aims of this project, the proposal research design and the methods to be used to achieve those aims.

The aim of this program is to report on the ways in which UWS staff are tracking and improving systems for Learning and Teaching (L&T). The research focus will be on the data that prove and improve quality of L&T. This is a coherent program of research comprising a suite of very closely related studies or replication of the same study conducted over an extended period of 3-5 years. A phase in a program of research consists of a new wave of data collection with the same instruments and population; or a new wave of data analysis using methods outlined in the original program of research; or the appointment of a new staff member or student to the program of research to undertake analyses of the data; or further development of an existing instrument.

Typical examples of a program of research include:

Addressing identical research questions using identical methods of analysis on time series data. Typical would be identical annual analyses of aggregated anonymous data collected through the UWS student feedback data collection activities (e.g., Course Experience Questionnaire, Student Feedback on Units Survey).

The repeated administration and analysis of the same instruments to the same population in one or more sites over an extended period of time. Typical would be the administration of the same interview schedule to students in different disciplines over a five year period.

1.3. Type of Research

1.3.1 Tick as many of the following ‘types of research’ as apply to this project. Your answers will assist HRECs in considering your proposal. A tick in some of these boxes will generate additional questions relevant to your proposal (mainly because the National Statement requires additional ethical matters to be considered), which will appear in Section 4 of NEAF.

This project involves:

[ ] Qualitative research
[ ] Research on workplace practices or possibly impacting on workplace relationships
[ ] Research conducted overseas involving participants NS 1.21
[ ] Research involving deception of participants, concealment or covert observation NS 17
[ ] Epidemiological research NS 14
[ ] Administration of a drug for research but is not clinical research
[ ] Clinical research (excluding those under the CTN/CTX schemes) NS 12
[ ] Clinical trial under CTN/CTX scheme NS 12
[ ] Research involving ionising radiation NS 10
[ ] Research involving the use of embryos and/or gametes
[ ] Genetic testing/research NS 16
[ ] Research involving the collection and / or use of human samples NS 15
[ ] Research involving assisted reproductive technologies (ART) NS 11
[ ] None of the above

1.4. Research participants

1.4.1 The National Statement requires additional information to be provided to an HREC where research participants are certain or likely to include any of the categories of people listed in this question. HRECs need to know whether you intend to include or to exclude any of these categories. Answer this question by (a) selecting any of those categories that are targeted or likely to be included as participants in this research project,
(b) selecting any other of these categories that will be excluded from participation, and
(c) selecting any other of these categories who may be adversely affected by this research.

Where you select a category for inclusion, you will be required to answer additional questions later in the form.

1.4.1 Where any of the following participant populations may be involved, the National Statement requires additional information to be provided to the HREC. Tick as many of the following 'types of research participants' as apply to this project. If none apply please indicate this below. A tick in some of these boxes will require you to answer additional questions later in the form.

The participants who may be involved in this research are:

<table>
<thead>
<tr>
<th>Category</th>
<th>a) Intended or targeted</th>
<th>b) Probable coincidental recruitment</th>
<th>c) Design specifically excludes</th>
<th>d) Research has potential to adversely affect this population</th>
</tr>
</thead>
<tbody>
<tr>
<td>People whose primary language is other than English (LOTE) NS 2.26</td>
<td>[ ]</td>
<td>[X]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Children and/or young people [i.e. &lt; 18 years] NS 4</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>People with an intellectual or mental impairment NS 5</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>People highly dependent on medical care NS 6</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>People in existing dependent or unequal relationships with any member of</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>the research team, the researcher(s), and/or the person undertaking the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>recruitment/consent process (e.g. student/teacher; employee/employer;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>warden/prisoner; officer, enlisted soldier; patient/doctor) NS 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>People who belong to a collectivity NS 8</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Aboriginal and/or Torres Strait Islander peoples NS 9</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

1.5. Research techniques

1.5.1 The research techniques to be used in this project include (You must tick at least one. Tick as many as apply):

- Observation of non-identified people in public places
- Covert observation of identifiable people in non-public places
- Interviews - telephone
- Interviews - face to face
- Documentary/records analysis
- Focus groups
- Data linkage
- Physical activities / exercises / tests
- Taping - audio / video
- Biomedical / clinical interventions, tests, samples
- Use of complementary or alternative medicine, or a natural therapy
- Photos
- Use of gene therapy
- Survey instrument / questionnaire / diary
- Use of a medical device
- Internet / web based research
- Computer based tests
- Other techniques
2. RESEARCHERS

2.0. Applicant

Provide the following information for the person making this application to the HREC.

2.0.1. Name and contact details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0.1.1 Title</td>
<td>Dr</td>
</tr>
<tr>
<td>2.0.1.2 First Name</td>
<td>Leonid</td>
</tr>
<tr>
<td>2.0.1.3 Surname</td>
<td>Grebennikov</td>
</tr>
<tr>
<td>2.0.1.4 Mailing Address 1</td>
<td>Office of Planning and Quality</td>
</tr>
<tr>
<td>2.0.1.5 Mailing Address 2</td>
<td>PO Box 1000</td>
</tr>
<tr>
<td>2.0.1.6 Mailing Address 3</td>
<td>St Marys NSW</td>
</tr>
<tr>
<td>2.0.1.7 Mailing Address 4</td>
<td>AUSTRALIA</td>
</tr>
<tr>
<td>2.0.1.8 Suburb/Town</td>
<td>Penrith</td>
</tr>
<tr>
<td>2.0.1.9 State</td>
<td>NSW</td>
</tr>
<tr>
<td>2.0.1.10 Postcode</td>
<td>1790</td>
</tr>
<tr>
<td>2.0.1.12 Organisation Name</td>
<td>University of Western Sydney</td>
</tr>
<tr>
<td>2.0.1.13 Faculty/department/school or centre name as appropriate (optional)</td>
<td>Office of Planning and Quality</td>
</tr>
<tr>
<td>2.0.1.14 Position in organisation</td>
<td>Institutional Research Analyst</td>
</tr>
<tr>
<td>2.0.1.15 Business Hours Phone Number</td>
<td>02 9678 7477</td>
</tr>
<tr>
<td>2.0.1.19 Fax Number</td>
<td>02 9678 7448</td>
</tr>
<tr>
<td>2.0.1.20 Email Address</td>
<td><a href="mailto:l.grebennikov@uws.edu.au">l.grebennikov@uws.edu.au</a></td>
</tr>
</tbody>
</table>

