Proposal title: Student Transition, Retention and Success @ UWS

For submission to: University of Western Sydney Human Research Ethics Committee (EC00314)

Name: Ms Lien Lombardo
Address: Locked Bag 1797
         Penrith NSW 2751
Contact: (Bus) 02 4620 3406
         (AH) -
         (Mob) -
         (Fax) -

Proposal status: Complete

Proposal description:

The aim of this program of research is to establish a framework to facilitate research designed to inform a more comprehensive understanding of the student experience and their learning and support needs across the student life-cycle. The program of research will inform and input into the Student Transition, Retention & Success (STaRS) Project which has been established to provide a holistic, coherent and integrated, evidence-based approach to improving the student experience and supporting their transition to university study. The focus will be on both curricular and co-curricular experiences and their integration – i.e. the total student experience. Existing institutional data sources will be utilised to inform both our understanding of the student experience and its variability across cohorts, as well as the development of strategic initiatives to improve the student experience, support their transition to university and ultimately to enhance retention and student success. Only de-identified and aggregated institutional data will be utilised for the project and these institutional data sources relevant to the project are outlined in the application.

In addition, as specific sub-projects are developed, planned and implemented, suitable evaluative methods and tools will be designed, such as questionnaires, focus groups and interviews, appropriate to the specific focus and objectives of the sub-project. These methods and tools will be outlined in amendment requests submitted to the ethics committee for approval. Each amendment request will also specifically outline any variations to the information/commitments outlined in this application, should this be necessary. However, it is not expected that this would be a common occurrence, if indeed it should occur.

The data sourced from this project will enable researchers to better understand the factors contributing to student success and retention, including variability across differing cohorts of students (e.g. course; Low-SES or First in Family students). Initiatives to support and improve the total student experience implemented under this program of research will be evaluated to ascertain the effectiveness of such interventions and inform future planning.

Previously submitted to:
1. TITLE AND SUMMARY OF PROJECT

1.1. Title

1.1.1 What is the formal title of this research proposal?
Student Transition, Retention and Success @ UWS

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

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 of research is to establish a framework to facilitate research designed to inform a more comprehensive understanding of the student experience and their learning and support needs across the student life-cycle. The program of research will inform and input into the Student Transition, Retention & Success (STaRS) Project which has been established to provide a holistic, coherent and integrated, evidence-based approach to improving the student experience and supporting their transition to university study. The focus will be on both curricular and co-curricular experiences and their integration – i.e. the total student experience.

Existing institutional data sources will be utilised to inform both our understanding of the student experience and its variability across cohorts, as well as the development of strategic initiatives to improve the student experience, support their transition to university and ultimately to enhance retention and student success. Only de-identified and aggregated institutional data will be utilised for the project and these institutional data sources relevant to the project are outlined in the application.

In addition, as specific sub-projects are developed, planned and implemented, suitable evaluative methods and tools will be designed, such as questionnaires, focus groups and interviews, appropriate to the specific focus and objectives of the sub-project. These methods and tools will be outlined in amendment requests submitted to the ethics committee for approval. Each amendment request will also specifically outline any variations to the information/commitments outlined in this application, should this be necessary. However, it is not expected that this would be a common occurrence, if indeed it should occur.

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2. RESEARCHERS / INVESTIGATORS

2.2. Principal researcher(s) / investigator(s)

2.2.0 How many principal researchers / investigators are there? 2

2.2.1. Principal researcher / investigator 1

2.2.1. Name and contact details
Name: Dr Betty Gill
Address: Locked Bag 1797
Penrith NSW 2751
Organisation: University of Western Sydney
Area: -
Position: Assoc PVC (Ed), H&S and Leader, STaRS Project
Contact: (Bus) 02 4620 3320 (AH) -
(Mob) - (Fax) -
Email: b.gill@uws.edu.au

2.2.2... Summary of qualifications and relevant expertise NS 4.8.7 NS 4.8.15
Dr Betty Gill is the Associate Pro Vice-Chancellor Education, Health & Science and Project Leader, Student Transition, Retention and Success Project at the University of Western Sydney. Previously as Associate Dean Academic for the College of Health & Science (CHS), Betty was responsible for implementation of strategies across the College to enhance quality of learning and teaching and the student experience. A major focus has been on the 1st year experience and student transition where she has overseen the implementation of a range of strategic initiatives, characteristically designed to ensure coherence and integration, involving a collaborative approach between academic and professional staff, aiming to make this agenda “everyone’s business”. Between 2005-06 to 2011-12 these initiatives resulted in CHS moving from the lowest to the highest commencing student retention rate of all three existing colleges.

Betty is chair of the newly formed Student Experience & Engagement Committee, the peak strategic University body charged with development and coordination of an institution-wide, strategic framework for the enhancement of the student experience and engagement across the student life cycle, publishing widely on these issues. In August 2013 she was appointed by the UWS Executive, endorsed by the Board of Trustees as the Leader of the STaRS Project to establish a holistic, coherent and integrated, evidence-based approach to the first year student experience and student transition at UWS, with a focus on both curricular and co-curricular experiences and their integration – the total student experience.

Betty’s disciplinary background is in health policy and bioethics and she has substantial experience of teaching in these disciplines to a broad range of health professionals at both the undergraduate and postgraduate level, nationally and internationally. Her primary area of research focuses on the ethical aspects of health resource allocation, particularly in the context of an ageing society.

2.2.2... Please declare any general competing interests
No competing interests

2.2.2... Name the site(s) for which this principal researcher / investigator is responsible.
All campuses of the University of Western Sydney where surveys, interviews and all other work on this project will be conducted.

