



STUDENT INFORMATION SHEET OBSERVATION OF SESSIONS



Implementing The Musostudy Model to embed study skills in Popular Music Studies in Higher Education
(Qualitative Evaluation Component F1. v.1.2 7/8/19)

YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

I am a PhD student at the University of Surrey and a PGCert tutor at BIMM. I would like to invite you to participate in this research project which forms part of my PhD research. You should only participate if you want to; choosing not to take part will not disadvantage you in any way.

Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish.

What is the purpose of the study?

This study is designed to test Musostudy, a new educational model. I am specifically interested in how we can embed study skills into lessons. This will involve BIMM tutors using Musostudy principles to design their teaching and learning activities.

Why have I been invited to take part?

Your tutor will be using the Musostudy Model in class this year. To monitor its effectiveness we will be recording some of your sessions. The video recording will be focussed on the tutor at the front of the class and you will not be seen in the recording, however your voice may be heard in the audio recording.

Do I have to take part?

Participation is voluntary. You do not have to take part. You should read this information sheet and if you have any questions you should ask me. You can withdraw your participation at any time prior to the end of the study, and I will collect no further data from you. If you would like to withdraw your data from the research please email me within a month of the date of the interview. Your status at BIMM will not be affected by this interview.

What will happen to me if I take part?

If you decide to take part you will be given this information sheet to keep and will be asked to sign a consent form. The session will be recorded and the data will be analysed by the researcher.

What are the possible benefits and risks of taking part?

Information from the research will help to develop an effective model for embedding study skills into classes. There are no anticipated risks to taking part in this evaluation.

How is the project being funded?

My PhD is part funded by BIMM. This study has been reviewed and received a Favourable Ethical Opinion from the University of Surrey Ethics Committee and the BIMM Research and Enterprise Committee.

What if something goes wrong?

If you wish to make a complaint about the conduct of the study you can contact Dr Chris Wiley, Supervisor; Email: c.wiley@surrey.ac.uk. For complaints that can't be dealt with by the research team please contact Professor Tony Myatt Head of Department of Music & Media Department, University of Surrey; t.myatt@surrey.ac.uk

The University has in force the relevant insurance policies which apply to this study. If you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should follow the instructions given above.

Who should I contact for further information?

If you have any questions or require more information about this study, 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

Who is Handling My Data?

The University of Surrey, as the sponsor, will act as the 'Data Controller' for this study. We will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly. This information will include your name and BIMM email address which is regarded as 'personal data'. We will use this information as explained in the 'What is the purpose of the study' section above.

What will happen to my data?

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of public interest. This means



STUDENT - OBSERVATION CONSENT FORM



Implementing The Musostudy Model to embed study skills in Popular Music Studies in Higher Education
(Participant Consent Form - Evaluation Component F1 v.1.2 10/5/19)

Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research. Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask your tutor before you decide whether to join in. You will be given a copy of this Consent Form to keep & refer to at any time. By ticking/initialling each box you are consenting to this element of the study. It will be assumed that un-ticked/un-initialled boxes mean that you DO NOT consent to that part of the study & you may be deemed ineligible for the study.

DATE OF OBSERVATION: _____

Please tick/initial each box

- I confirm that I have read & understood the information sheet dated v.1.2 7/8/19 for the above study. I have had the opportunity to consider the information & asked questions which have been answered satisfactorily.
- I agree to this class being recorded in video and audio format.
- I understand that my participation is voluntary & that I am free to withdraw at any time during the study without giving any reason & without being disadvantaged in any way. Furthermore, I understand that it will not be possible to delete any of my data already provided (within one month of it's submission to the researcher).
- I consent to the processing of my personal information for the purposes explained to me. I understand that such information will be handled in accordance with current data protection regulations.
- I understand that my information may be subject to review by responsible individuals from the University of Surrey and/or regulators for monitoring & audit purposes.
- I understand that confidentiality & anonymity will be maintained & the researcher will not identify me in any research output.
- I agree that the research team may use my data for future research & understand that any use of identifiable data would be reviewed & approved by a research ethics committee. (In such cases, as with this project, data would not be identifiable in any report).

Name of participant: _____

Signed: _____ Date: _____

Name of researcher/person taking consent: _____

Signed: _____ Date: _____