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# Student Qualtrics Licence Application form for Research

**Planning and Institutional Performance Unit (PIPU) is the administrator for Qualtrics and provide Qualtrics licence for students to conduct surveys.**

**This form is to be completed and submitted via the** [**Online Enquiry Form**](https://unite.latrobe.edu.au/sites/admin/ad/pipu/poes/SitePages/Home.aspx) **by the chief investigator/supervisor (and the email will then take the place of the signature) and access will be provided within two working days.**

**Where the chief investigator is not a continuing appointment, the supervisor should be copied into the email.**

Full name of chief investigator/ supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of chief investigator / supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course enrolled in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In requesting Qualtrics access for the above student, both the student and the chief investigator / supervisor agree to the following terms of use:

* + 1. Qualtrics surveys using the La Trobe licence are to be used only for La Trobe University business following any relevant ethical standards or procedures
		2. Ethics approvals, where required, will have been received prior to distribution to potential participants
		3. Ensure to comply with the [Spam Act 2003](http://www.acma.gov.au/Search?t=362)
		4. All surveys must include the supervisor as a full collaborator with all rights to copying, editing, distributing, and closing the survey
		5. Supervisors must approve the survey’s release and distribution prior to it being launched and distributed

Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_ \_/\_\_ \_\_/\_\_ \_\_ \_\_

Signature of chief investigator / supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_ \_/\_\_ \_\_/\_\_ \_\_ \_\_

Once access is granted, an email including all details and training material will be sent to the student.

Any questions are to be forwarded via the [Online Enquiry Form](https://unite.latrobe.edu.au/sites/admin/ad/pipu/poes/SitePages/Home.aspx)