



# **Human Ethics Application**

Application ID : 204652  
Application Title : Researching While Teaching Project  
Date of Submission : 31/05/2022  
Primary Investigator : Dr Sarah Hattam; Chief Investigator  
Other Personnel : Dr Bec Neill; Other Investigator  
Dr Chris Deneen; Chief Investigator

## Create New Ethics Application

### Create New Ethics Application

The following provides brief information on how to complete an online ethics application. For more detailed information, please refer to the User Guides available at [the UniSA website](#). Please note that there is also a User Guide for the Principal Supervisor to assist supervisors with the review of student applications. The User Guides also detail the process to follow should you be required to respond to reviewer's comments.

The System allows researchers to complete and submit human ethics applications electronically. Applicants navigate their way through the application by answering a number of questions. Sections, pages and / or questions appear based on the answers to previous questions therefore it is advisable that you complete questions sequentially in order to avoid skipping questions unintentionally. At times, word limits may prevent you from providing all the information you need to include. If this is the case, please include the necessary information as either a separate document and add it as an attachment (function available on the left hand menu available from the Attachments Section), or as a page comment. Please refer to the User Guides if you are unsure how to use these functions.

Please ensure you enter requested information in the sections available on the screen's left hand menu (Investigators, Attachments etc). Submitted applications that do not contain the required information will be returned to you and therefore the review process will be delayed. Refer to the User Guides if you are unsure how to use these functions.

#### ANSWERING QUESTIONS

It is important to take time to answer each question carefully and fully before progressing to the next question. By doing so, you will minimise the request for more details from the reviewers and/or prevent potential system errors.

**Please note that the system will time out after 40 minutes of inactivity and any unsaved answers will be lost.**

Each section of the online form can be saved by clicking the 'save' icon on the toolbar at the top right corner of the page. Each page is saved automatically when you click the green arrow to move on to the next section.

**The research activity must not commence until ethics approval is finalised.\***

I agree

## Investigator

### Investigator

1 Is primary applicant a student? Please select 'Yes' if you are a student; if you are a staff member answer 'No'\*

- Yes  
 No

2 **Please ensure that you mark the Primary Contact (usually the Chief Investigator) for this protocol as "Primary". (Please click on the name and select 'Yes' to 'Primary?' field).**

**Use the Name/ID search function to search for and add other investigators. Select their position/role from the dropdown box.**

**To save your changes, click the OK button at the right bottom corner of the form. \***

1	Given Name	Sarah
	Surname	Hattam
	Full Name	Dr Sarah Hattam
	System code of Position held	Chief Investigator
	User Person Code	114753
	Primary?	Yes
	AOU system code	UniSA Education Futures
	Organisation	
	Organisation Name	
2	Given Name	Bec
	Surname	Neill
	Full Name	Dr Bec Neill
	System code of Position held	Other Investigator
	User Person Code	035480
	Primary?	No
	AOU system code	UniSA Education Futures
	Organisation	
	Organisation Name	
3	Given Name	Chris
	Surname	Deneen
	Full Name	Dr Chris Deneen
	System code of Position held	Chief Investigator
	User Person Code	146588
	Primary?	No
	AOU system code	UniSA Education Futures
	Organisation	
	Organisation Name	

2.1 Please provide your contact phone number if you agree to it being used by Ethics Administrators to follow up any points requiring clarification.

406257587

## Prior Assessment

### Project Core Details

Primary AOU\*

UniSA Education Futures

Ethics category code\*

Human Ethics

Application Title\*

Researching While Teaching Project

### Non-UniSA HREC

**UniSA HREC seeks to avoid the unnecessary duplication of ethical review. If your ethics application has already been approved by another Australian Human Research Ethics Committee, you should attach a copy of the full application submitted to the other HREC and the approval letter. The remainder of this application form will then be automatically shortened. UniSA HREC will review these documents, and if satisfied, will ratify the decision of the other committee.**

1.1 Has another Australian, [NHMRC-registered](#) Human Research Ethics Committee (other than UniSA) reviewed this research project before and does this clearance/approval accurately describe the project as it is to be conducted? \*

- Yes  
 No

## UniSA HREC

- 2.1 Is this application a resubmission of an application that was considered by UniSA HREC and the decision was 'Not Approved: Resubmit', 'Not Approved' or 'Approved subject to' and the status has expired (ie amendments were not made within the 6 month timeframe). Please note if your application is "Approved subject to" and 6 months **has not** lapsed then you should use the original application submitted to make the required changes. \*
- Yes: Not approved: resubmit
- Yes: Not Approved
- Yes: Approved subject to and the status has expired
- No

## Project Scope

### Project Scope

- 11.1 Is the activity archival research? A large proportion of activity involving the analysis of documents, publicly available information, or previously collected data may be outside the scope of the University's human research ethics arrangements. \*
- Yes
- No
- 11.2 Is the work being conducted only for UniSA administrative / service delivery purposes? \*
- Yes
- No
- 12.1 Should the work be characterised as quality assurance or an audit, rather than human research within the scope of the University's human research ethics arrangements? \*
- Yes
- No
- 12.2 Is the work a practical exercise or test conducted for teaching purposes in a University administered facility? ([Guidelines for Evaluation Activities Involving UniSA Students and Staff](#)). \*
- Yes
- No
- 13.1 Is the work a routine experiment or procedure conducted for teaching purposes in a University administered facility? \*
- Yes
- No
- 13.2 Is the work / data collection conducted by a student only for teaching / learning purposes? \*
- Yes
- No

## Initial Check

The purpose of this 'Initial Check' is to direct your ethics protocol to the appropriate level of review.

