Student Survey Approval Form

To apply for approval to survey students please complete this form and email it to [ACU.Surveys@acu.edu.au](mailto:ACU.Surveys@acu.edu.au).

You can hover over each of the headings for more information about each entry.

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| [Survey Name:](#SurveyName" \o "Enter a distinctive name for the survey. Be sure that the name isn't already taken in the Survey Register.) | Click here to enter text. | | |
| [Purpose of the Survey:](#Purpose" \o "Enter a brief summary of the purpose and objectives of the survey.) | Click here to enter text. | | |
| [Population to be Surveyed:](#Population" \o "Enter the demographics that will make up the survey population. For example, the survey population might be all first year domestic students studying Law.) | Click here to enter text. | | |
| [Method of Data Collection:](#Method" \o "Select the method that will be used to administer the survey instrument to the students.) | If other, please specify. | | |
| [Survey Timing:](#Timing" \o "Select the timing for the survey. If the survey has a set duration, enter the dates in the spaces provided. If the survey is administered irregularly, select the Ad-Hoc button and specify the survey's occurence e.g. after a student's first interview.) | Enter start date: dd/mm/yy  Enter end date: dd/mm/yy | Please specify the survey occurrence. | |
| [Communications Plan:](#Comms" \o "Enter the planned correspondence, if any, that each student will receive. For example, each respondent might receive an invitation through LEO and by email, and then two email reminders.) | Click here to describe how the survey will be communicated including any survey reminders. |  | |
| [Name of Survey Contact(s):](#Contacts" \o "A survey contact is responsible for the administrative management of a survey, and will be the point of contact for queries about the survey and requests for survey data. Enter the name of the person(s) that will fill this role.) | Click here to enter text. | | |
| [Contact Details for the](#Details" \o "Enter the email and phone number of the survey contact(s).)  [Survey Contact(s):](#Details" \o "Enter the email and phone number of the survey contact(s).) | Click here to enter text. | | |
| **External Researchers only**  HREC Approval | Name of HREC Click here to enter text.  Approval No. Click here to enter text.  Approval Date dd/mm/yy to dd/mm/yy  Please attach a copy of the HREC approval. | | |
| I have read and will adhere to the [Survey Governance Framework](https://staffspace.acu.edu.au/projects/survey-governance-framework/_layouts/WordViewer.aspx?id=/projects/survey-governance-framework/Shared%20Documents/Draft%20Materials/Draft%20Survey%20Governance%20Framework%20V0.1.docx&Source=https%3A%2F%2Fstaffspace%2Eacu%2Eedu%2Eau%2Fprojects%2Fsurvey%2Dgovernance%2Dframework%2FSitePages%2FHome%2Easpx%3FRootFolder%3D%252Fprojects%252Fsurvey%252Dgovernance%252Dframework%252FShared%2520Documents%252FDraft%2520Materials%26FolderCTID%3D0x012000F1FD339BF9AF8B448A2718E45365D972%26View%3D%7BAF6E91E5%2DB746%2D48E9%2DB87D%2DC450B864045F%7D%26InitialTabId%3DRibbon%252ERead%26VisibilityContext%3DWSSTabPersistence&DefaultItemOpen=1&DefaultItemOpen=1).  I have read and will adhere to the [Student Privacy Policy](http://www.acu.edu.au/policy/student_policies/?a=749214) & the [Information Management Policy](http://www.acu.edu.au/policy/governance/data_governance_policy). | | |  |

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| **Office use only** | |
| Approved by DVC (SLT) |  |
| Date | dd/mm/yy |
| ACU HREC Required |  |