



TUTOR INFORMATION SHEET

GAINING INFORMED CONSENT - VIDEO



Towards an innovative pedagogical model to transform the delivery of study skills
in Higher Education Popular Music in the UK: a focussed single institution study. (E5 v.1.4 10/5/19)

What to do in class for recorded observed sessions:

1. In the previous session & on Moodle - hand out PIS F '(Information Sheet for Student Implementation Surveys)'
2. In the observed session - hand out PIS F '(Information Sheet for Student Implementation Surveys)' and allow students time to read it
3. Talk through the relevant consent slides highlighting these specific points:
 - i. the video recording is of the tutor, only the audio will record students
 - ii. students will not be identified in the final report
4. Have a group discussion and allow time for questions
5. Hand out the consent forms (2 copies per students) and collect back in 1 copy
6. **Only record the session if full consent has been received from EVERY student**

Students need to be given a full explanation of the nature, purpose, location and likely duration of the recording and what they will be expected to do.

- The nature is video and audio recording.
- The purpose is to provide data for the research into the effectiveness of the Musostudy Model, being developed to embed study skills into BIMM lessons. This is all the recording will be used for.
- Location and Duration are just that session in that classroom on that day.
- Students will not be expected to do anything different from what they usually do in the session but need to be aware that there is a camera focusing on the tutor.

Personal Data No personal information will be collected from the recordings. Students will not be identifiable in the final report.

Confidentiality and their anonymity will be maintained and it will not be possible to identify them in any publications. The anonymised data taken from this recording may be used in subsequent publications about the research. There is the potential for the results (but not the recordings) to be published. They will be presented at conferences and written up to contribute towards my PhD. If they would like to see these reports please ask them to email me (sr00888@surrey.ac.uk).

Students are free to withdraw from the study at any time without needing to justify their decision, without prejudice and without their legal rights and studies being affected. To withdraw they must request for their data to be withdrawn within a month of attending the session. They do this by emailing me (sr00888@surrey.ac.uk). The recordings I hold will be deleted once I have analysed them.

GAINING INFORMED CONSENT GUIDANCE

For this research to be as ethical as possible it is important to gain informed consent from the students in your classes where you are implementing Musostudy. You will be responsible for this when asking students to complete surveys and to be in classes when video/audio recordings are made.

The procedure for gaining informed consent is to explain the relevant Participant Information Sheet (PIS) and have a group discussion. Once you are satisfied that the students are clear about what their participation involves you can then ask them to complete the consent form.

The Discussion

When informing for consent it is important to ensure participants are able to concentrate and feel confident enough to discuss the research and ask questions.

You should go over:

- who the research is being carried out by and their contact details
- the aims of the research, how the research will be carried out and what will be done with the results
- what participation involves (including potential risks and benefits)
- what happens to the information they provide (including confidentiality)

You need to reassure students that the teaching/learning they receive will not be adversely affected, whether or not they decide to take part.

When giving information about the research, it is important to make sure students can give informed consent by repeating, explaining and reinforcing information and asking them questions to check they have understood the information.

As well as verbal information students must also be given a permanent record of information about the research - the Participant Information Sheet - to take away to support them in their decision-making.

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The following is taken from the University of Surrey's 'RIGO byte H7: Informed Consent'. (This is not an exhaustive account of all the concerns that may arise.)

What is Consent?

Consent; is the invisible act of evaluating information and making a decision, and the visible act of signifying the decision. According to the ESRC Framework for Research Ethics; Consent is the central act in research ethics, as set out in the 1947 Nuremberg Code. The 1964 Helsinki Declaration stipulated that valid consent is properly informed and also freely given – without pressures such as coercion, threats or persuasion.

What is Informed Consent?

For consent to be 'Informed Consent'; Research Participants must be fully informed about the purpose, methods and intended possible uses of the research, what their participation in the research entails and what risks, if any, are involved. Therefore Consent is a process – not a simply yes or no. It is the process by which potential participants can decide if it is worth taking part in a study despite any risks and costs. This may sound rather extreme for a decision to take part in a small study, but respect for consent sets standards of respect for the whole relationship between the researchers and participants.

Should consent be recorded?

- Recorded consent should be seen as a goal which researchers should always aim to achieve. Without a written record of the research subject's consent, there is more likely to be uncertainty over whether a project has met the requirements of the Data Protection regulations.
- For research participants who are able to read, it would normally be expected that they should be provided with written information about the project so that they have a record of what they participated in.
- There may be other, more suitable ways of directly recording the research subject's consent than a written consent form. For example, if data is gathered through audio visual recordings of interviews, the recording of the first interview could start with the researcher explaining the nature and purpose of the project and how the data will be used, and asking the interviewee to confirm that they agreed to participate in the project.
- The records of the project (e.g. project plan, field notes) should document the methods chosen by the researcher to obtain informed consent and how they were implemented.

Who should I contact for further information?

Please contact me using the following contact details: Sue Richardson, Senior Tutor, PGCert, BIMM

Tel: 07512 058339 Email: sr00888@surrey.ac.uk Web: musostudy.com @musostudy

You may also wish to read The Research Ethics Guidebook which is designed as a resource for social science researchers (<http://www.ethicsguidebook.ac.uk/>).