2.1. Principal researcher(s)

2.1.0 How many principal researchers are there? 2

2.1.1. Principal researcher 1

2.1.1. Name and contact details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1.1 Title</td>
<td>Prof</td>
</tr>
<tr>
<td>2.1.1.2 First Name</td>
<td>Stuart</td>
</tr>
<tr>
<td>2.1.1.3 Surname</td>
<td>Campbell</td>
</tr>
<tr>
<td>2.1.1.4 Mailing Address 1</td>
<td>Office of the Pro Vice-Chancellor (Learning and Teaching)</td>
</tr>
<tr>
<td>2.1.1.5 Mailing Address 2</td>
<td>PO Box 1000</td>
</tr>
<tr>
<td>2.1.1.6 Mailing Address 3</td>
<td>St Marys NSW</td>
</tr>
<tr>
<td>2.1.1.7 Mailing Address 4</td>
<td>AUSTRALIA</td>
</tr>
<tr>
<td>2.1.1.8 Suburb/Town</td>
<td>Penrith</td>
</tr>
<tr>
<td>2.1.1.9 State</td>
<td>NSW</td>
</tr>
<tr>
<td>2.1.1.10 Postcode</td>
<td>1790</td>
</tr>
<tr>
<td>2.1.1.12 Organisation name</td>
<td>University of Western Sydney</td>
</tr>
<tr>
<td>2.1.1.13 Faculty/department/school or centre name as appropriate (optional)</td>
<td>Academic and Enterprise Division</td>
</tr>
<tr>
<td>2.1.1.14 Position in organisation</td>
<td>Pro Vice Chancellor (Learning and Teaching)</td>
</tr>
<tr>
<td>2.1.1.15 Business Hours Phone Number</td>
<td>02 9678 7453</td>
</tr>
<tr>
<td>2.1.1.19 Fax Number</td>
<td>02 9678 7717</td>
</tr>
<tr>
<td>2.1.1.20 Email Address</td>
<td><a href="mailto:s.campbell@uws.edu.au">s.campbell@uws.edu.au</a></td>
</tr>
</tbody>
</table>

2.1.2. Describe the qualifications, expertise and experience of the principal researcher relevant to this project.

2.1.2.1 Qualifications

Degrees in languages, linguistics and education from
universities in Britain and Australia, including a PhD in linguistics from the University of Sydney.

2.1.2.2 Expertise
Translation studies, with specialisations in the psycholinguistics of translation, the development of translation competence, and Arabic to English translation. He has also researched and published on the influence of Arabic on Indonesian and Malay.

2.1.2.3 Experience
Professor Campbell has worked at UWS and its predecessor institutions since 1984. Since the unification of UWS in 2000 he has served as the foundation Head of the School of Languages and Linguistics and then in a specially created position of Associate PVC (Quality) in which he played a major role in the university’s AUQA audit. He was appointed to the position of Pro Vice-Chancellor (Learning and Teaching) from the beginning of 2007.

2.1.2.4 Name the site(s) for which this principal researcher is responsible.
Office of the Pro Vice-Chancellor (Learning and Teaching), University of Western Sydney

2.1.3 Describe the role of the principal researcher in this project.
Leadership

2.1.4 Is the principal researcher a student? No

2.1.1. Principal researcher 2

2.1.1. Name and contact details
2.1.1.1 Title
Prof
2.1.1.2 First Name
Geoff
2.1.1.3 Surname
Scott
2.1.1.4 Mailing Address 1
Office of Planning and Quality
2.1.1.5 Mailing Address 2
PO Box 1000
2.1.1.6 Mailing Address 3
St Marys NSW
2.1.1.7 Mailing Address 4
AUSTRALIA
2.1.1.8 Suburb/Town
Penrith
2.1.1.9 State
NSW
2.1.1.10 Postcode
1790
2.1.1.12 Organisation name
University of Western Sydney
2.1.1.13 Faculty/department/school or centre name as appropriate (optional)
Corporate Strategy and Services Division
2.1.1.14 Position in organisation
Pro Vice Chancellor (Quality), Provost Penrith
2.1.1.15 Business Hours Phone Number
02 96787452
2.1.1.19 Fax Number
02 9678 7448
2.1.1.20 Email Address
g.scott@uws.edu.au

2.1.2. Describe the qualifications, expertise and experience of the principal researcher relevant to this project.
2.1.2.1 Qualifications
BA, Dip Ed, M Ed, Ed D, FACE
Strategic change management and leadership in postsecondary and higher education; quality audit, tracking and improvement in universities; student engagement and retention; flexible learning design and delivery; and assessment of professional capability.

