qm_logo**Information sheet**

**Data collection for research: Information for participants**

Title of Study: ***xxxxxxxxxxxxxxxxxxxxxxx***

We would like to invite you to be part of this research project, if you would like to. You should only agree to take part if you want to, it is entirely up to you. If you choose not to partake in this study, there won’t be any disadvantages for you, and you will hear no more of it.

Please read the following information carefully before you decide to take part. This will give you more information on why the research is being done and what you will be asked to do if you take part. Please ask if there is anything that is unclear or if you would like more information.

If you decide to take part, you will be asked to sign the attached form to say that you agree.

You are still free to withdraw at any time and without giving a reason.

*Details of the study*

This research project forms part of the postgraduate core course **GEG7120-GEG7135 Research Design and Methods** for students in the School of Geography and is an important part of student training.

The study will take the form of an interview lasting approximately 30 minutes and will be contain 10-15 key questions relating to your understanding and knowledge of xxxxxxx. The interview will be conducted by one student and will solely be used to help in the preparation of a report for assessment purposes. This dissertation will be for internal assessment purposes only and will not be made publicly available. A copy can be made available to participants upon request.

The student will first provide you with a brief introduction to the project. You will be asked to provide your consent for the interview to commence. You will also be asked for your consent for the interview to be recorded to aid the preparation of a transcript of the interview. The transcript of the interview will be fully anonymised and placed on a secure server solely for use in the preparation of the essay. After the essay has been completed, the transcript and recording will be destroyed.

It is up to you to decide whether to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a consent form.

If you have any questions or concerns about the way the study is conducted, please, in the first instance, contact the student researcher responsible for the study. Their details are: [Add your Name] [Email address and Telephone number]. If this is unsuccessful, or not appropriate, please contact the student’s supervisor **Name xxxxxxxxx, School of Geography, Queen Mary University of London, Mile End Road, London, E1 4NS (email:** xxxxxxxxxx)

qm_logo**Consent form**

Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.

Title of Study: ***xxxxxxxxxxxxxxxxxxxxxxx***

Thank you for considering taking part in this research. The person organizing the research must explain the project to you before you agree to take part.

If you have any questions arising from the Participant Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time. If you are willing to participate in this study, please circle the appropriate responses and sign and date the declaration underneath.

|  |  |
| --- | --- |
| **Statement** | **Circle a response** |
| I agree that the research project named above has been explained to me to my satisfaction in verbal and/or written form. | YES / NO |
| I understand that if I decide at any other time during the research that I no longer wish to participate in this project, I can notify the researchers involved and be withdrawn from it immediately. | YES / NO |
| I have read, both the notes written above and the Participant Information Sheet, about the project and understand what the research study involves. | YES / NO |
| I consent to the processing of my personal information for the purposed of this research study. And I understand that such information will be treated as strictly confidential and handled in accordance with the provisions of Relevant Data Protection Legislation. | YES / NO |
| I consent to my interview being recorded. | YES / NO |

**Participant’s Statement:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree that the research project named above has been explained to me to my satisfaction and I agree to take part in the study.

**Signed: Date: n**

**Researcher’s Statement (to be completed by the student):**

I **­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have carefully explained the nature, demands and any foreseeable risks (where applicable) of the proposed research to the volunteer and provided a copy of this form.

**Signed: Date:** j

**Please ensure that two copies are signed – one copy should be retained by the researcher, one by the participant.**