If you were **not** notified that your protocol was assessed as Exempt (Criteria 1) or Exempt (Criteria 2), please select **Continue** and click on the next page arrow.

However, if the previous screen stated that your protocol was assessed as being either Exempt (Criteria 1) or Exempt (Criteria 2), please select **Finish** and click on the next page arrow.

\*

- Continue
- Finish

## Project Details

### Ethics Training

- 3.1 Have you had human ethics training in the last 24 months? (Please do not include training you have attended regarding how to use the online ethics system) \*
- Yes
- No
- 3.2 Who provided the human ethics training?\*

Sarah Hattam completed the on-line ethics modules in January 2022, Human Research Ethics supplementary training modules (number 10) at UniSA.

3.3 Where was the training held?\*

On-line, via this link: <https://lo.unisa.edu.au/enrol/index.php?id=20824>

## Project Type

4.1 Main type of research (e.g. staff, PhD). \*

Teaching

4.2 Are there any other types of research involved (not identified in 4.1) . Please select all that apply\*

- None
- Honours
- Other
- Course Approval
- PhD
- Masters by Coursework
- Masters by Research
- Professional Doctorate
- Undergraduate
- Graduate Diploma/Graduate Certificate
- Staff

4.3 Please list which school(s) the UniSA researcher(s) is/are from?\*

Education Futures, Business and Allied Health

## Project Details

5.1 Plain English title\*

Investigating the impact of a teaching intervention through an action research approach in Higher Education.

5.2 What are the aims of your research?\*

The central aims of the research are to investigate the impact of redesigning a teaching activity in the course (insert title of course) through a systematic action research process. Linked to the central aim, the project will:

- Evaluate the level of student engagement with (insert)
- Evaluate the rigor of students assessment submissions, specifically (insert)
- Evaluate the level of confidence of students use of concepts/theories (insert)
- Investigate students experience of teaching staff approaches to curriculum re-design, provision of feedback, scaffolding of curriculum and assessment tasks, support of their learning needs, design learning tasks in face-to-face tutorials or on-line for external delivery (insert)

The redesign of the teaching activity has been informed by (insert theory/element of higher education pedagogy applied). The scope of action research according to McTaggart (1991, p. 34) involves enquiry 'that transforms the ways that teachers see themselves' and 'must be oriented to transforming the situations which place obstacles in the way of achieving educational goals, perpetuate ideological distortions and impede rational and critical work in educational situations' (cited in Hooley 2005, p. 69).

Through the UniSA Researching While Teaching Series 2022, I have identified a teaching challenge that I aim to overcome through the redesign of (insert specific aspects of course being redesigned). My research question is (insert the question).

5.3 List your research questions or hypotheses. Your protocol should clearly identify the questions which you want your research to answer. \*

Example:

How does utilising elements of enabling pedagogy - specifically connecting to student lifeworlds, scaffolding, setting challenging tasks and transformation- increase students engagement with and understanding of politics and provide the students with greater understanding of the way that language is utilised to promote a world view (such as progressive/conservative) in the media?

5.4 Explain the need for, and value of, your research. Place the aims in the context of existing research or practice AND what your study does to add to existing literature. (You must include a list of not more than 10 key references as an attachment to support your answer to this question. These are to be attached to the Attachments section of this application).\*

Unfortunately, teaching has historically been regarded as secondary to research as 'a second profession' (Baume 1999) and hence as not conducive to academic career advancement (Harland and Staniforth 2000). Action Research can be integrated into professional teacher development, and engaging in research while teaching can facilitate teacher learning based on individual experience and reflective practice. While critical inquiry approaches to teaching are frequently adopted in the schooling sector in Australia, a review of literature of action research of teaching in Higher Education revealed that educators in higher education have not commonly adopted the systematic process of collective teacher inquiry through reflective practices.

The key areas identified across the literature for reasons for participating in action research in a university are:

1. Social justice and emancipation to address historical educational disadvantage of specific groups for Higher Educational attainment (Lorenzetti and Walsh 2014; Miskovic and Hoop 2006).
2. Institutional development to deconstruct the demarcations between traditional scholarship, research and administration (Kur De Porres and Westrup 2008; Lucas 2007; Levin and Martin 2007).
3. Curriculum development with a program wide approach (Millwood & Powell 2011).
4. Pedagogical focus with the introduction of critical pedagogies into higher education teaching (Guy Wamba 2007; Baptist and Nassar 2009).
5. Student engagement with an emphasis on obtaining feedback or critique from students on their experience of teaching (Stewart 2012).