2.1.2.2 Expertise

2.1.2.3 Experience
Professor of Education at the University of Technology, Sydney; coordinator of quality audits; chair of the University’s Flexible Learning Task Force; foundation Director of the UTS Planning and Quality Unit; Since 2004 - the Pro Vice-Chancellor (Quality) and a Provost at the
2.1.2.4 Name the site(s) for which this principal researcher is responsible.
Office of Planning and Quality, University of Western Sydney

2.1.3 Describe the role of the principal researcher in this project.
Leadership

2.1.4 Is the principal researcher a student? No

2.2. Associate researcher(s)

2.2.1 How many known associate researchers are there? (You will be asked to give contact details for these associate researchers at question 2.2.1.1)
3

2.2.2 Do you intend to employ other associate researchers? No

2.2.1.0. Associate Researchers 1

2.2.1.1. Name and contact details

2.2.1.1.1 Title Dr
2.2.1.1.2 First Name Betty
2.2.1.1.3 Surname Gill
2.2.1.1.4 Mailing Address 1 Dean’s Unit - College of Health and Science
2.2.1.1.5 Mailing Address 2 Campbelltown campus
2.2.1.1.6 Mailing Address 3 Building 5
2.2.1.1.7 Mailing Address 4 AUSTRALIA
2.2.1.1.8 Suburb/Town Campbelltown
2.2.1.1.9 State NSW
2.2.1.1.10 Postcode 2506
2.2.1.1.12 Organisation name University of Western Sydney
2.2.1.1.13 Faculty/department/school or centre name as appropriate (optional) College of Health and Science
2.2.1.1.14 Position in organisation Associate Dean (Academic)
2.2.1.1.15 Business Hours Phone Number 02 4620 3320
2.2.1.1.19 Fax Number 02 4620 3396
2.2.1.20 Email Address AssocDeanAcad.chs@uws.edu.a

2.2.1.2. Describe the qualifications, expertise and experience of the associate researcher relevant to this project.

2.2.1.2.1 Qualifications PhD
2.2.1.2.2 Expertise Health policy and bioethics
2.2.1.2.3 Experience Teaching in health policy and bioethics to a broad range of health professionals at both the undergraduate and postgraduate level, and research in the ethical aspects of health resource allocation, particularly in the context of an ageing society.

2.2.1.3 Description of the role of the associate researcher in this project.
Leadership assistance

2.2.1.3.1 Name the site at which the associate researcher has responsibility.
2.2.1.4 Is the researcher a student? No

2.2.1.0. Associate Researchers 2

2.2.1.1. Name and contact details

2.2.1.1.1 Title A/Prof
2.2.1.1.2 First Name Peter
2.2.1.1.3 Surname Hutchings
2.2.1.1.4 Mailing Address 1 Dean’s Unit - College of Arts
2.2.1.1.5 Mailing Address 2 Building 1
2.2.1.1.6 Mailing Address 3 Bankstown campus, UWS
2.2.1.1.7 Mailing Address 4 AUSTRALIA
2.2.1.1.8 Suburb/Town Bankstown
2.2.1.1.9 State NSW
2.2.1.1.10 Postcode 2200
2.2.1.1.12 Organisation name University of Western Sydney
2.2.1.1.13 Facultypartmentdepartmentschool or centre name as appropriate (optional) College of Arts
2.2.1.1.14 Position in organisation Associate Dean (Academic), Arts, Executive Dean’s
2.2.1.1.15 Business Hours Phone Number 02 97726705
2.2.1.1.19 Fax Number 02 97726737
2.2.1.1.20 Email Address p.hutchings@uws.edu.au

2.2.1.2. Describe the qualifications, expertise and experience of the associate researcher relevant to this project.

2.2.1.2.1 Qualifications BA, PhD Syd
2.2.1.2.2 Expertise History, cinema, communication, and cultural studies; the review and redesign of degrees across the College of Arts, particularly the BA; the interdisciplinary field of critical legal studies and the visual arts.

2.2.1.2.3 Experience A/Prof Hutchings has been at UWS since 1996, where he has undertaken the responsibilities of Head of School of Humanities (1997 1999, 2001 2002), Associate Dean (Academic) in the College of Arts (2002 to present), and Chair of the College Board of Studies (2002 to present). Previously, he has worked at the University of Sydney, the University of Hong Kong, and in the Boston University Sydney program. He is the past president (2000 2002) and vice-president (1997 2000) of the Law and Literature Association of Australia.

2.2.1.3 Description of the role of the associate researcher in this project. Leadership assistance

2.2.1.3.1 Name the site at which the associate researcher has responsibility. College of Arts, University of Western Sydney

2.2.1.4 Is the researcher a student? No

2.2.1.0. Associate Researchers 3

2.2.1.1. Name and contact details

2.2.1.1.1 Title Prof
2.2.1.1.2 First Name Stephen
2.2.1.1.3 Surname Teo
2.2.1.1.4 Mailing Address 1 College of Business, Dean’s Unit
2.2.1.2. Describe the qualifications, expertise and experience of the associate researcher relevant to this project.

2.2.1.2.1 Qualifications
B.Ec, GradDip Business, Grad Dip Japanese (Professionals), MBA (Int Bus), PhD

2.2.1.2.2 Expertise
Strategic human resource management; international management; public sector management; quantitative methodologies; social network analysis.

2.2.1.2.3 Experience
Editorial boards for Public Management Review, Research & Practice in HRM, Journal of Small Business Management, supervised to completion 1 phd and 2 masters by research, currently supervising 2 phd as principal supervisor [at uts]; received A$200K of internal and external grants; appointed as international reader by ARC and the Social Sciences and Humanities Research Council of Canada

2.2.1.3 Description of the role of the associate researcher in this project.
Leadership assistance

2.2.1.3.1 Name the site at which the associate researcher has responsibility.
College of Business, University of Western Sydney

2.2.1.4 Is the researcher a student?
No

2.3. Other personnel relevant to the research project

2.3.1 How many known other people will play a specified role in the conduct of this research project?
25

2.3.1.1 Describe the role, and expertise where relevant (e.g. counsellor), of these other personnel.
UWS Heads of Schools, a number of staff of the Office of the Pro-Vice-Chancellor [Learning and Teaching] and the Office of the Pro-Vice-Chancellor [Quality]

2.3.2 Is it intended that other people, not yet known, will play a specified role in the conduct of this research project?
No

2.4. Certification of researchers

2.4.1 Are there any relevant certification, accreditation or credentialing requirements relevant to the conduct of this research?
No

2.5. Training of researchers

2.5.1 Do the researchers or others involved in any aspect of this research project require any additional training in order to undertake this
No
research?
3. PROJECT

3.1. Duration and location

3.1.1 In how many Australian sites, or site types, will the research be conducted?

Provide the following information for each site or site type (Australian and overseas, if applicable) at which the research is to be conducted.