2.2.3 Describe the role of the principal researcher / investigator in this project.
The principal researcher, as institutional leader of the STaRS project, will have responsibility for coordination and integration of all sub-projects, including those which may be proposed for incorporation under this ‘program of research’ by associated researchers.

2.2.4 Is the principal researcher / investigator a student? No

2.2.1. Principal researcher / investigator 2

2.2.1. Name and contact details
2.2.2... Summary of qualifications and relevant expertise NS 4.8.7 NS 4.8.15
Lien Lombardo is a project officer for the Office of the Pro Vice-Chancellor (Education), responsible for project management of student transition initiatives at a institutional wide level.

2.2.2... Please declare any general competing interests
Lien is a current undergraduate student at UWS, with the view of graduating from her course at the end of 2013.

2.2.2... Name the site(s) for which this principal researcher / investigator is responsible.
All campuses of the University of Western Sydney where surveys, interviews and all other work on this project will be conducted.

2.2.3 Describe the role of the principal researcher / investigator in this project.
Project design and management of project from commencement to completion, including the analysis, reporting & dissemination of study findings. Project management will include:
- Literature review, data collection, preparation of reports and dissemination of research findings.

2.2.4 Is the principal researcher / investigator a student? No

2.3. Associate researcher(s) / investigator(s)

2.3.1 How many known associate researchers are there? (You will be asked to give contact details for these associate researchers / investigators at question 2.3.1.1)
1

2.3.2 Do you intend to employ other associate researchers / investigators? No

2.3.1...Associate Researchers / Investigators 1

2.3.1...Name and contact details
Name: Mrs Erika Matruglio
Address: Locked Bag 1797
          University of Western Sydney
          Penrith South NSW 1797
          Australia
Organisation: University of Western Sydney
Area: APVC Education (Health and Science)
Position: Literacy Advisor
Contact (Bus) 02 4620 3488 (AH) - (Mob) - (Fax) 02 4620 3199
Email: e.matruglio@uws.edu.au

2.3.1... Summary of qualifications and relevant expertise NS 4.8.7 NS 4.8.15
Erika is experienced in the area of Academic Literacy in both theoretical and pedagogical applications. Her experience covers both the secondary and tertiary sectors and her research experience includes the project management of an ARC discovery and the conduct of her PhD investigating literacy demands of senior secondary high school.

2.3.1... Please declare any general competing interests
N/A

2.3.1... Description of the role of the associate researcher / investigator in this project.
Will be predominantly investigating the efficacy of literacy interventions implemented across the institution, and how this will contribute to overall student engagement and retention.

2.3.1... Name the site at which the associate researcher / investigator has responsibility.
All campuses within UWS

2.3.1... Is this associate researcher / investigator a student? No

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

2.4.1. Name and contact details
Name: Ms Lien Lombardo
Address: Locked Bag 1797
Penrith NSW 2751
Organisation: University of Western Sydney
Area: -
Position: Project Officer
Contact (Bus) 02 4620 3406 (AH) -
(Mob) - (Fax) -
Email: l.lombardo@uws.edu.au

2.5. Other personnel relevant to the research project
2.5.1 How many known other people will play a specified role in the conduct of this research project? 0
2.5.2 Is it intended that other people, not yet known, will play a specified role in the conduct of this research project? Yes

2.6. Certification of researchers / investigators
2.6.1 Are there any relevant certification, accreditation or credentialing requirements relevant to the conduct of this research? No

2.7. Training of researchers / investigators
2.7.1 Do the researchers / investigators or others involved in any aspect of this research project require any additional training in order to undertake this research? No
3. RESOURCES

3.1. Project Funding / Support

3.1.1. Indicate how the project will be funded

3.1.1... Type of funding.

[Please note that all fields in any selected funding detail column (with the exception of the code) will need to be completed.]

<table>
<thead>
<tr>
<th>By Researchers Department or Organisation</th>
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<tbody>
<tr>
<td>Office of the Pro Vice-Chancellor (Education)</td>
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<table>
<thead>
<tr>
<th>Name of Grant / Sponsor</th>
<th>Amount of funding</th>
<th>Confirmed / Sought</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

Detail in kind support

A full time project officer/RA will be recruited to support the STaRS project, of which contribution to institutional research will be a component of their responsibilities. Funding for specific projects as developed under the program of research and costs for projects will be sought on an individual project basis.

Administrative support etc will be absorbed by day to day business operating costs

Indicate the extent to which the scope of this 100% HREC application and grant are aligned

3.1.1... How will you manage a funding shortfall (if any)?

As each sub-project will be submitted as a separate amendment, it will be possible to assess and address any funding shortfalls before they arise. If a project is deemed worthy to pursue and additional funding is required, this will be sought from school and external sources where necessary.