The individual projects of the educator-researchers offer a contemporary university wide example of how action research projects can lead to strengthening the research-teaching nexus with enactment of best practice higher education pedagogy across multi-disciplinary fields (Young 2021).

- 5.5 Please describe your research design and methodology (e.g. where will the data collection occur, what will participants be asked to do during the course of data collection, how long will the interview/focus groups/filling out the questionnaire take, etc).\*

The series adopts a whole of year action research cycle developed by Emeritus Professor Robert Hattam that has been used in multiple contexts. Most recently this model has been adopted at UniSA with 23 colleagues in Education Futures Unit. The series borrows and develops further elements from the Re-designing Pedagogies in the North project (Hattam et al., 2009).

The educator-researcher projects use a critical action research approach augmented with methods drawn from educational ethnography (Kemmis 2009; Kemmis 2010; Kemmis et al 2014). This process involves three key elements:

1. Technical: Most action research approaches describe some form of research spiral, such as: (i) plan, act, observe, reflect, or (ii) describe, inform, confront, reconstruct. The spiral provides a set of stages or a process to work with.
2. Collaborative: Sharing with critical friends and establishing a critical community.
3. Critical reflection: Being critical in action research is about seeing teachers work in context. Critical reflection ponders such questions as: in whose interests? How did things get to be this way? How people talk about and categorise teaching and students; activities; what counts as learning and participation and; the structures and organization.

The action research process adopted in the Researching While Teaching series involves collecting 5 types of data for the educator to analyse for impact of the specific intervention enacted.

- a. the educator(s) maintaining a reflective journal for the duration of the research
- b. recording significant teaching moments  
[video, audio, observer, photograph]
- c. collecting data on student understandings of what is happening  
[student journals, interviews, focus groups, class meetings, surveys]
- d. evidence of student learning  
[attendance data, student work, test results]
- e. assessment plans, assignments, learning contracts, rubrics

## Resources

### Project Funding

- 6.1 Have you applied for funding for this project from any external source?\*

- Yes and application for the funds has been successful  
 Yes but the outcome of the application is not yet known  
 No

- 6.5 Will the project be supported in ways other than direct funding (eg in-kind support/equipment by an external party)? \*

- Yes  
 No

### Ownership of Data

- 8.1 Detail who will own the data and the results of your research (student researchers normally own their own research and data unless there is a written agreement between the student and the University / third party; staff research and data is normally owned by UniSA). Please select all that apply.\*

- UniSA  
 Student researcher  
 Other

- 8.2 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?\*

- Yes  
 No

- 8.3 Please note that it is the researcher's responsibility to ensure that, where required, an appropriate agreement is in place. If you are unsure whether this is needed, please consult the [Intellectual Property website](#). Do you require an agreement regarding ownership or do you currently have an agreement in place?

Please note that a signed agreement will usually be required where:

- A research team includes both students and staff; or
- Where researchers from different institutions are collaborating on a project.\*

- An agreement is required
- A signed agreement is in place
- An agreement is not required

**Data: storage, access, disposal**

9.1 The information which will be stored at the completion of this project is of the following type(s). Please select all that apply.\*

- Individually identifiable
- Re-identifiable
- Non-identifiable

9.1.1 Give reasons why it is necessary to store information in identifiable or potentially identifiable form (coded).\*

Participant confidentiality will be maintained. Findings will be presented using pseudonyms or anonymously where possible.

Participants in interviews and focus groups will need to be re-identifiable so that they are able to be given the opportunity to review transcripts of interviews/focus groups, and then later study findings.

Interviews and focus groups will be audio-recorded which provides the possibility that participants could be individually identifiable. Audio recordings will be securely stored on UniSA ICT infrastructure, with only the relevant educator-researcher having access to them (not whole research team).

Survey responses can be collected anonymously, where participants are asked at the end of the survey if they would like to go into a draw for the prize and whether they are happy to participate in an interview (email address collected for both options would not then be matched to responses).

9.1.2 If the data can be re-identified using a code, specify the security arrangements and access for the code.\*

This project will generate the following data: interview transcripts, curriculum documents, classroom observation notes, assessment documents, artefacts produced by the students, evidence of teaching strategies. Surveys will be anonymous so not included in the coding.

At the beginning of the study each participant will be assigned a unique ID number. This ID number will then be used in all files containing the collected data to maintain confidentiality. Participant's personally identifiable data (e.g. name and contact details) and corresponding ID number will be stored in an excel spread sheet, separate to the remainder of the data collected, and will be protected by a password only available to the educator-researcher.

9.2 Where will the data be stored? University policy requires researchers to store a copy of the data onsite at UniSA, usually in the relevant School Office (please specify the campus and office/room location e.g. Mawson Lakes Campus, RM GP2-19). Please refer to the University's [Ownership and Retention of Data Policy](#).\*

A copy of the audio-recordings, transcribed interviews and survey data will be stored on the local school/research concentration server drive through the UniSA Research Data Storage Home Drive (R drive). Hosted on at the City West data centres the UniSA Research Data Storage solution provides high capacity storage, with data protected through daily backups and via data replication technologies. The data will be retained for five years. Only the educator-researchers will have access to the Home Drive (R drive).