3.1.3. Site / Site Type 1

3.1.3.1 Site / Site Type Name

University of Western Sydney

3.1.3.2 Site / Site Type Location

Western Sydney

3.1.4. Provide the start and finish dates for the whole of the study including data analysis

3.1.4.1 Anticipated start date

30/07/2008

3.1.4.2 Anticipated finish date

30/05/2020

3.1.5 Are there any time-critical aspects of the research project of which an HREC should be aware?

No

3.2. Research plan

3.2.1 Describe the theoretical, empirical and/or conceptual basis, and background evidence, for the research proposal, eg. previous studies, anecdotal evidence, review of literature, prior observation, laboratory or animal studies. NS 1.13

The University’s strategic directions are set using a cyclical approach to strategy formation and review. The University’s mission, values and key directions establish the parameters within which specific goals and directions for Learning and Teaching, Research and Research Training, and Engagement and Service are determined and implemented. These in turn set the parameters through which colleges and divisions identify appropriate and complementary local priorities and initiatives.

The University sets an overall action plan for core areas each year and colleges and divisions develop additional, locally responsive action plans. The University’s key performance indicators are directly linked to its mission and strategic plan.

Quality assurance at UWS is embedded in the University’s ongoing strategic and operational planning, accreditation, reporting and review processes.

The Plan, Implement, Review, Improve Cycle principles are implemented through a cyclical process of:

- Planning including setting a new strategic direction or a key improvement to current practice, on the basis of internal and/or external review
- Implementing the plan and monitoring the results against agreed performance measures
- Reviewing performance against the data reported and then re-planning
- Improvement based on review as well as sustaining those areas of good practice identified as working well during implementation

3.2.2 State the aims of the research and the research question and/or hypotheses, where appropriate.

The aim of the Program is to support the University’s evidence-based approach to continuous improvement. Management information is derived from a range of sources to identify and address key areas for improvement. The UWS Tracking and Improvement System for Learning and Teaching consists of a nested series of data-gathering tools and a linked set of performance reports. These aggregated performance reports are produced for review and analysis by the UWS Strategy and Quality Committee and the UWS Executive each year.
3.2.3 Describe how the research design and the methods to be used will enable the research aims to be achieved.
The program will use the data, both current and historical, collected in the form of participant responses to national and institutional based surveys or reviews targeted to UWS students, staff, employers or community partners. UWS census data both current and historical for the above categories of participants can also be used. The data generated will be aggregated and used for statistical analysis (e.g., analysis of frequencies, crosstabulation, correlations and comparing means). The qualitative data will be either quantified and used for statistical analysis or, with all personal data either deleted or deidentified, can be used for content analysis.

3.3. Research significance
3.3.1 What is the value of answering the research question and conducting the project? NS 1.13 NS 1.14 NS 1.15
Research learning and teaching projects have potential benefits to the researcher/s including providing knowledge to improve pedagogy, assessment, curricula content and design etc, and the data for publications and public dissemination.

3.4. Peer review
3.4.1 Has the research proposal, including design, methodology and evaluation undergone, or will it undergo, a peer review process? No
3.4.1.2 Explain why the research proposal will not undergo a peer review process.
This is a suite of surveys that have been trialled and validated over long period of time.

3.5. Source and description of information about participants
3.5.1 Indicate the source of the information about participants which will be used in this research project.
[X] Information will be collected directly from the participant.
[ ] Information will be collected from another person about the participant
[ ] Information will be collected by accessing a record or an information database held by an organisation other than your organisation.
[X] Information will be used which you or your organisation collected previously for a purpose other than this research project.

3.5.1.1.0. Information which will be collected for this research project directly from the participant
3.5.1.1.1 Describe the information that will be collected directly from participants. Be specific where appropriate.
The program will use the data, both current and historical, collected in the form of participant responses to national and institutional based surveys or reviews targeted to UWS students, staff, employers and community partners. The survey designs and procedures should be endorsed by the UWS Office of Planning and Quality. UWS census data both current and historical for the above categories of participants can also be used.

3.5.1.1.2 The information collected by the research team about participants will be in the following form(s). Tick more than one box if applicable.
[ ] Identified
[ ] Potentially identifiable (coded)
[X] De-identified

3.5.1.1.3 Will consent be sought from participants (or for participants from persons with legal authority) for the collection and use of information about them? Yes

3.5.1.4.0. Information which will be used for this research project which you or your
organisation collected previously for a purpose other than this research project

3.5.1.4.1. Indicate from which of the following you will be collecting information for this research project and indicate how many databases from each source.

<table>
<thead>
<tr>
<th>Source Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5.1.4.1.1 A Commonwealth government department or agency</td>
<td>0</td>
</tr>
<tr>
<td>3.5.1.4.1.2 A state/territory authority</td>
<td>0</td>
</tr>
<tr>
<td>3.5.1.4.1.3 A private sector organisation</td>
<td>0</td>
</tr>
</tbody>
</table>

3.6. Use of information about participants

3.6.1 Describe how information collected about participants will be used in this project.

The data generated will be aggregated and used for statistical analyses (e.g., analysis of frequencies, crosstabulation, correlations and comparing means). The qualitative data will be either quantified and used for statistical analyses or, with all personal data either deleted or deidentified, will be used for content analyses.