3.1.2 Will the project be supported in other ways eg. in-kind support/equipment by an external party eg. sponsor

No

3.2. Duality of Interest

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

Nil anticipated

3.2.2 Does the funding/support provider(s) have a financial interest in the outcome of the research?

No

3.2.3 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

3.2.4 Does any other individual or organisation have an interest in the outcome of this research

No

3.2.5 Are there any restrictions on the publication of results from this research?

No
4. PRIOR REVIEWS

4.1. Ethical review

4.1.0. Duration and location

4.1.0... In how many Australian sites, or site types, will the research be conducted?  1
4.1.0... In how many overseas sites, or site types, will the research be conducted?  0

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

4.1.0...Site / Site Type 1
4.1.0... Site / Site Type Name
   University of Western Sydney
4.1.0... Site / Site Type Location
   University of Western Sydney campuses

4.1.0...Provide the start and finish dates for the whole of the study including data analysis
Anticipated start date  01/12/2013
Anticipated finish date  30/11/2018
4.1.0... Are there any time-critical aspects of the research project of which an HREC should be aware?  No

4.1.1 To how many Australian HRECs (representing site organisations or the researcher's / investigator's organisation) is it intended that this research proposal be submitted?  1

4.1.1...HREC 1
4.1.1... Name of HREC
   University of Western Sydney Human Research Ethics Committee (EC00314)

4.1.1...Provide the start and finish dates for the research for which this HREC is providing ethical review.
Anticipated start date or date range  01/01/2014
Anticipated finish date or date range  31/12/2018
4.1.1... For how many sites at which the research is to be conducted will this HREC provide ethical review?  1

4.1.1...Site 1
4.1.1... Name of site
   University of Western Sydney
4.1.1... Which of the researchers / investigators involved in this project will conduct the research at this site?
   Principal Researcher(s)
   Dr Betty Gill
   Mrs Erika Matruglio
   Ms Lien Lombardo

4.1.2 Have you previously submitted an application, whether in NEAF of otherwise, for ethical review of this research project to any other HRECs?  No

4.3. Peer review

4.3.1 Has the research proposal, including design, methodology and evaluation undergone, or will it undergo, a peer review process?  Yes

4.3.1... Provide details of the review and the outcome. A copy of the letter / notification, where available, should be attached to this application.
   This project is subject to the Humanities and Social Sciences Peer Review Committee, UWS for research merit and integrity assessment.
Ethical Review Section

Summary

Applicant / Principal Researcher(s)

Ms Lien Lombardo
Lien Lombardo is a project officer for the Office of the Pro Vice-Chancellor (Education), responsible for project management of student transition initiatives at a institutional wide level.

Potential conflicts of interest
Lien is a current undergraduate student at UWS, with the view of graduating from her course at the end of 2013.

Dr Betty Gill
Dr Betty Gill is the Associate Pro Vice-Chancellor Education, Health & Science and Project Leader, Student Transition, Retention and Success Project at the University of Western Sydney. Previously as Associate Dean Academic for the College of Health & Science (CHS), Betty was responsible for implementation of strategies across the College to enhance quality of learning and teaching and the student experience. A major focus has been on the 1st year experience and student transition where she has overseen the implementation of a range of strategic initiatives, characteristically designed to ensure coherence and integration, involving a collaborative approach between academic and professional staff, aiming to make this agenda “everyone’s business”. Between 2005-06 to 2011-12 these initiatives resulted in CHS moving from the lowest to the highest commencing student retention rate of all three existing colleges.

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Potential conflicts of interest
No competing interests

Associate Researcher(s) / Investigator(s)

Mrs Erika Matruglio
Erika is experienced in the area of Academic Literacy in both theoretical and pedagogical applications. Her experience covers both the secondary and tertiary sectors and her research experience includes the project management of an ARC discovery and the conduct of her PhD investigating literacy demands of senior secondary high school.

Potential conflicts of interest
N/A
5. PROJECT

5.1. Type of Research

5.1.1 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 9 of NEAF.

This project involves:

[X] Research using qualitative methods NS 3.1
[X] Research using quantitative methods, population level data or databanks, e.g survey research, epidemiological research NS 3.2
[X] Research on workplace practices or possibly impacting on workplace relationships NS 4.3

5.1.2 Does the research involve limited disclosure to participants? NS 2.3 No

5.1.3 Are the applicants asking the HREC / review body to waive the requirement of consent? NS 2.3.5 No

5.2. Research plan

5.2.1 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 (4000 character limit). NS 1.1

Widening participation, along with recognition and responsiveness to student diversity is fundamental to the mission of UWS. A brief snapshot of some key statistics informing this mission include: (1) Low SES Students – 23.7% (2012); First in Family – 53%; NESB Students - 32%; high percentage of students in paid work and/or with other competing responsibilities. Student retention rates vary significantly across courses and disciplines, and at the institutional level have declined since 2008-09. During this time, UWS have also seen growth in student enrolments as it pursues a widening participation agenda. Because of the strategic importance of student retention and success to UWS, the University Executive and Board of Trustees endorsed the formation of the Student Transition, Retention & Success (STaRS) Project to ensure a holistic, coherent, integrated and evidence-based institutional approach to the first year student experience and transition, focusing on the total student experience – both curricular and co-curricular experiences and their integration.

An effective coordinated institution-wide approach to the first year experience and transition, otherwise described as a third generation approach (Kift, 2009), is recognised as sector best practice (Kift, Nelson & Clarke, 2010). Guiding principles, supported by theory and research, have been developed to inform implementation of the STaRS project (see Appendix 5).

As these principles outline, the scope of the STaRS project is comprehensive as it seeks to integrate and coordinate existing activities, to extend our approach beyond the piecemeal, and towards a unifying institutional framework and vision. This requires a comprehensive understanding of the attributes, needs and experiences of students across the student life-cycle to inform the development of strategic and targeted supportive measures to support transition, success and retention. It also requires that such initiatives are rigorously evaluated and their impact demonstrated.

How best to support student transition and success within the context of a widening participation agenda is a challenge across the sector. Thus, the ability to share our initiatives and their impact with the sector, through scholarly presentations and publications is of fundamental importance to the success of the widening participation agenda and Australian university students. As this challenge is also reflected internationally, then this benefit potentially extends beyond our national borders. Approval for this program of research is designed to support this objective, as well as provide institutional support for scholarship and research of the student experience and transition at UWS, as outlined in principle 6 (appendix 5).

