***Note to subject coordinator:*** *This is a guide only. Please use the highlighted, bracketed sections to edit this document for the specific learning activity. You should delete these the notes, any unused suggested content, yellow highlighting and square brackets before passing it on to the students. Please note there must be negligible risks to participants, please contact* *abp-ethics@unimelb.edu.au* *if you have any concerns.*

**Student Project Description and Participant Consent**

**SUBJECT:**

**SUBJECT COORDINATOR & CONTACT DETAILS**

Name:

Email:

Tel:

**STUDENT LEARNING ACTIVITY**

[Outline the relevant tasks students are required to do in the subject and how they relate to the learning outcomes. What is the data collection method and what topics will be discussed?]

**Introduction**

You are invited to participate in the above learning activity which I am conducting as part of the subject [code, subject name] at the Faculty of Architecture, Building and Planning at the University of Melbourne. The work is part of an assessment task to be undertaken in the subject where we are required to [Student tasks] The component requiring your support is to [Participant tasks]. The [report/assignment/panel] is not for publication or dissemination and is intended only for teaching and learning purposes in the subject. We are interested in talking to you about your opinions on subject topics covered as outlined above.

**What will I be asked to do?**

Should you agree to participate, you would be asked to [Participant task], which should take no more than [time commitment]. [With your permission, the interview would be digitally recorded so that we can make an accurate record of what you say]. You may choose to be anonymous, and if so you will not be identified in any material produced, all digital recordings will be destroyed on completion of the subject. A copy of the report will be made available to you on request, just include your email at the bottom of this document.

**Do I have to take part?**

Participation in this study is voluntary. Should you wish to withdraw at any stage, or to withdraw any unprocessed data you have supplied, you are free to do so. Your decision to participate or not, or to withdraw, will not affect any relationship you may have with this department or University and will not affect any services you may receive now or in the future.

### Where can I get further information?

Should you wish further information or are concerned about the conduct of the project, please contact the subject coordinator whose name and contact details are included above.

 (please tick)

I consent to thisinterview being audio-taped **□ yes □ no**

I consent to having my name and project role identified in any output **□ yes □ no**

I wish to receive a copy of the findings **□ yes □ no**

Participant email:

Participant signature: Date: