

P37 ETHICAL CLEARANCE FOR SET ASSESSMENT ITEMS

Overseer: PBC Dean of Academics and Research
 Approval Authority: PBC HREC
 Review Schedule: 3 Yearly Next Review Due: Nov 2018

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
19/08/2014	Initial Issue		Andre van Oudtshoorn

1. Purpose and Application

- 1.1. These guidelines facilitate the ethical approval of common assignments or research, undertaken by an entire class, which includes aspects that require an ethical clearance.
- 1.2. These guidelines apply to the following:
 - 1.2.1. Assignments or research projects where students follow a similar methodology provided by the lecturer.
 - 1.2.2. Assignments or research projects where students gather data based on lecturer provided data gathering techniques, or lecturer provided data gathering categories where the final data gathering techniques or instrument is approved by the lecturer and the Dean of Academics and Research
- 1.3. These guidelines do not apply to the following which require specific and individual clearance from the PBC or SCD ethics committee as appropriate:
 - 1.3.1. Specific research projects developed by individual students.
 - 1.3.2. Class research projects where students develop their own methodology and data gathering approaches.
 - 1.3.3. SCD Post Graduate subjects.

2. Approval Process

- 2.1. Submission must be made in writing in accordance with the following "Class Approval Submission Guidelines". The Class approval will be reviewed by the PBC Teaching and Learning Committee.

3. Class Approval Submission Guidelines

- 3.1. In submitting an application for the ethical approval of a class assignment information relating to the following must be provided:
- 3.2. **Detail of the Assessment item or research project:** Details of the item set out in the unit plan
- 3.3. **Purpose statement and envisaged outcome(s) of the intended research:** A short one paragraph description of the purpose of the research in which it is clear what the research aims to address in broad terms. Possible outcomes of the research should also be broadly stated.
- 3.4. **Nature of the research:** In this section a breakdown should be provided of the broad categories of research that will be conducted. Comment here on the anticipated sensitivity of the information to be gathered.
- 3.5. **Description of the sample(s) that will be used in the research:** It is important to describe the sample group clearly and systematically which will form the broad base from which the data will be collected.
- 3.6. **Types of data that will be gathered:** In this section present the type of data that will be sought. If a standard data gathering instrument (i.e. questionnaire) is being used then attach it to the application.
- 3.7. **Data Gathering Process:** Provide an explanation of the processes that will be put in place to guarantee compliance with the ethical requirements. Participant information and consent forms complying with the pro forma in Appendix 1 must be attached where applicable.
- 3.8. **List of Staff overseeing the assignment or research:** A list of staff involved in the research projects and signatures of each are to be provided with the application.

APPENDIX 1 – PARTICIPANT INFORMATION AND CONSENT STATEMENT

As part of my studies at Perth Bible College I am undertaking a study of (description)

I invite you to be a participant in this research. The following outlines the details of the study:

(1) What is the study about?

The study considers ...

(2) Who is carrying out the study?

The study is being conducted by ...

(3) What does the study involve?

The study involves a (questionnaire, interview, etc) ...

(4) How much time will the study take?

It is anticipated that the study will take ...

(5) Can I withdraw from the study?

Participating in this study is completely voluntary; you are not under any obligation to take part and can withdraw at any time.

(6) Will anyone else know the results?

All aspects of the study, including the results, will be strictly confidential and only the researcher and their supervisor will have access to the information supplied by the participants. A summary report of the study will be included in the (assignment, research project) _____, but individual participants will not be identifiable in such a report.

(7) What if I require further information?

When you have read this information, if you have any questions or would like to know more please feel free to contact me on _____ or the college on (08) 9243 2000.

Student Name

Having read and agreed to the above I consent to being a research participant:

Name: _____ Date: _____ Signature: _____