A range of routinely available institutional data can both inform a more comprehensive understanding of the student experience and their expressed needs (e.g quantitative and qualitative data from a range of student evaluations), and can also provide baselines for assessing the impact and effectiveness of improvement strategies (e.g. progression data and grades). This application for ethics approval of a program of research is designed to establish clear ethical boundaries for the use of such data, as specified in this application, under the umbrella of the STaRS project. Approval of a framework under which research into the student experience and transition can be undertaken across the institution is designed to enable the expedient approval of specific sub-projects to encourage and support research and scholarship in this field and facilitate sharing of best practice across the sector.

Amendment Request Forms will be submitted for each sub-project, including information about any variation in the use of data approved under the STaRS program of research. Where additional evaluation strategies are required these will be explained and copies of information sheets, scripts etc will be submitted with the amendment request.
5.2.2 State the aims of the research and the research question and/or hypotheses, where appropriate.

The aim of this program of research is to establish a framework for research into the student experience and transition in order to:

1. Facilitate and support research and scholarship into this vital area.
2. Achieve a more comprehensive understanding of commencing students experience and needs. This includes exploration of a range of factors which potentially impact that experience such as their personal attributes and backgrounds (e.g. Low-SES and First in Family), their aspirations (e.g. preferences for the course of study in which they are enrolled), and their personal perceptions of their interaction with the institution and their level of satisfaction with all aspects of their university experience, throughout the student life-cycle (e.g. Satisfaction levels reported in a range of institutional surveys evaluating the student experience, as well as student qualitative comments provided in those surveys).
3. Ascertain the contributing factors that may be unique to particular cohorts, clusters and demographics of the student body, which may impact student transition and outcomes.
4. Inform the institution in its supportive strategies to be more targeted in meeting the needs of its students across the institution, within a 'whole of student lifecycle' approach.
5. Evaluate the effectiveness of interventions designed and implemented across the university to enhance the student experience and transition to university study.

5.2.3 Has this project been undertaken previously? Yes

5.3. Benefits/Risks

5.3.0 Does the research involve a practice or intervention which is an alternative to a standard practice or intervention? Yes

5.3.0... Explain how the practice or intervention differs from standard practice or intervention.

It is anticipated that based on the knowledge gained from exploring student attributes and backgrounds, aspirations, perceptions and satisfaction, that a number of targeted interventions or practices will be implemented to improve the student experience and respond to identified student need. These interventions will be reviewed on a project basis for their effectiveness and impact. Where practice or intervention differs from standard practice or intervention as experienced by the student, then this will be articulated in the amendment submitted for approval for each sub-project.

5.3.2 What expected benefits (if any) will this research have for the wider community? Yes NS 2.1

It is expected that insights garnered from this program of research will lead to development of programs which will improve student transition, retention and ultimately success and graduation rates across the university. This will lead to more confident and competent graduates entering the workforce. Providing a framework to facilitate evaluation of strategies implemented across the institution, allowing for their subsequent sharing through scholarly presentations and publications which may be taken up by other HE institutions, offers the potential to improve the student experience and success nationally.

5.3.3 What expected benefits (if any) will this research have for participants? NS 2.1

Increased understanding of factors which impact on the student experience and success will assist researchers to develop more targeted supportive practices across the institution. This will benefit students by improving their overall experience and support, thus leading to higher levels of student retention and thus personal success at an institutional level. For staff who may be participants in sub-projects it is envisaged that improvement in practices implemented under the project will support and improve their experience in teaching students from diverse backgrounds, and ultimately their job satisfaction.

5.3.4 Are there any risks to participants as a result of participation in this research project? No NS 2.1

5.3.5 Explain how the likely benefit of the research justifies the risks of harm or discomfort to participants. NS 2.1

As noted in 5.3.2 the potential benefits of the program of research are substantial both for the institution in terms of improved student retention and success, as well as improvement in the student experience. On the other hand the burden of participation is minimal and there are no risks of harm or discomfort for participants who may be asked to directly participate in either surveys, focus groups or interviews. The only burden associated will be their time, an estimate of which will be provided in the information sheet provided to potential participants. Any risk will be minimised by informed consent and participants will be explicitly informed of their right to opt out at any point of data collection. Any risks to privacy of participants will be minimised through secure data collection and storage, and aggregation and de-identification of results. Within any projects which require students to directly communicate information concerning their experiences (focus groups or interviews) those involved in data collection will not have a direct relationship (lecturer, tutor etc) with the individual student(s). If such individuals are directly involved as researchers then de-identification of data will be undertaken prior to them having access to such data, ensuring that information provided by individual students cannot be identified. During such events, should a student disclose any information which suggests they require specific support or assistance they will be referred to counselling.
5.3.8 Are there any other risks involved in this research? eg. to the research team, the organisation, others No

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

5.3.11 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

5.4. Monitoring

Refer to NS 3.3.19 - 3.3.25

5.4.1 What mechanisms do the researchers / investigators intend to implement to monitor the conduct and progress of the research project? NS 5.5

The project team will meet regularly to monitor the conduct of the project overall, ensuring that research progresses in timely manner.

Any sub-projects will be vetted by the principal investigators and monitored by the principal investigator group on a regular basis.

A community of practice has been instigated for academic and professional staff within schools and other divisions who are directly involved in the implementation of strategies to support and improve the student experience and transition. This will provide a forum for sharing experiences and gaining advice and assistance from colleagues, as well as reporting on progress of projects.
6. PARTICIPANTS

6.1. Research participants

6.1.1 The National Statement identifies the need to pay additional attention to ethical issues associated with research involving certain specific populations.