3.6.2 Will any of the information used by the research team be in identified or potentially identifiable (coded) form? No

3.6.4 List ALL research personnel and others who, for the purposes of this research, will have authority to use or have access to the information and describe the nature of the use or access. Examples of others are: student supervisors, research monitors, pharmaceutical company monitors.

- Prof Stuart Campbell
- Prof Geoff Scott
- Dr Betty Gill
- A/Prof Peter Hutchings
- Prof Stephen Teo
- UWS Heads of Schools and their delegates
- Selected staff of the UWS Office of the Pro Vice-Chancellor (L&T)
- Selected staff of the UWS Office of the Pro Vice-Chancellor (Quality)

3.7. Storage of information about participants during and after completion of the project

3.7.1 In what formats will the information be stored during the research project? (eg. paper copy, computer file on floppy disk or CD, audio tape, videotape, film)

Data will be stored electronically and accessible only to the researchers affiliated with the project.

3.7.2 Specify the measures to be taken to ensure the security of information from misuse, loss, or unauthorised access while stored during the research project? (eg. will identifiers be removed and at what stage? Will the information be physically stored in a locked cabinet?)

Data will be stored electronically and accessible only to the researchers affiliated with the project.

3.7.3 In what formats will the information be stored after project completion? (eg. paper copy, computer file on floppy disk or CD, audio tape, videotape, film)

Computer files accessible only to the researchers affiliated with the project or their delegates.

3.7.4 Specify the measures to be taken to ensure the security of information from misuse, loss, or unauthorised access while stored after project completion (eg. will identifiers be removed and at what stage? Will the information be physically stored in a locked cabinet?)

Data can be accessed by only the researchers affiliated with the project or their delegates.

3.7.5 The information which will be stored at the completion of this project is of the following type(s). Tick more than one box if applicable.

- [ ] Identified
- [ ] Potentially identifiable (coded)
- [X] De-identified

3.7.6 For how long will the information be stored after the completion of the project and why has this period been chosen?

10 years

3.7.7 What arrangements are in place with regard to the storage of the information collected for, used in, or generated by this project in the event that the principal researcher ceases to be engaged...
at the current organisation?
The line managers of the principal researchers have been informed of their responsibilities.

3.8. Ownership of the information collected during the research project and resulting from the research project

3.8.1 Who owns the information collected for the research project?
UWS Office of the Pro Vice-Chancellor (Learning and Teaching)
UWS Office of the Pro Vice-Chancellor (Quality)

3.8.2 Who is understood to own the information resulting from the research, eg. the final report or published form of the results?
UWS Office of the Pro Vice-Chancellor (Learning and Teaching)
UWS Office of the Pro Vice-Chancellor (Quality)

3.8.3 Does the owner of the information or any other party have any right to impose limitations or conditions on the publication of the results of this project?
No

3.9. Disposal of the information

3.9.1 Will the information collected for, used in, or generated by this project be disposed of at some stage?
Yes

3.9.1.1 At what stage will the information be disposed?
In 10 years on completion of each phase of the Program.

3.9.1.2 How will information, in all forms, be disposed?
The relevant computer files will be deleted.

3.10. Reporting individual results to participants and others

3.10.1 Is it intended that results of the research that relate to a specific participant be reported to that participant? NS 1.18
No

3.10.1.2.1 Explain/justify why results will not be reported to participants.
The data generated will be aggregated and the outcomes will be presented in a group format which never identifies individuals involved.

3.10.2 Is the research likely to produce information of personal significance to individual participants?
No

3.10.3 Will individual participant’s results be recorded with their personal records? NS 1.20
No

3.10.4 Is it intended that results that relate to a specific participant be reported to anyone other than that participant?
No

3.10.5 Is the research likely to reveal a significant risk to the health or well being of persons other than the participant, eg family members, colleagues
No

3.11. Dissemination of Final Results

3.11.1 How is it intended to disseminate the results of the research? eg report, publication, thesis
Results of may be disseminated at scientific and industry conferences, and in peer-reviewed journal articles.

3.11.2 Will the confidentiality of participants and their data be protected in the dissemination of research results? NS 1.9
Yes

3.11.2.1 Explain how confidentiality of participants and their data will be protected in the dissemination of research results
The data generated will be aggregated. Privacy and confidentiality will be ensured in that all research participants are deidentified. All individual responses will remain strictly confidential and the outcomes will

Commercial-in-Confidence
be presented in a group format which never identifies individuals involved.

3.11.3 Is there a risk that the dissemination of results could cause harm of any kind to individual participants - whether their physical, psychological, spiritual, emotional, social or financial well-being, or to their employability or professional relationships - or to their communities? No

3.12. Benefits/Risks

In answering the following questions (Q 3.12.0 - 3.12.8) please ensure that you address all issues relevant to the type of participants that will be involved in your research project. Refer for guidance to relevant chapters of the National Statement and other NHMRC guidelines as appropriate.

3.12.0 Does the research involve a practice or intervention which is an alternative to a standard practice or intervention? No

3.12.1 What expected benefits (if any) will this research have for other members of the population to which the participants belong? Research learning and teaching projects have potential benefits to the community including providing knowledge to improve pedagogy, assessment, curricula content and design etc, and the data for publications and public dissemination.

3.12.2 What expected benefits (if any) will this research have for the wider community? Research learning and teaching projects have potential benefits to the community including providing knowledge to improve pedagogy, assessment, curricula content and design etc, and the data for publications and public dissemination.

3.12.3 What expected benefits (if any) will this research have for participants? NS 1.6 The Program will improve learning and teaching at the University.