9.3 For how long will the information be stored after the completion of the project? Why has this period been chosen? \*

The data will be stored for 5 years as the project is classified as General research not involving SA government department.

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

The survey data will also be initially stored on the online survey platform [www.surveymonkey.com](http://www.surveymonkey.com). Once the survey data collection has been completed, the data will be exported into an Excel file onto the UniSA Research Data Storage. The data will then be deleted from Survey Monkey as soon as possible to protect this information.

9.5 How will information, in all forms, be disposed of after the retention time has lapsed? (Please refer to the [Ownership and Retention of Data Policy](#). The Head of School (or equivalent) must be aware of this process).\*

Due care will be taken to ensure that disposal is secure and takes account of the confidentiality and possible sensitivity of the Research Data and Primary Materials.

9.6 Will any other individual(s), organisation(s) or researcher(s) (other than those listed on the Investigators & Supervisors section) have authority to use or have access to the information?\*

- Yes
- No

9.6.1 Who are they and what is the nature of the use or access?\*

The US government have the right to access data held on servers owned/hosted in the US, pertaining to the use of the data collection tool 'Survey Monkey'.

9.7 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?)\*

It will be deleted.

The survey data will be initially stored on the online survey platform [www.surveymonkey.com](http://www.surveymonkey.com). Once the survey data collection has been completed, the data will be exported into an Excel file onto the UniSA Research Data Storage. The data will then be deleted from Survey Monkey as soon as possible to protect this information.

9.8 If the principal researcher leaves UniSA prior to the finalisation of data collection and/or before the storage retention time has lapsed, the researcher(s) will comply with the Universities [Ownership and Retention of Data Policy](#) in relation to the storage of data / information collected for, used in, or generated by this project.\*

- I agree  
 I do not agree

## Insurance Cover

### 10.1 Insurance Cover for your research

Improvements have been made in the recording and assessment of the insurance cover for research projects. Your responses to selected ethics application questions will be assessed to determine whether your research activity is covered by the University's standard insurance cover or whether individual insurance assessment is required. Where individual insurance assessment is required the ethics team will email you to obtain any additional information not available from your ethics application.

### 10.1.2 Standard insurance conditions

Standard insurance conditions continue to apply to your research. These are based on (1) obtaining full ethics approval prior to commencement of any research activities, (2) on the presentation of appropriate agreements in place with collaborators, and (3) on maintaining personal and professional integrity in all your research activities.

#### Further Information

Please refer to the [Insurance website](#) for further information about insurance cover.

If you have any questions about insurance for your project please contact [humanethics@unisa.edu.au](mailto:humanethics@unisa.edu.au).

## Research type and participants

### Research type

14.1 This project involves: Research using...(Please select all that apply.)\*

- Qualitative methods  
 Quantitative methods, population level data or databanks, e.g. survey, epidemiological research  
 None of the above

14.2 What research methodologies will you use? (Please select all that apply.) \*

- Anonymous questionnaires  
 Internet questionnaires  
 Evaluation research  
 Observation of participant's usual activities  
 Observation of an activity set up for the purposes of the study  
 Access to medical records  
 Access to records containing intimate, individually identifiable information, not publicly available  
 Experiment or testing of a procedure, drug or equipment  
 Use of biological hazards, GMOs or pathogenic organisms  
 Use of carcinogenic and/or toxic chemicals, including heavy metals  
 Use of Radiation (Ionising and/or Non-ionising, but not Ultrasound)  
 Other  
 Questionnaires requesting intimate personal, identifying, or sensitive information  
 Other questionnaires  
 Face to face interviews which do not request personal or sensitive information  
 Face to face interviews which request personal or sensitive information  
 Telephone survey which does not request personal or sensitive information  
 Telephone survey which requests personal or sensitive information  
 Focus groups  
 Action Research

14.2.1 Please describe what research methodology you will use.\*

The collection of student work (artefacts), curriculum documents, journal of educator-researchers reflections on teaching moments.

14.2.2 Is it intended that the interview/focus group transcript will be shown or made available to participants?\*

- Yes  
 No

14.2.2.1 Why is it considered important that participants have access to this information?\*

For verification of the transcribed data and to ensure that the participants feel their experiences have been accurately represented. Conversations will be audiotaped and transcribed by the educator researcher.



14.3 Will you be audio-taping, video-taping, or taking photographs of participants during the course of the study? Please select all that apply.\*

- Audio-taping
- Videotaping
- Photographs
- No

14.3.1 Why is it necessary to collect data in this form?\*

In relation to the audio-taping, for verification of the transcribed data and to ensure that the participants feel their experiences have been accurately represented. Conversations will be audio-taped and transcribed by educator researcher.  
In relation to the video-taping, the educator researcher can view their own teaching performance to evaluate the level of student engagement or understanding in the teaching and learning environment.

