



TUTOR INFORMATION SHEET



GAINING INFORMED CONSENT - SURVEYS

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. (v.1.0 10/5/19)

What to do in class for student surveys:

1. In the session talk through the surveys and the PIS (contained online in the survey)
2. Highlight these specific points:
 - i. students do not have to take part the survey and there will be no consequences as a result
 - ii. students will be asked to give their name and the class only so the researcher can track their comments. Students will not be identifiable in the final report (an email address is requested in the final survey if they are willing to take part in an End-of-Cycle interview/focus group)
3. Have a group discussion and allow time for questions
4. Display the survey link (on Moodle module page) or the URL and allow them 5 minutes to complete the survey in class.

- The nature is an online survey with Likert-style questions and some comments boxes.
- 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. The questions will gauge their responses to the different elements of the model and their effectiveness.
- The survey will take place in class (but will also be open for another 2 weeks online) & will take up to 5 minutes to complete.
- Students DO NOT have to complete the survey if they do not wish to however it will be very helpful to the research if they do. There will be not negative consequences for them if they do not complete it.
- They will be asked for their name and class so the researcher can track their comments. Students will not be identifiable in the final report. (An email address is also requested in the final survey if they are willing to take part in an End-of-Cycle interview/focus group).

Personal Data I will allocate a unique code to each student name and their responses to the surveys will be held with this code in a password protected file. Personal information will be kept separately from the research data. At the end of the study all personal information will be deleted.

Online Surveys Data will be held securely in the online survey portal (onlinesurveys.ac.uk) for one month. It will then be exported into to an Excel spreadsheet and held on Surrey's secure server in a password protected file ready for analysis. The online data will then be deleted. Once all data have been collected and entered electronically it will not be possible to identify anyone personally in the final research.

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 'RIG0 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/>).