To: All Students in School of Medicine, Fremantle  
Cc: Staff in School of Medicine, Fremantle  
From: Evaluation Committee (School of Medicine, Fremantle)  
Date: 22nd February 2012  
Re: Notre Dame Medical Students & Participation in Questionnaires from External Organisations

School of Medicine, Fremantle

On occasions, you may have been contacted directly or indirectly by external organisations asking you as a student at The University of Notre Dame Australia to complete a questionnaire, provide your responses for a research project, or to participate in some other format. As a result, some of the results yielded from these have been published under the name of The University of Notre Dame Australia without the University’s knowledge or authorisation.

If you are approached by an external individual/agency/organisation to give your responses as a University of Notre Dame student in the School of Medicine, Fremantle there is a process which you must follow before participating:

- Request for participation is sent to the Evaluation Committee (School of Medicine, Fremantle) via your MSAND Representative on this Committee – (contactable at education@msand.org.au)
- The above request should be in the form of a synopsis which includes as much relevant information as possible (e.g.) -
  -source of request with some background information;
  -how/by whom the results will be used;
  -return date for information and date for results publication;
  -the avenue by which the approach was made to you;
  -the exact nature of your participation (interview, survey, research project etc);
  -attachment of the questions, instrument, informational brochure etc.

- The Evaluation Committee checks on “appropriateness” of participation.
- The Evaluation Committee makes a recommendation to the Dean.
- Dean’s decision is conveyed back to individual who made the initial request, by a member of the Evaluation Committee.

Please note that individual staff members should not be approached for this type of permission. The above process applies forthwith, even where participation has been historical practice, and for each instance of involvement (i.e. where approval has been given, this is specific to the particular request and does not generalise to other similar requests at later times by the particular agent - approval given previously for involvement with the particular agency does not mean that subsequent involvement is on-going so permission must be sought each time).

Thankyou, in anticipation of your cooperation.