This question aims to assist you and the HREC to identify and address ethical issues that are likely to arise in your research, if its design will include one or more of these populations. Further, the National Statement recognizes the cultural diversity of Australia’s population and the importance of respect for that diversity in the recruitment and involvement of participants. Your answer to this question will guide you to additional questions (if any) relevant to the participants in your study.

6.1.1 Tick as many of the following 'types of research participants' who will be included because of the project design, or their inclusion is probable, given the diversity of Australia’s population. If none apply, please indicate this below.

<table>
<thead>
<tr>
<th>People whose primary language is other than English (LOTE)</th>
<th>[X]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal and/or Torres Strait Islander peoples</td>
<td>[X]</td>
</tr>
</tbody>
</table>

You have indicated that it is probable that
- People whose primary language is other than English (LOTE)
- Aboriginal and/or Torres Strait Islander peoples

may be coincidentally recruited into this project. The National Statement identifies specific ethical considerations for these group(s).

6.1.3... Please explain how you will address these considerations in your proposed research.

Students commencing university studies reflect the diversity of the Australian population. As all participants will be either staff or students enrolled at university is expected that they have adequate proficiency in the English language not to require an interpreter to explain the purpose of the study to ensure their understanding and informed consent to participation. The standard university policy and practice to meet the cultural needs of our students will be adhered to at all times. It is recognised that students are in an unequal relationship to academic staff however the researchers listed on this application do not have such a direct relationship with students. In all instances it will be ensured that those involved in direct contact with students for purposes of data collection (focus groups or interviews) will not have a direct relationship with individual students concerned, and that only de-identified data will be accessible to any such associated researcher.

6.2. Participant description

6.2.1 How many participant groups are involved in this research project? 2

6.2.2 What is the expected total number of participants in this project at all sites? 40000

6.2.3. Group 1

6.2.3... Group name for participants in this group

Enrolled UWS students

6.2.3... Expected number of participants in this group

37,500

6.2.3... Age range

18+

6.2.3... Other relevant characteristics of this participant group

all students that are enrolled into UWS courses

6.2.3... Why are these characteristics relevant to the aims of the project?

The aim is to investigate the characteristics of UWS students and the factors that will contribute to their success and retention, and to evaluate strategic interventions designed to support their retention and success and improve the student experience and transition.

6.2.3. Group 2

6.2.3... Group name for participants in this group

UWS Staff
6.2.3... Expected number of participants in this group
2,500

6.2.3... Age range
18+

6.2.3... Other relevant characteristics of this participant group
All UWS staff involved in delivery and support of courses and support services

6.2.3... Why are these characteristics relevant to the aims of the project?
Staff play a key role in delivery of services for students and have an impact on retention. In many instances staff will be involved in the implementation of improvement strategies. Investigating and understanding the impact of such services on the student experience and transition, as well as seeking their views on the impact and effectiveness of interventions will be important to this research.

6.3. Participation experience

6.3.1 Provide a concise detailed description, in not more than 200 words, in terms which are easily understood by the lay reader of what the participation will involve.
The project seeks to understand the total student experience and factors which impact that experience. Thus a wide range of data sources, both direct and indirect will be relevant. Routinely collected institutional (indirect) data which will be analysed under the umbrella (STaRS) project and used where appropriate as baseline data to assess impact of interventions, will involve analysis of the following institutional data in aggregated and de-identified form:
1. Student progress rates in units and courses;
2. Unit grade distributions;
3. Commencing student retention rates;
4. Quantitative and qualitative evaluative data, such as the Commencing Student Survey, University Experience Survey, Student Feedback on Units, Student Exit Survey, Employer Surveys.
5. Demographic data gathered at enrolment, such as Low SES status, First in Family status, basis of admission (Current School Leaver; Non-current school leaver categories such as TAFE articulation etc; HSC performance in specific subjects.
6. Course preference data

All specific projects will articulate in the amendment submitted for approval will detail what participation is specifically required. It is envisaged that this could include the following activities:
1. Survey completion (in class or online)
2. Face to face interviews
3. Telephone interviews
4. Face to face focus groups
5. Collection of student work
6. Review of teaching materials (eg: information provided in the learning guide including communication of assessment requirements and learning and teaching activities, textbooks, unit outlines, prescribed readings etc)
7. Assessment feedback

6.4. Relationship of researchers / investigators to participants

6.4.1 Specify the nature of any existing relationship or one likely to rise during the research, between the potential participants and any member of the research team or an organisation involved in the research.
In regards to students, there is unlikely to be existing relationships between potential participants and the research team listed in this application. Academic and administrative staff may be familiar to the research team. Any direct data collection (eg: interviews) will be conducted by a research assistant (RA) or a researcher with no direct relationship with the participants which may represent inequality in that relationship, data de-identified by RA before giving to team for analysis.

6.4.2 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.
Students will be informed that their participation is voluntary and participation or non-participation will not affect their standing or progression in the program. They will also be able to withdraw at any time up to de-identification of data. Staff will be informed that their participation is voluntary and that participation/non-participation will not affect their employment at UWS.

6.4.3 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 / investigator or organisations.
Only de-identified staff and academic data will be used in study. Student and staff data will be coded to maintain confidentiality.

6.4.4 Will the research impact upon, or change, an existing relationship between No
participants and researcher / investigator or organisations?

6.4.5 Is it intended that the interview transcript will be shown or made available to participants? No

6.5. Recruitment

6.5.1 What processes will be used to identify potential participants?

All students enrolled in UWS programs and staff who are involved with these programs and support services are potential participants.

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

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

Initial contact will be done via an email inviting students to participate in the program of research, with all the relevant information provided to students where student participants will be initially contacted at commencement of their studies with UWS via email explaining the project initiatives and provide students a clear succinct avenue to opt out of this program of research. Students will be advised that they can opt out any-time, and as each sub-project rolls out, they will still have the option of opting out of each sub-project. The rationale for this approach is to minimise the amount of times students will be approach throughout their time at UWS to be asked to provide written consent to various research projects. The team has developed a draft process to ensure that this 'consent' process is tightly controlled, and has provided the “Opt out” process document and associated documents to the committee for review. (Appendices are outlined at end of this section)

From there, contact with participants will be advised on a sub-project level. Contact protocols will be explained in the amendment request for each sub-project. It is envisaged that this could be made via several mediums including:
1. Student email
2. vUWS announcements
3. Contact via lectures/tutorials
4. Via learning support services
5. General advertisement on campus

Appendices providing further information are:
Appendix 1 - Opt-out process
Appendix 2 - Participant information sheet
Appendix 3 - Participant 1st notification email

6.5.3... Do you intend to include both males and females in this study? Yes

6.5.3... What is the expected ratio of males to females that will be recruited into this study and does this ratio accurately reflect the distribution of the disease, issue or condition within the general community? Ratio will reflect the general ratio of the university population.

6.5.4 Is an advertisement, e-mail, website, letter or telephone call proposed as the form of initial contact with potential participants? Yes

6.5.4... Provide details and a copy of text/script.

For sub-projects where direct student participation is required (interview, focus group etc) a participant information sheet, approach scripts, etc will be provided and submitted as part of the variation for approval.

6.5.5 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

6.6. Consent process

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

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

6.6.1... 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? UWS students and staff will be deemed to be capable of giving consent, by virtue of their characteristics of being members of the identified groups.

6.6.1... Are any of the participants children or young people? No

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

6.6.1... 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.

All potential participants will be offered written information about each sub-project, including its aims, what participation involves, voluntary nature of participation, that information will be kept private and secure, and that participation will not affect any current or future relationship with the researchers or the university. Written information at sub-project level will provide sufficient instruction and opportunity for those participants who choose to opt out to make such a decision.

6.6.1... 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? 4.6.6 - 4.6.7

There will be no consequences from a decision not to participate and participants will be informed of this in the information sheet.

6.6.1... Might individual participants be identifiable by other members of their group, and if so could this identification expose them to risks?

Potential participants in discussion groups will be identifiable to each other but group members will be requested to keep information private and all members will be free to raise or not raise any topics or points for discussion in the presence of other group members.

6.6.1... 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?

There will be no consequences from withdrawal from research and participants will be informed of this in the information sheet.

6.6.1... Specify the nature and value of any proposed incentive/payment (eg. movie tickets, food vouchers) or reimbursement (eg travel expenses) to participants.

There will no inducements or payments from participation. A minimal reimbursement may be offered for costs such as travel and refreshments at the time of participation if funding is available. If this is the case within any sub-project, then the type and value of any such incentive will be specified in the amendment submitted for approval.

6.6.1... Explain why this offer will not impair the voluntary nature of the consent, whether by participants' or persons deciding for their behalf. NS 2.2.10 - 2.2.11

The degree of reimbursement, if offered, will not be of sufficient degree to induce participation, and for many sub-projects, either not be available or advertised to potential participants.

6.6.3 Do you propose to obtain consent from individual participants for your use of their stored data/samples for this research project? Yes
8. CONFIDENTIALITY/PRIVACY

8.1. Do privacy guidelines need to be applied in the ethical review of this proposal?

8.1.1 Indicate whether the source of the information about participants which will be used in this research project will involve:

- [X] collection directly from the participant
- [X] use of information which you or your organisation collected previously for a purpose other than this research project

8.1.1... Information which will be collected for this research project directly from the participant

8.1.1... Describe the information that will be collected directly from participants. Be specific where appropriate.

Verbal and non-verbal responses to interview and focus group questions, written responses to questionnaires. Which of these direct data collection strategies will be used will be specified in the amendment for approval submitted for each sub-project, along with the provision of information sheets, approach scripts etc. No identifying information will be collected other than for administrative purposes eg: consent, or to avoid double recruitment for the same sub-projects.

8.1.1... The information collected by the research team about participants will be in the following form(s).

Tick more than one box if applicable.

- [X] re-identifiable
- [X] non-identifiable

8.1.1... Give reasons why it is necessary to collect information in individually identifiable or re-identifiable form.

This is to avoid re-recruitment of the same participant in a subsequent sub-project. Each respondent will be given a unique identifier. The key to this identifier will be kept secure by a member of the research team who does not have a direct supervisory relationship with participants.

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

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

Commonwealth: 0
State/Territory: 0
Private Sector: 0

8.2. Using information from participants

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

De-idented and aggregated data will be analysed appropriately by widely accepted rigorous methods as for qualitative or quantitative data. For example qualitative data will be independently analysed for emergent themes by research team members and triangulated by members checks and iterative discussions until agreement is reached and no new themes are identified. Appropriate statistical advice will be sought for quantifying the significance of any survey or quantitative data.

8.2.2 Will any of the information used by the research team be in identified or re-identifiable (coded) form?

- Yes

8.2.2... Indicate whichever of the following applies to this project:

- [X] Information collected for, used in, or generated by, this project will not be used for any other purpose.