### Participant information

15.1 How many participant groups are involved in this research project? \*

2.00

15.2 Please provide the details as an **attachment** for each participant group. **(To upload your attachment, please click on the Attachments section of the application on the left hand side of the screen)**

15.3 What is the expected total number of participants in this project at all sites?\*

40.00

15.3.1 Please provide details of how many participant groups will be involved, the number of participants in each group, the age range of the participant groups, the relevant characteristics of each group and what each participant group will be required to do? e.g. pilot study group, main study group, interview group, focus study group, experimental group, control group etc. If required, please add a document to the Attachments page in response to this question.\*

The survey group participants will be students aged 18 and over who are enrolled in a participating course. They will answer a xx minute online survey at the commencement of the course.  
Interview/focus group group will be students who have participated in the survey and indicated at the end of the survey they were willing to be involved in further phases of the research.

15.3.2 Please justify the chosen sample size.\*

The possible sample size will be determined by the number of students enrolled in a course. All students will be invited to participate, with the expectation of a xx% participation rate.

### Selection of participants

16.1 What process(es) will be used to identify potential participants?\*

After having received permission from the relevant Exec Dean/Dean of Programs all students enrolled in courses participating in the research will be identified as potential participants.

16.2 Will potential participants be 'screened' or given a test/questionnaire to assess their suitability as a participant for the study?\*

- Yes
- No

16.3 Describe how initial contact will be made with potential participants.\*

Once the Ethics Committee requirements have been met, initial contact with student participants will be made via a short presentation during lectures in study period 5 by an academic staff member who is not involved in the research. The presentation will detail the aims of the research and what participants will be required to do. The criteria for participating will be made explicit in these presentations. Information sheets and consent forms will be handed out to prospective participants and will also be made available on the course home page.

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

- Yes
- No

16.4.1 Please detail how this will be used and/or whether any approval is needed to use this contact method. **Please attach any relevant documents to the Attachments section of this application.\***

An email will be sent to all students enrolled in the course ( ) in week 1 of study period 5 notifying them of the project. This will be sent from a central unit email and not the educator-researchers. The email from the central administration address will likely be the first contact and the in-class presentations a secondary contact. Please see attachment with details of the email.

16.5 List the selection and, if appropriate to your study, the exclusion criteria for participants.\*

Example:  
Inclusion  
UniSA College students  
Self-identified as low-SES students  
Enrolled internally at the UniSA College metropolitan campuses  
Exclusion  
Students enrolled externally and regional UNISA College Campuses

16.6 If it became known that a person or participant group was recruited to, participated in, or was excluded from the research, would that knowledge expose the person to any disadvantage or risk?\*

- Yes  
 No  
 Not Applicable

### Project start, end, location details

17.1 Will the research be undertaken in Australia?\*

- Yes  
 No

17.1.1 In which town(s)/city(ies)/State(s) of Australia will the research be undertaken in? \*

Adelaide  
Whyalla  
Mt Gambier

17.1.2 In how many Australian organisations will the research be conducted? (Please list all organisations where participants will be specifically recruited from e.g. if recruiting UniSA staff or students, you have at least 1 organisation)\*

1.00

**Please note: you must obtain written approval from the organisations where the research will be undertaken and either attach the letter to the application or forward this to the Ethics and Compliance Officer before final approval can be granted for the project.** Please refer to [UniSA/organisation approval](#) for additional information on the type of approval needed.

17.1.2.1 Please enter the details for the Australian site(s) where participants will be recruited from, the location of the organisation, the anticipated start date for the site and the anticipated end date for the site.\*

The action research will take place at UniSA campus (Magill, City West, City East, Mawson Lakes, Whyalla, Mt Gambier).  
The anticipated start date is 28th July and the anticipated end date is 15th December.

17.2 Will the research be undertaken overseas?\*

- Yes  
 No

17.3 Are there any time-critical aspects of the research project of which the review committee should be aware?\*

- Yes  
 No

17.3.1 Describe the time-critical aspects.\*

The research needs to occur in Study Period 5, 2022.

### Irregular consent process

#### Limited disclosure/waive consent

18.1 Does the research involve limited disclosure to participants? Refer to Chapter 2.3 of the [National Statement](#).\*

- Yes  
 No

18.2 Are you asking the HREC / review body to waive the requirement of consent? Refer to Chapter 2.3 of the [National Statement](#).\*

- Yes  
 No

#### Covert Observations

19.1 Does the research involve covert observation? Refer to Chapter 2.3 of the [National Statement](#).\*

- Yes  
 No

### Deception

20.1 Does the research involve deception? Refer to Chapter 2.3 of the [National Statement](#).\*

- Yes  
 No

### Project Type

#### Project Type

21.1 Does the research involve any of the following? Please select all that apply.\*

- Drugs; narcotics; poisons; ingestion/injection of placebo, or an invasive procedure administered  
 Clinical trials  
 Cellular therapy  
 Collection and/or use of human samples (eg tissue; blood or other body fluid collection/extraction)  
 Genetic testing and/or genetic research  
 Human gametes or use or creation of human embryos  
 A practice or intervention which is an alternative to a standard practice or intervention  
 Investigating workplace practices which could possibly impact on workplace relationships  
 Conducting the research overseas and recruiting participants  
 None of the above

### Non-standard practices or intervention

**You have indicated that this research involves a practice or intervention which is an alternative to a standard practice or intervention.**

35.1 Explain how the practice or intervention differs from standard practice or intervention.\*

The design of the project is to to introduce changes to current teaching practices.

