



Participant Information Sheet

Researchers

This study is being carried out by Chief Investigators, Associate Professor Chris Browne (Australian National University) and Associate Professor Sally Baker (University of Melbourne), in partnership with the following co-investigators: Professor Chi Baik (University of Melbourne), Dr Kieran Balloo (Southern Cross University), Dr James Brann (University of Tasmania), Associate Professor Peta Cook (University of Tasmania), Professor Mollie Dollinger (Curtin University), Dr Naomi Milthorpe (University of Tasmania), Professor Sarah O'Shea (Charles Sturt University), Sarah Walker (Australian National University).

Project Title

Supporting academics with inclusive & equitable curricula, teaching and learning (Focus Groups Phase)

Outline of the project

Description and Methodology: The purpose of this study is to advance inclusive and equitable teaching and learning, curriculum, assessment practices and policies. Focus group interviews will be used to help develop understandings of how academics consider inclusion and equity in their practice and institutional policy; and identify educators' motivations, concerns, strategies and perceived barriers to engaging with inclusive and equitable teaching in their classrooms/disciplines/institutions.

Participants: To be eligible to participate in this study, you must be an academic teaching staff member working at a higher education institution in Australia.

Use of data and Feedback: If you would like a summary of the study findings to be sent to you at the conclusion of the study, please request this from a member of the research team. The research team also intend to publish and report the results of the research. All information will be published in a way that does not identify you. If you would like the opportunity to review the transcript of the interview, please request this from a member of the research team. You can then request changes to the transcript if required. The research team will only use your contact information for the procedures outlined above.

Project Funding: This study is funded by an Australian Centre for Student Equity and Success (ACSES): 2025-26 Large Grant Research Round.

Participant Involvement

Voluntary Participation and Withdrawal: Participation in this study is entirely voluntary. You may decline to take part or withdraw from the research without providing an explanation at any time until data collation and analysis has commenced. You can refuse to answer questions in the focus

group. Your decision not to participate or to withdraw will not affect your relationship with the Australian National University, or any other participating organisations. If you decided to leave the research study, no additional information will be collected from you. Due to the nature of focus groups, it will not be possible to withdraw or destroy individual participant responses. If you wish to withdraw, you can do so by emailing the research team and telling them that you no longer want to participate.

What does participation involve: If you agree to participate in this study, you will be asked to take part in a focus group interview with other academics who work at universities across Australia. You will be asked questions about your experience of inclusive and equitable practices, including challenges implementing these practices. You will be asked to consider these practices from the perspective of your role in your institution.

Location and duration: Focus groups will take approximately 60 minutes and will take place either online (using Microsoft Teams) or in person (this will depend on your preferences, availability and proximity to other participants). To ensure that your responses are collected accurately, we seek your permission to digitally record the focus groups. Microsoft Teams software will be used to generate an automated transcript of the focus group discussion. Audio and video data will be destroyed after the accuracy of the transcript has been checked. If you would like to participate but do not wish to be recorded, please discuss your participation options with the research team.

Remuneration: There are no costs associated with participating in this research.

Risks: The research team do not anticipate that participating in the focus groups will cause you any distress or harm. If participation in this research does cause you to become upset or distressed, the research team recommend that you contact the free support service included later in this form. Any counselling or support will be provided by qualified staff who are not members of the research team and will be free of charge.

Benefits: While the research findings may not directly benefit you immediately, your involvement will contribute to policy, professional development, and practice recommendations for academics in Australian universities to operationalise inclusive curricula and teaching and learning approaches (e.g., practical strategies in the classroom and a professional development schedule).

Confidentiality

The research team will make every attempt to keep your data confidential. Your personal information will be pseudonymised and stored securely, and the research results will be published in a way that does not identify you (i.e., using a pseudonym). Only members of the research team will have access to your data, and it will not be shared with anyone outside of the study unless you consent to this for the purposes of future research. In the focus group, we ask that you do not make statements of a confidential nature or defamatory statements about any person, and you respect each other's confidentiality by not discussing details of this focus group outside of the session.

Privacy Notice

In collecting your personal information within this research, the ANU must comply with the Privacy Act 1988. The ANU Privacy Policy is available at <https://policies.anu.edu.au/ppl/document/ANUP010007>. It contains information about how a person can:

- Access or seek correction to their personal information;

- Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint

Data Storage

Where: Your data will be stored in an encrypted and password protected folder in Associate Professor Chris Browne's ANU OneDrive that is only accessible to members of the project team.

How long: The research team will store data collected from you for this research project for a minimum of five years after the date of any publication of research results.

Handling of data following the required storage period: After your data is no longer needed for the current research, it will be retained in a de-identified format in Associate Professor Chris Browne's ANU OneDrive. In the consent form, you will be asked whether it is okay for your de-identified data to be used by the research team or shared with other researchers for the purposes of research that extends on, is closely related to, or is in the same general field as the current research.

Queries and Concerns

Contact details for more information: If you have any questions or concerns about the study, you can contact Associate Professor Chris Browne at Chris.Browne@anu.edu.au

Contact details if in distress:

National

Organisation: Headspace

Phone: 1800 650 890

URL: <https://headspace.org.au/>

Ethics Committee Clearance

The ethical aspects of this research have been approved by the ANU Human Research Ethics Committee (H/2025/0233).

If you have any concerns or complaints about how this research has been conducted, please contact:

Ethics Manager

The ANU Human Research Ethics Committee

The Australian National University

Telephone: +61 2 6125 3427

Email: Human.Ethics.Officer@anu.edu.au