8.2.4 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.

All listed investigators will have access to de-identified data collected under this program of research for the purposes of data analysis, report writing and dissemination in sites for which they are responsible. This access will be time limited for duration of each sub project (generally one year). No external parties will have access to the data unless they are owners of the institutional source data. For each sub-project, any students or other researchers will be added as associate investigators and additional approvals sought for that specific sub-project.

8.3. Storage of information about participants during and after completion of the project
8.3.1 In what formats will the information be stored during and after the research project? (eg. paper copy, computer file on floppy disk or CD, audio tape, videotape, film)

Formats will differ according to the specific sub-project. For questionnaires, online surveys and hard copy forms will be used, data scanned and/or entered into spreadsheets which will be digital format. Interviews and discussion groups will be audio and/or video recorded in digital format. Existing databases will be in digital format.

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

Information will be stored in password protected computers behind secure firewalls, and backed up in secure locations such as university servers or password protected hard drives. Paper based data will be stored in locked filing cabinets in secure offices of the APVC (Ed)/Leader, UWS STaRS Project. Where associate researchers incorporate sub-projects under this program of research the storage of specific data associated with that sub-project will be advised in the amendment for approval of the sub-project, if it differs from the above.

8.3.3 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.

[X] non-identifiable

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

Five years following dissemination of results, for example through publication, as per UWS and NHMRC policy and guidelines for responsible conduct of research.

8.3.5 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 / investigator ceases to be engaged at the current organisation?

Other members of the research team will be able to take responsibility for storage information.

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

8.4.2 Who is understood to own the information resulting from the research, eg. the final report or published form of the results?

The APVC Education (Health & Science)/Leader, UWS STaRS Project will have ownership of information resulting from research undertaken under this program of research, unless otherwise specified in amendment submitted for sub-project approval, with the researchers having moral rights. Authorship will be decided in accordance with the National Code of Responsible research.

8.4.3 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

8.5. Disposal of the information

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

Yes

8.5.1... At what stage will the information be disposed?

Any identifiable information will be destroyed after a period of 5 years after the results of the research have been published.

8.5.1... How will information, in all forms, be disposed?

Electronic files will be deleted or erased. Disposal of paper records will be disposed of via contracted secure disposal services for confidential information, as provided by the University.

8.6. Reporting individual results to participants and others

8.6.1 Is it intended that results of the research that relate to a specific participant be reported to that participant?

Yes

8.6.1... Specify in what form the results will be reported to participants.

Deidentified and aggregated reports and papers.

8.6.1... How will the results be communicated to participants? eg telephone call, individual letter, copy of publication, consultation with a medical practitioner or other

A copy of publications, reports, presentations etc will be made available on the UWS STaRS website with open access available. Students will be advised that such information is available on this site by way of the Commencing Student website which is currently under development.

8.6.1... Who will be responsible for communicating the project results to participants?

Results for each sub-project will be communicated by each investigating team and will be made available on
the UWS STaRS website with open access available.

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.6.2</td>
<td>Is the research likely to produce information of personal significance to individual participants?</td>
<td>Yes</td>
</tr>
<tr>
<td>8.6.3</td>
<td>Will individual participant's results be recorded with their personal records?</td>
<td>No</td>
</tr>
<tr>
<td>8.6.4</td>
<td>Is it intended that results that relate to a specific participant be reported to anyone other than that participant?</td>
<td>No</td>
</tr>
<tr>
<td>8.6.5</td>
<td>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</td>
<td>No</td>
</tr>
<tr>
<td>8.6.6</td>
<td>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?</td>
<td>No</td>
</tr>
<tr>
<td>8.6.7</td>
<td>How is it intended to disseminate the results of the research? eg report, publication, thesis Publication in peer reviewed journals, conference proceedings and internal reports to stakeholders within UWS (eg: Schools), and housed on the STaRS website for public accessibility.</td>
<td></td>
</tr>
<tr>
<td>8.6.8</td>
<td>Will the confidentiality of participants and their data be protected in the dissemination of research results?</td>
<td>Yes</td>
</tr>
<tr>
<td>8.6.8</td>
<td>Explain how confidentiality of participants and their data will be protected in the dissemination of research results All reports, publication and presentations will be disseminated with aggregated and/or de-identified data only.</td>
<td></td>
</tr>
</tbody>
</table>
9. PROJECT SPECIFIC

9.8. Research on workplace practices or possibly impacting on workplace relationships

You have indicated that the project involves research in the workplace.

9.8.0 Indicate at whose workplace the research is to be conducted (tick more than open if applicable):

One or more of the investigator's

9.8.1 What is the relationship of the researcher / investigator to the workplace, eg. proprietor, student, consultant, employee? Past or present?

Investigators are UWS employees.

9.8.2 What is the status in the workplace of all of the proposed participants, eg. Employee, client, consultant?

Whilst the majority of proposed participants are students, all UWS employees who are involved in the delivery of UWS courses or support strategies for students (eg: professional staff, academics) will also be potential participants to assess their feedback. As their involvement in supporting students has an impact on student retention and success their feedback on this experience and any improvement strategies may be sought.

