

2.1 Automatic Access (Continued)

Student Census Reporting (non-equity and diversity):

All staff with a UDS account have access to Student census reporting that does not contain equity and diversity data fields.

Student eForm Reporting:

Access is based on an individual's security access in the Student Administration System (SAS).

Student Experience of Learning and Teaching (SELT) Reporting:

- All staff with a UDS account have access to SELT Course Survey quantitative results where the number of respondents is greater than or equal to five.
- Academic staff have access to their own Course Survey and Teacher Survey class result reports. Academic staff can also access historic SELT Course Survey class results for classes for which they have been a convenor

University Services Feedback Reports:

Monthly feedback to ANU service snapshot report is open to all staff with a UDS account

Voice Survey Results Reporting:

Access is based on an individual's delegations in the HRMS.

2 Statement of Academic Activity (SAA)

Need Access

I will be reviewing the following information. Please select all that apply:

Staff Details (Human Resources/HR) Data

Publications Data

Grants Data

Education/Teaching Data

Higher Degree Research (HDR) Supervision Data

Other Contributions

Tracking Summary Report

All of the above

Please list the area(s) you need to access: (i.e. "College of Law" for college/service division level access, "Research School of Biology" or "My department" for school/department level access, and "University" for all areas):

2.3 Travel Reports

Need Access

Do Not Need Access (skip to section 2.4)

2.4 Chief Investigator Financial Reporting (CIFR)

Need Access

Do Not Need Access (skip to section 2.5)

I am currently a Chief Investigator (CI):

Yes No

If you are not currently a CI, please state the reason that you need access to CIFR in ANU Insight:

2.5 Admissions Reporting

Important Note: Conflict of Interest

A conflict of interest refers to situations where a conflict arises between a person's duties, or information which they have access to by reason of their employment, and their private interests. It is not necessary for a conflict to be actual - it may be potential or reasonably perceived to exist by a third party. If you are in any doubt, it is recommended that a declaration is made.

Third party relationship definition:

1. 'Relative' is defined as:

- a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant, adopted child or step-child of the person or of the person's spouse;
- b) the spouse or de facto partner of the person or of a person referred to in part a) above.

2. 'Other' relationships defined as: a person outside of the relative category defined in 1) above, such as, but not limited to, a friend, neighbour or business associate.

If you require detailed data, please confirm if you have a Conflict of Interest. If yes, the Declaration of Interest Form **must** be completed and returned with this form.

Do you have a Conflict of Interest?

Yes

No (skip to section 2.5 a)

All admissions data recipients will be emailed to confirm conflict of interest each August. Please refer to the [Declaration of Interest Form](#).

Access to the reports below will be granted at the discretion of the Deputy Registrar, Student Admissions.

a) Demographic / Competitor reports

Reports containing information such as applicant home state, age, gender etc. UAC competitor reports allow for comparison of similar programs.

Need Access

Do Not Need Access

Please give a detailed clear justification of your requirement to access the Demographic and / or Competitor reports:

b) Detailed Unit Record reports

Reports containing detailed information of the individual applicant such as name, reference number and/or contact information.

Need Access

Do Not Need Access

Please give a detailed clear justification of your requirement to access the Detailed Unit Record reports:

2.6 Student Enrolment and Load Reporting

Student Analytics Reports

Need Access

Do Not Need Access

Student Equity and Diversity Cubes

Need Access

Do Not Need Access

The Student Equity and Diversity Cubes contain the same data fields as the Enrolment and Load Cubes but with the addition of the following four fields: ATSI, Low-SES, Gender, and Disability status indicators.

Please state the reason that you require access to the Student Equity and Diversity Cubes, and why you require access to at least one of these additional fields specifically:

:

I currently have access to the Student Administration System (SAS):

Yes

No

3. Applicant Agreement

I have read and agree to abide by the conditions detailed in the following ANU policies and procedures:

- [Code of conduct - Policy](#)
- [Acceptable use of Information Technology - Policy](#)
- [Information Technology account management and access - Procedure](#)
- [Privacy - Policy](#)
- [Records and archives management - Policy](#)

For Admissions data access, I have read and understood the ANU and UAC Guidelines for the Confidentiality and Security of Information document. I further understand and accept that failure to comply with any of these conditions could result in all access to Admissions data being rescinded and / or legal action being taken against me:

- [ANU and UAC Guidelines for the Confidentiality and Security of Information](#)

Signature

Date

4. Authorisation by Delegate (Dean / General Manager of a College or a Service Division Director)

Name

University ID

Signature

Date

Please email the scanned form to ANU Insight: insight@anu.edu.au.

5. Office Use Only – Additional Authorisation**5.1 Student Enrolment and Load Reporting**

Office Use Only – Authorisation by Manager, Operations, Division of Student Administration (DSA):

Name	Signature	Date
------	-----------	------

5.2 Admissions Reporting

Office Use Only – Authorisation by Deputy Registrar, Student Admissions:

Security level

Demographic/Competitor reports

Detailed Unit Record (without contact information)

Managerial/Administrative reports

Detailed Unit Record (with contact information)

Name	Signature	Date
------	-----------	------

6. Office Use Only – Authorisation by PPMD

Office Use Only – Authorisation by Director / Manager, Planning and Performance Measurement Division (PPMD)

Name	Signature	Date
------	-----------	------