3.12.4 Are there any risks to participants as a result of participation in this research project? No

3.12.5 Explain how the risks/burdens of participation are balanced by the any benefits of the research. The research program does not involve the possibility of physical stress/distress, discomfort to the participants. The program does not involve the possibility of psychological/mental stress/distress, discomfort to the participants. The participants are aware that there will be no disadvantages, penalties or adverse consequences to not participating.

3.12.6 Is it possible that the research will involve the disclosure of unlawful conduct, or concealment of a crime, by individuals or definable groups? No

3.12.7 Explain how the dignity and wellbeing of participants takes precedence over the expected benefits to knowledge. The research program does not involve deception of participants at any stage of the project. There is no discrimination against participants on the basis of race, age, sex, disability, religious or spiritual grounds. Participants are given clear information about the purposes of the project, its benefits for student experience at UWS and the ways of feedback provision. The participants are aware that there will be no disadvantages, penalties or adverse consequences to not participating. The research is conducted by persons with experience, qualifications and competence appropriate to the research.

3.12.8 Are there any other risks involved in this research? eg. to the research team, the organisation, others No

3.12.9 Is it anticipated that the research will lead to commercial benefit for the investigator(s) and or the research sponsor(s)? No

3.13. Monitoring

3.13.1 What mechanisms do the researchers intend to implement to monitor the conduct and progress of the research project? UWS Tracking and Improvement System for Learning and Teaching (see 3.2.2 for details)
5. PARTICIPANTS

5.1. Participant description

5.1.1 How many participant groups are involved in this research project?

5.1.2 Expected total number of participants in this project at all sites
15000

5.1.3. Group 1

5.1.3.1 Group name for participants in this group
UWS undergraduate students

5.1.3.2 Expected number of participants in this group
12000

5.1.3.3 Age range
17-50

5.1.3.4 Other relevant characteristics of this participant group
N/A

5.1.3.5 Why are these characteristics relevant to the aims of the project?
UWS undergraduate student feedback on their university, course and unit experience should be systematically collected and analysed, and appropriately acted on in order to improve learning and teaching at the University.

5.1.3. Group 2

5.1.3.1 Group name for participants in this group
UWS postgraduate students

5.1.3.2 Expected number of participants in this group
3000

5.1.3.3 Age range
25-50

5.1.3.4 Other relevant characteristics of this participant group
N/A

5.1.3.5 Why are these characteristics relevant to the aims of the project?
UWS postgraduate student feedback on should be systematically collected and analysed, and appropriately acted on in order to improve learning and teaching at the University.

5.2. Participant experience

5.2.1 Provide a concise detailed description, in not more than 200 words, in terms which are easily understood by the lay reader, of what the participants will experience.
The participants will be asked to respond to the online surveys.

5.3. Relationship of researchers to participants

5.3.1 Specify the nature of any relationship, existing or possible, between the research team or an organisation involved in the research and the potential participants.
One possible issue is when there is a power relationship between the researcher and participants and the potential for actual or perceived coercion. This is particularly the case in research learning and teaching projects when the researcher is teaching students who are participating in the research.

5.3.2 Describe what steps, if any, will be taken to ensure that the relationship does not impair participants’ free and voluntary consent and participation in the project.
There are many strategies available to address this issue, and the choice of strategies will depend on the focus and nature of the research. Typical examples include:

Use a third party (e.g. a research assistant or colleague who is not teaching in the unit or course) to solicit and collect data;

Limit the researcher’s use of the data after the students have completed final assessments to reduce the
likelihood that students might feel coerced to participate in the study or concerned that they will be penalised if they refuse to participate or withdraw from the study.

Collect anonymous data e.g. surveys

Have the data de-identified by a colleague or RA before the researcher accesses it.

5.3.3 Describe what steps, if any, will be taken to ensure that decisions about participation in the research do not impair any existing or foreseeable future relationship between participants and researcher or organisations.

The participants are aware that there will be no disadvantages, penalties or adverse consequences to not participating.

5.4. Recruitment

5.4.1 What processes will be used to identify potential participants?

UWS census data

5.4.3 Describe how initial contact will be made with potential participants.

Via e-mail with a web-link

5.4.2 Is it proposed to 'screen' or assess the suitability of the potential participants for the study? No

5.4.4 Is an advertisement, e-mail, website, letter or telephone call proposed as the form of initial contact with potential participants? No

5.4.5 If it became known that a person was recruited to, participated in, or was excluded from the research, would that knowledge expose the person to any disadvantage or risk? No

5.4.6 Will the research involve the intentional recruitment of any groups whose welfare, rights, beliefs, perceptions, customs or cultural heritage requires specific regard? NS 1.2

5.5. Consent process

5.5.1 Will consent for participation in this research be sought from all participants? Yes

5.5.1.2.1 Will there be participants who have capacity to give consent for themselves? Yes

5.5.1.2.1.1 What mechanisms/assessments/tools are to be used, if any, to determine each of these participant’s capacity to decide whether or not to participate?

It is made clear for potential participants that they can decline to give consent for participation by simply ignoring the invitation, which will remain confidential and anonymous, and that they are absolutely free to decide whether they are willing to participate.

5.5.1.2.1.2 Will there be participants who do not have capacity to give consent for themselves? No

The following questions relate to participants who are able to provide consent and also to participants for whom consent may be provided by a person with legal authority to do so.

When answering these questions you need to describe any differences in the processes followed, or the documentation used, for different groups of participants in your proposal, e.g. processes and documentation for users of facilities/services will differ from those for providers of those facilities/services. Where your proposal involves participants with an intellectual or mental impairment, or people in dependent relationships, additional questions about their consent appear at 6.3 and 6.5 respectively.

5.5.1.3 Describe the consent process, ie how participants or those deciding for them will be informed about, and choose whether or not to participate in, the project.

Once an invitation e-mail with a web-link to a survey is received the potential participants can choose whether or not to participate.