9.8.3 What measures will be taken to minimise the risk to workplace relationships?

Measures such as confidentiality, informed consent & reporting of de-identified and aggregation of data will be undertaken. If the investigating team deem there is a potential for risk to workplace relationships, advice will be sought with the HREC. However it is envisaged that this is unlikely to occur as success of the STaRS project and specific improvement strategies will be highly dependent on the project team working in respectful and collaborative relationships, i.e. in partnership with staff involved, as outlined in the Guiding Principles (Appendix 5)
10. DECLARATIONS AND SIGNATURES

10.1 Project Title
Student Transition, Retention and Success @ UWS

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

10.3 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 5.5.3 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 5.5.6 see NS 5.5.8(b):
  - 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 / Chief Researcher(s) / Principal Researcher(s)

Ms Lien Lombardo ___________________________________________ ________________________________
University of Western Sydney Signature Date

Dr Betty Gill ________________________________________________________________ ________________________________
University of Western Sydney Signature Date

Associate Researchers

Mrs Erika Matruglio ______________________________________________________________
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

_____/_____/______ Signature
11. ATTACHMENTS
This page and all pages that follow don't need to be submitted to your HREC.

11.1 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>Epidemiological research</td>
<td>Evidence of support/permission from database custodian for proposed access / use of data</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>Aboriginal and/or Torres Strait Islander peoples</td>
<td>Evidence of support / permission of elders and/or other appropriate bodies</td>
</tr>
<tr>
<td>Peer Review</td>
<td>If appropriate also provide copies of previous grants, reports or project proposals that are directly applicable to this ethics application.</td>
</tr>
</tbody>
</table>
## 11.2 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>
<tbody>
<tr>
<td><strong>About the project</strong></td>
<td>Full title and / or short title of the project</td>
</tr>
<tr>
<td></td>
<td>Plain language description of the project</td>
</tr>
<tr>
<td></td>
<td>Purpose / aim of the project and research methods as appropriate</td>
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<tr>
<td></td>
<td>Demands, risks, inconveniences, discomforts of participation in the project</td>
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<tr>
<td></td>
<td>Outcomes and benefits of the project</td>
</tr>
<tr>
<td></td>
<td>Project start, finish, duration</td>
</tr>
<tr>
<td><strong>About the investigators / organisation</strong></td>
<td>Researchers conducting the project (including whether student researchers are involved)</td>
</tr>
<tr>
<td></td>
<td>Organisations which are involved / responsible</td>
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<td></td>
<td>Organisations which have given approvals</td>
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<tr>
<td></td>
<td>Relationship between researchers and participants and organisations</td>
</tr>
<tr>
<td><strong>Participant description</strong></td>
<td>How and why participants are chosen</td>
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<td></td>
<td>How participants are recruited</td>
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<tr>
<td></td>
<td>How many participants are to be recruited</td>
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<tr>
<td><strong>Participant experience</strong></td>
<td>What will happen to the participant, what will they have to do, what will they experience?</td>
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<tr>
<td></td>
<td>Benefits to individual, community, and contribution to knowledge</td>
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<td></td>
<td>Risks to individual, community</td>
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<td>Consequences of participation</td>
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<tr>
<td><strong>Participant options</strong></td>
<td>Alternatives to participation</td>
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<td>Whether participation may be for part of project or only for whole of project</td>
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<td></td>
<td>Whether any of the following will be provided: counselling, post research follow-up, or post research access to services, equipment or goods</td>
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<tr>
<td><strong>Participants rights and responsibilities</strong></td>
<td>That participation is voluntary</td>
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<td></td>
<td>That participants can withdraw, how to withdraw and what consequences may follow</td>
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<td></td>
<td>Expectations on participants, consequences of non-compliance with the protocol</td>
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<td></td>
<td>How to seek more information</td>
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<tr>
<td></td>
<td>How to raise a concern or make a complaint</td>
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<tr>
<td><strong>Handling of information</strong></td>
<td>How information will be accessed, collected, used, stored, and to whom data will be disclosed</td>
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<tr>
<td></td>
<td>Can participants withdraw their information, how, when confidentiality of information</td>
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<td></td>
<td>Ownership of information</td>
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<td></td>
<td>Subsequent use of information</td>
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<tr>
<td></td>
<td>Storage and disposal of information</td>
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<tr>
<td><strong>Unlawful conduct</strong></td>
<td>Whether researcher has any obligations to report unlawful conduct of participant</td>
</tr>
<tr>
<td><strong>Financial issues</strong></td>
<td>How the project is funded</td>
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<td>Declaration of any duality of interests</td>
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<td>Compensation entitlements</td>
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<td>Costs to participants</td>
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<td>Payments, reimbursements to participants</td>
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<td>Commercial application of results</td>
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<tr>
<td><strong>Results</strong></td>
<td>What will participants be told, when and by whom</td>
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<td></td>
<td>Will individual results be provided</td>
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<td>What are the consequences of being told or not being told the results of</td>
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<tr>
<td>Core Elements</td>
<td>Issues to consider in participant information</td>
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<tr>
<td></td>
<td>research</td>
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<tr>
<td></td>
<td>How will results be reported / published</td>
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<td>Ownership of intellectual property and commercial benefits</td>
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<tr>
<td>Cessation</td>
<td>Circumstances under which the participation of an individual might cease</td>
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<tr>
<td></td>
<td>Circumstances under which the project might be 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.

<table>
<thead>
<tr>
<th>Specific to project or participant group</th>
<th>Additional issues to consider in participant information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research conducted in the workplace or possibly impacting on workplace relationships</td>
<td>Whether employee performance will be measured</td>
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<tr>
<td></td>
<td>Whether results (identified or aggregate) will be provided to employer</td>
</tr>
<tr>
<td>Aboriginal and/or Torres Strait Islander peoples</td>
<td>describe consultation process to date and involvement of leaders whether ATSI status will be recorded</td>
</tr>
</tbody>
</table>