### Participants

#### Recruitment

38.1 Who will you be recruiting as participants for this study? Please select all that apply.\*

- General public (over 18 years of age)  
 Members of a collectivity  
 People who may be involved in illegal activity  
 UniSA staff  
 UniSA students  
 Not recruiting participants  
 Other  
 People whose first language is not English  
 People who are illiterate  
 Pregnant women/human foetus  
 Children  
 People who are in a dependent or unequal relationship  
 People who are highly dependent on medical care  
 People with a cognitive impairment  
 Aboriginal and/or Torres Strait Islander peoples

38.2 Does the research involve issues likely to be considered significant to Indigenous peoples?\*

- Yes  
 No  
 Not Applicable

### Risk to Participants

#### Risk to Participants

- 51.1 Please select all that apply. This research project:\*
- Has the potential to expose participants to potential civil, criminal or other proceedings
  - Makes it possible for third parties to identify participants
  - Offers an inducement which could be considered coercive
  - Involves participation of people who legally cannot provide voluntary & informed consent
  - None of the above
  - Involves a risk of physical injury
  - Involves human exposure to ionising and/or non-ionising radiation (including X-ray)
  - Involves exposure to disease or infection
  - Involves pain or significant discomfort
  - Involves psychological or emotional stress
  - Involves sensitive personal information
  - May expose participants to potential loss of professional reputation,market standing; employability
  - May result in significant negative impact upon personal relations

### Identification by a third party

You have indicated that it is possible for third parties to identify participants. Please refer to Chapter 2.1 of the [National Statement](#) when answering the following questions.

- 53.1 Should this identification be characterized as significant? Refer to Chapter 2.1 of the [National Statement](#).\*
- Yes  
 No

- 53.2 Are potential participants given prior warning that they will be identifiable? \*
- Yes  
 No

- 53.3 Is specific consent for the identification to be obtained? \*
- Yes  
 No

- 53.4 Are there strategies to confirm the accuracy of the attributed comments? \*
- Yes  
 No

- 53.5 Are the risks associated with the research easily minimised or managed?\*
- Yes  
 No

- 53.5.1 Please provide details. \*

Participants will be provided with an information sheet that outlines the purpose of the study, including the criteria to participate and the expectation from their participation. Those participating in the survey will have the option to not complete the survey or participate in the interview. Those participating in the interview will have the opportunity to ask questions with the researcher prior to giving consent. Participants and the researcher will keep a signed copy of the consent form and will be notified that they have the right to withdraw from the study at any time.

### Right to Privacy

- 66.1 Does the Commonwealth Privacy Act apply to the research (eg access to identified personal data held by third parties subject to privacy regimes)? Refer to the [Privacy law](#).\*
- Yes  
 No

### Collection Method

#### Collection Method

- 67.1 Data collected for this research project will be collected directly from participants (e.g. they are completing a question about themselves, their thoughts, their opinions etc).\*
- Yes  
 No

- 67.1.1 Information which will be collected for this research project directly from the participant

67.1.2 Describe the information that will be collected directly from participants. Be specific where appropriate.\*

The information that will be collected from the survey includes ()  
The information collected during the interview will relate to:  
the participants' experience in course ()  
the factors that influenced the participants ()

67.1.3 The information collected by the research team about participants will be in the following form(s). Please select all that apply.\*

- Individually identifiable  
 Re-identifiable  
 Non-identifiable

67.1.3.1 Give reasons why it is necessary to collect information in Individually identifiable or Re-identifiable form.\*

It is essential to be able to reidentify participants in order that individuals can review their interview transcript. Coding also contributes to safeguarding against the publishing of actual identities in the dissemination of this research project's results. Participants will review the final narratives resulting from the data and they have the right at all times to correct or withdraw information therein, including modifying information which they feel may identify them. They can at any time withdraw consent for the use of their data, in part or in full, for publication purposes. This is made explicit on the information sheet and will be made explicit to potential participants by the researchers.

67.2 Data collected for this research project will be collected from another person about the participant (e.g. asking participants' doctors about their patients medical history).\*

- Yes  
 No

67.3 Will data collected for this research project involve the use or disclosure of information by an agency, authority or organization (other than UniSA)? (e.g. accessing participants' medical records)\*

- Yes  
 No

67.4 Data collected for this research project will involve using information which you or your organisation collected previously for a purpose other than this research project?\*

- Yes  
 No

67.5 Describe and justify how you will analyse the data collected from or about the participants.\*

The interview data will be thematically analysed to develop an insight to the impacts of the teaching intervention enacted through the researching while teaching series.