5.5.1.4 If a participant or person on behalf of a participant chooses not to participate, are there
specific consequences of which they should be made aware, prior to making this decision?
No

5.5.1.1.5 If a participant or person on behalf of a participant chooses to withdraw from the research, are there specific consequences of which they should be made aware, prior to giving consent?
No

5.5.1.1.6 Specify the nature and value of any proposed incentive/payment (e.g. movie tickets, food vouchers) or reimbursement (e.g. travel expenses) to participants.
N/A

5.5.1.1.7 Explain why this offer will not impair the voluntary nature of the consent, whether by participants’ or persons deciding for their behalf. NS 1.10
N/A

5.5.1.1.8 Provide the name and/or position of the contact person for any concerns in relation to the ethical conduct of the research / complaints process? NS 2.39 – 2.42
Mr Mahsood Shah, Senior Project Officer (Quality & Evaluation), Office of Planning and Quality, UWS.

5.5.1.1.9 Will a participant or person on their behalf who withdraws from the research be able to withdraw data about the participant? Yes
6. PARTICIPANTS SPECIFIC

6.1. Research conducted in Australia involving persons whose primary language is other than English (LOTE)

You have indicated that the project involves persons whose primary language is other than English (LOTE)

6.1.1 Describe what steps will be taken to ensure each participant’s free and voluntary consent and participation in the project given that the person’s language is other than English? NS 2.26

All UWS students whose first language is not English or was not the medium of instruction in their secondary or tertiary studies are required to demonstrate their proficiency in the English language by achieving a prescribed level in an approved English examination or test before they can receive a full offer of a place. See http://pubsites.uws.edu.au/international/english.html for details.

6.1.2 In what language(s) will the research be conducted?

[X] English
[ ] Other

6.1.3 Will participants be provided with written information in the language in which the research will be conducted? Yes
7. RESOURCES

7.1. Project Funding / Support

7.1.1. Indicate how the project will be funded? Indicate whether funding is confirmed or sought and whether there will be a budget shortfall.

7.1.1.1. External competitive grant

7.1.1.1.1 Confirmed or Sought? Not Sought

7.1.1.2. Internal competitive grant

7.1.1.2.1 Confirmed or Sought? Not Sought

7.1.1.3. Sponsor

7.1.1.3.1 Confirmed or Sought? Not Sought

7.1.1.4. By researcher’s department / organisation

7.1.1.4.1 Confirmed or Sought? Not Sought

7.1.1.5. Other

7.1.1.5.1 Confirmed or Sought? Not Sought

7.1.1.6. Shortfall

7.1.1.6.1 Confirmed or Sought? Not Sought

7.1.2 Will the project be supported in other ways eg. in-kind support/equipment by an external party eg. sponsor No

7.2. Duality of Interest

7.2.1 Describe any commercialisation or intellectual property implications of the funding/support arrangement.

N/A

7.2.2 Does the funding/support provider(s) have a financial interest in the outcome of the research? No

NS 2.21

7.2.3 Does any member of the research team have any affiliation with the provider(s) of funding/support, or a financial interest in the outcome of the research? No

NS 2.21

7.2.4 Does any other individual or organisation have an interest in the outcome of this research No

NS 2.21
8. APPROVALS

8.1. Ethical review

Some HRECs may require researchers to provide information additional to that contained in a NEAF proposal. For this reason, it is prudent to check whether the HRECs to whom you propose to submit this proposal require additional information.

8.1.1. To how many Australian HRECs (representing site organisations or the researcher’s organisation) is it intended that this research proposal be submitted?

A list of NHMRC registered Human Research Ethics Committees (HRECs), along with their institutional affiliations and contact details is available on the NHMRC website at the following web address; http://www.nhmrc.gov.au/ethics/human/hrecs/information.htm#a4.

8.1.1.1. HREC 1

8.1.1.1.1 Name of HREC

University of Western Sydney Human Research Ethics Committee [EC00314]

8.1.1.1.1.1 Provide the start and finish dates for the research for which this HREC is providing ethical review.

8.1.1.1.1.1.1 Anticipated start date or date range

30/07/2008

8.1.1.1.1.1.2 Anticipated finish date or date range

30/08/2020

8.1.1.1.1.2 For how many sites at which the research is to be conducted will this HREC provide ethical review?

1

8.1.1.1.2. Site 1

8.1.1.1.2.1 Name of site

University of Western Sydney

8.1.1.1.2.2 Which of the researchers involved in this project will conduct the research at this site?

Principal Researcher[s]

Prof Stuart Campbell

Prof Geoff Scott

Associate Researcher[s]

Dr Betty Gill

A/Prof Peter Hutchings

Prof Stephen Teo

8.1.2 Have you previously submitted an application, whether in NEAF of otherwise, for ethical review of this research project to any other HRECs?

No
9. DECLARATIONS AND SIGNATURES

9.1 Project Title
The UWS Research Program for Learning and Teaching

9.2 Human Research Ethics Committee to which this application is made
University of Western Sydney Human Research Ethics Committee (EC00314)

9.3 Signatures and undertakings

Applicant / Principal Researchers (including students where permitted)

I/we certify that:
- All information is truthful and as complete as possible.
- I/we have had access to and read the National Statement on Ethical Conduct in Research Involving Humans.
- the research will be conducted in accordance with the National Statement.
- the research will be conducted in accordance with the ethical and research arrangements of the organisations involved.
- I/we have consulted any relevant legislation and regulations, and the research will be conducted in accordance with these.
- I/we will immediately report to the HREC anything which might warrant review of the ethical approval of the proposal (NS 2.37), including:
  - serious or unexpected adverse effects on participants;
  - proposed changes in the protocol; and
  - unforeseen events that might affect continued ethical acceptability of the project.
- I/we will inform the HREC, giving reasons, if the research project is discontinued before the expected date of completion (NS 2.38);
- I/we will not continue the research if ethical approval is withdrawn and will comply with any special conditions required by the HREC (NS. 2.45);
- I/we will adhere to the conditions of approval stipulated by the HREC and will cooperate with HREC monitoring requirements. At a minimum annual progress reports and a final report will be provided to the HREC.

Applicant / Principal Researcher(s)

Dr Leonid Grebennikov
University of Western Sydney
Signature Date

Prof Stuart Campbell
University of Western Sydney
Signature Date

Prof Geoff Scott
University of Western Sydney
Signature Date

Associate Researchers

Dr Betty Gill
University of Western Sydney
Signature Date

A/Prof Peter Hutchings
University of Western Sydney
Signature Date

Prof Stephen Teo
University of Western Sydney
Signature Date

Heads of departments/schools/research organisation
I/we certify that:
- I/we are familiar with this project and endorse its undertaking;
- the resources required to undertake this project are available;
- the researchers have the skill and expertise to undertake this project appropriately or will undergo appropriate training as specified in this application.

Title ____________________________

First name ____________________________

Surname ____________________________

Position ____________________________

Organisation name ____________________________

Date ______/____/____

Signature ____________________________
# 10. ATTACHMENTS

## 10.1 List of Attachments

<table>
<thead>
<tr>
<th>Core Attachments</th>
<th>Attachments which may be required/appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment/invitation</td>
<td>Copy of advertisement, letter of invitation etc</td>
</tr>
<tr>
<td>Participant Information</td>
<td>Copy or script for participant</td>
</tr>
<tr>
<td></td>
<td>Copy or script for parent, legal guardian or person responsible as appropriate</td>
</tr>
<tr>
<td>Consent Form</td>
<td>Copy for participant</td>
</tr>
<tr>
<td></td>
<td>For parent, legal guardian or person responsible as appropriate</td>
</tr>
<tr>
<td></td>
<td>For, optional components of the project eg. genetic sub study</td>
</tr>
<tr>
<td>Peer review</td>
<td>Copy of peer review report or grant submission outcome</td>
</tr>
<tr>
<td>HREC approvals</td>
<td>Copy of outcome of other HREC reviews</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments specific to project or participant group</th>
<th>Attachments which may be required/appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research conducted in the workplace or possibly impacting on workplace relationships</td>
<td>Evidence of support/permission from workplace where research will be conducted</td>
</tr>
<tr>
<td>People whose primary language is other than English (LOTE)</td>
<td>English translation of participant information/consent forms</td>
</tr>
<tr>
<td>Survey instrument / questionnaire / diary</td>
<td>Copy of instrument/questionnaire/diary pro forma</td>
</tr>
<tr>
<td>Internet / web based research</td>
<td>Copy of web content / questionnaire</td>
</tr>
</tbody>
</table>
# 10.2 Participant information elements

## Core Elements

Provision of information to participants about the following topics should be considered for all research projects.

<table>
<thead>
<tr>
<th>Core Elements</th>
<th>Issues to consider in participant information</th>
</tr>
</thead>
</table>
| About the project              | Full title and / or short title of the project  
Plain language description of the project  
Purpose / aim of the project and research methods as appropriate  
Demands, risks, inconveniences, discomfts of participation in the project  
Outcomes and benefits of the project  
Project start, finish, duration |
| About the investigators / organisation | Researchers conducting the project (including whether student researchers are involved)  
Organisations which are involved / responsible  
Organisations which have given approvals  
Relationship between researchers and participants and organisations |
| Participant description        | How and why participants are chosen  
How participants are recruited  
How many participants are to be recruited |
| Participant experience         | What will happen to the participant, what will they have to do, what will they experience?  
Benefits to individual, community, and contribution to knowledge  
Risks to individual, community  
Consequences of participation |
| Participant options            | Alternatives to participation  
Whether participation may be for part of project or only for whole of project  
Whether any of the following will be provided: counselling, post research follow-up, or post research access to services, equipment or goods |
| Participants rights and responsibilities | That participation is voluntary  
That participants can withdraw, how to withdraw and what consequences may follow  
Expectations on participants, consequences of non-compliance with the protocol  
How to seek more information  
How to raise a concern or make a complaint |
| Handling of information        | How information will be accessed, collected, used, stored, and to whom data will be disclosed  
Can participants withdraw their information, how, when Confidentiality of information Ownership of information Subsequent use of information Storage and disposal of information |
| Unlawful conduct               | Whether researcher has any obligations to report unlawful conduct of participant |
| Financial issues               | How the project is funded  
Declaration of any duality of interests  
Consensation entitlements  
Costs to participants  
Payments, reimbursements to participants  
Commercial application of results |
<p>| Results                        | What will participants be told, when and by whom |</p>
<table>
<thead>
<tr>
<th>Core Elements</th>
<th>Issues to consider in participant information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Will individual results be provided</td>
</tr>
<tr>
<td></td>
<td>What are the consequences of being told or not</td>
</tr>
<tr>
<td></td>
<td>being told the results of research</td>
</tr>
<tr>
<td></td>
<td>How will results be reported / published</td>
</tr>
<tr>
<td></td>
<td>Ownership of intellectual property and</td>
</tr>
<tr>
<td></td>
<td>commercial benefits</td>
</tr>
<tr>
<td>Cessation</td>
<td>Circumstances under which the participation of</td>
</tr>
<tr>
<td></td>
<td>an individual might cease</td>
</tr>
<tr>
<td></td>
<td>Circumstances under which the project might be</td>
</tr>
<tr>
<td></td>
<td>terminated</td>
</tr>
</tbody>
</table>

**Research Specific Elements**

Provision of information to participants about the following topics should be considered as may be relevant to the research project.