67.6 Select all that applies to this project from the following:  
Information collected for, used in, or generated by, this project.. \*

- Will not be used for any other purpose  
 Will/may be used for another purpose by the researcher for which ethical approval will be sought  
 Will establish a database/collection or register for future use (ethical approval will be sought)  
 Will/may be made available to a 3rd party for subsequent use (ethical approval will be sought)  
 Other

## Participants Relationships

68.1 Is there an existing relationship or one likely to arise during the research, between the potential participants and any member of the research team or an organisation involved in the research?\*

- Yes  
 No

68.1.1 Specify the nature of any existing relationship or one likely to arise during the research, between the potential participants and any member of the research team or an organisation involved in the research.\*

The educator-researcher and the participants will be known to one another on the basis of the participants being enrolled in the course taught by the educator-researcher.

68.1.2 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.\*

Participants have been admitted to a higher education course indicating they have capacity to understand participant information provided to them, and capacity to decide whether or not to participate. Participants will be required to confirm they are 18 years of age or older.

68.2 Does the researcher / investigator have another role in relation to the participant?\*

- Yes  
 No

- 68.3 Will the research impact upon, or change, an existing relationship between participants and researcher / investigator or organisations?\*
- Yes
- No

## Consent

- 69.1 Will consent for participation in this research be sought from all participants? Refer to Chapter 2.2 of the [National Statement](#).\*
- Yes
- No

- 69.1.2 Will there be participants who **have** capacity to give consent for themselves?\*
- Yes
- No

- 69.1.2.1 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?\*

Participants will read the information sheet that outlines the purpose of the study, the inclusion criteria and what will be expected from each participant. Participants will have the opportunity to ask questions to the researcher prior to providing consent. Participants will be informed that they have the right to withdraw at any time.

- 69.1.3 Will there be participants who **do not have** capacity to give consent for themselves?\*
- Yes
- No

## Consent Process

- 70.1 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.\*

The educator-researcher will send an email to all participants and included on course home page, and then the description already included. The educator-researcher will verbally explain the project and provide details of the specific requirements. Participants who engage in interview or focus group will be given an information sheet to read and keep. Ample opportunity to ask questions will be provided and participants will be assured that they can withdraw at any time. Participants will be asked to sign the consent form if they wish to participate. As the survey is anonymous then survey participants do not need to sign a written consent form (which would potentially identify them). A statement is included on the Participant Information sheet and again on landing page of survey: "By completing and submitting the survey, you are indicating that you have read and understood the Participant Information Sheet and give your consent to be involved in the research to obtain informed consent". This will help to preserve the anonymity of participants by removing the need for them to give you their name and to make direct contact with the research team by sending this document through.

- 70.2 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?\*
- Yes
- No

- 70.3 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?\*
- Yes
- No

- 70.3.1 What are these consequences?\*

As survey is anonymous, survey participants need to know that once they have completed the survey, educator-researcher will be unable to remove their data from the research dataset as they will be unable to identify individual responses.

- 70.4 Can individual participants be identifiable by other members of their group? (e.g. co-workers, focus group members etc.)\*
- Yes
- No

- 70.4.1 Could this identification expose them to risks?\*
- Yes
- No

- 70.4.2 Will participants receive any incentive/payment (e.g. movie tickets, food voucher) or reimbursement (eg travel expenses) to participant in the study?\*
- Yes
- No

- 70.7 Will consent be specific or extended or unspecified? Refer to statements 2.2.14-2.2.18 of the [National Statement](#).\*

- Specific
- Extended
- Unspecific

## Risks and Benefits

### Risks and Benefits

**Please note that when answering the following questions, only risks beyond those encountered in everyday life are relevant.** Refer to Chapter 2.1 of the [National Statement](#).

71.1 Are there any risks to participants as a result of participation in this research project (eg physical, psychological, spiritual, emotional, legal, social, financial well-being, employability or professional relationships)?\*

- Yes
- No

71.2 What expected benefits will this research have for the wider community?\*

Investigations of the outcomes of enacting more inclusive/engaging/responsive higher education pedagogy will offer the wider community knowledges of how higher education can support and engage its increasingly diverse cohorts of students. In addition, in the Australian context, Higher Education Standards Framework states that universities must evidence that academic and teaching staff are active in scholarship that informs their teaching and must demonstrate systematic support for scholarship and scholarly activities and outcomes that inform teaching, learning, and professional practice' (Higher Education Standards Framework 2021 Criteria for Higher Education Providers Standard B1.3). This research, involving educator-researchers inquiring about their teaching practices responds to this framework by building the rigour of each educators teaching.

71.3 What expected benefits (if any) will this research have for participants?\*

There may not be any direct benefits to the participants in this study, however participants may benefit from changes to teaching practices that are implemented in their course and reflecting upon their experience of those practices. Student participation in this research will support the development of UniSA educators teaching practice to support and engage future students.

71.4 Are there any other risks involved in this research? eg. to the research team, the organisation, others (eg physical, psychological, spiritual, emotional, legal, social, financial well-being, employability or professional relationships)?\*

- Yes
- No

### Risks and Benefits cont.

72.1 Is it anticipated that the research will lead to commercial benefit for the investigator(s) and or the research sponsor(s)?\*

- Yes
- No

72.2 Is there a risk that the dissemination of results could cause harm of any kind to individual participants - whether their physical, psychological, spiritual, emotional, legal, social or financial well-being, or to their employability or professional relationships - or to their communities?\*

- Yes
- No

72.3 Describe how the members of the research team will monitor the conduct of the research. (e.g. Will regular meetings be held between researchers? Will student researchers be in regular contact with their supervisors? etc)\*

Educator-researchers of the individual action research projects meet with the convenors of the researching while teaching series (CI's) once a month who play a mentor role of the process.

72.4 **It is sometimes mandatory for researchers to report suspected cases of child abuse/neglect, domestic violence, bullying, illegal activities, use of illicit substances, abuse of elderly persons, professional negligence etc.**

72.4.1 Is it possible that this will be disclosed during the course of the project?\*

- Yes
- No

72.4.1.1 Describe what actions will be taken if child abuse/neglect, domestic violence, bullying, illegal activities, use of illicit substances, abuse of elderly persons, professional negligence etc are disclosed during the course of the research.\*

Educators will follow the protocols required of them as UniSA staff members/course coordinators.

**Please provide full details of what will be reported, the reporting method and to whom the report will be directed as an attachment.**

### Researcher Training

73.1 List the relevant qualifications, experiences and /or skills of the research team which equip them to conduct this research.\*

To be filled in by each educator-researcher.

73.2 Do the researchers involved in this research project require any additional training in order to undertake this research?\*

- Yes  
 No

### Reporting of Results

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

- Yes  
 No  
 Not Applicable

74.2 Is the research likely to produce information of personal significance to individual participants?\*

- Yes  
 No

74.3 Will individual participant's results be recorded with their personal records?\*

- Yes  
 No  
 Not Applicable

74.4 Is it intended that all or some of the results that relate to a specific participant be reported to anyone other than that participant?\*

- Yes  
 No

74.5 Will research participants have the opportunity to receive a copy of your final report or summary of the findings if they wish?\*

- Yes  
 No

74.5.1 How will you provide a copy of the final report or summary of the findings?\*

Students will be invited to contact the educator-researchers to request a final summary of the research.

### Reporting of Results cont.

75.1 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)?\*

- Yes  
 No

75.2 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?\*

- Yes  
 No

75.3 How is it intended to disseminate the results of the research? Please select all that apply.\*

- Thesis/dissertation  
 Journal article/s  
 Research paper  
 Conference presentation  
 Commissioned report  
 Other

75.4 Will the confidentiality of participants and their data be protected in the dissemination of research results?\*

- Yes  
 No  
 Not Applicable

75.4.1 Explain how confidentiality of participants and their data will be protected in the dissemination of research results.\*

No identifiable information will be reported and pseudonyms will be used in the individual case studies to ensure participant's confidentiality is maintained.



## Attachments

### Attachments

Note: You can upload additional documents by clicking on the "Add New Document" link. Types of documents which should be attached include Reference List/Bibliography, Participant Information Sheet, Consent Form, Copy of Research Tools, Internet Questionnaire, Interview Questions, Focus Group Questions, Details of Observational Aspects, Details of Action Research Process, Organisational Approval, international government research approvals where required, safety & distress protocols, communication plans with Indigenous communities involved in research etc. Please see [here](#) for additional Application Considerations.

The Human Research Ethics Committee pays particular attention to Participant Information Sheets and consider them to be public documents.

**HREC requires researchers to conform to the [Participant Information Sheet Guidelines](#). Please refer to Chapter 2.2 of the National Statement.**

A consent form template is available at [Model Consent Form](#). Please ensure all irrelevant information is deleted as there are numerous notes to the researcher included in the model consent form to assist researchers to draft their form.

\*

Description	Reference	Soft copy	Hard copy
1. Reference List	204652 Reference List .pdf	✓	
2. Research Tools (or reasons as to why there aren't any)	204652 Research Tools .pdf	✓	
3. Participant Information Sheet (as applicable)	204652 Information Sheet Action Research .pdf	✓	
Consent Form (as applicable)	204652 Consent Form.pdf	✓	

## Declaration

### Declaration

**The Primary Contact for this project is responsible for the application that is submitted and must be the one to agree to the following statement.**

"On behalf of the research team for this project, I confirm that all members of the research have read the current NHMRC *National Statement on Ethical Conduct in Human Research*. The research team accepts responsibility for the ethical and appropriate conduct of the procedures detailed in this application, confirm that the research team will conduct this project in accordance with the principles described in the *National Statement*, and confirm that the research team will comply with any other condition laid down by the University of South Australia's Human Research Ethics Committee."\*

I Agree

**Please click on the *Action* tab on the left hand side of the screen and click *Submit*.**

## Instructions

### Instructions

Please click on the *Action* tab on the left hand side of the screen and click *Submit*.