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**Standard Participant Information and Consent Template**

**Instructions for Creating a Participant Information & Consent Form**

**This template is a guide only. The template needs to be modified to suit your own research project.**

⮞ There are prompts for the content of your Participant Information and Consent Form (in orange) and instructions regarding the format of your document (in blue). **Please ensure that you delete all prompts (orange) and instructions (blue) from the final document.**

⮞ If more than one Participant Information And Consent Form is required for your research project, please label the different forms clearly for the different participant groups.

⮞ There are 14 numbered sections in this template. Please ensure that all relevant sections are included and numbered appropriately in your final document.

⮞ You should delete any headings and sections that are not relevant to your research project and/or modify paragraphs so that they are relevant to your research project.

**Text style advice**

⮞ **Preferred language** recommendations for use in the Participant Information section are in black text.

⮞ This guide proposes preferred language for some sections of the Participant Information And Consent Form. This preferred language may be the totality of what is required for the section or it may be a series of suggested phrases to be used along with other information in the section, as indicated by the guidelines pertaining to the section.

⮞ Language used should be readily understandable by the participant (Year 8 reading level or below) and include Australian spelling of words.

⮞ If translated Participant Information And Consent Forms are to be used, please submit copies of both the English language version and translated versions with your human research ethics application.

**Formatting**

⮞ Include the version date of the document in the footer of each page. Do not use the ‘automatic’ date insertion function.

⮞ Use the ‘1 of X’ pagination option. Ensure that all references to version date or pagination in the text are correct and consistent with the information in the footer.

⮞ Text should be at least font size 11 in an easily readable font style.

⮞ Ensure that all font styles and sizes, bolding, italicisation and underlining are intended and that any variations are consistent throughout the document.

**Please ensure that your final document is proofread and remove this page before submission to ethics committee.**

Acknowledgement: This template is adapted from a standardised Participant Information and Consent Form produced by the National Health and Medical Research Council and found at this location: [Ethical issues and resources | NHMRC](https://www.nhmrc.gov.au/research-policy/ethics/ethical-issues-and-resources)



**Participant Information And Consent Form**

|  |  |
| --- | --- |
| **Title** | Oh! Thank God, not another essay: The value of using podcasts as an assessment tool with undergraduate students.  |
| **Principal Investigator;** | Dr. Julie-Mary Carmel Principal Investigator] |
| **Associate Investigator:** | Anne Houghton  |
| **Principal Research Student(s)** | N/A |

**What does my participation involve?**

As a student who has previously undertaken podcast as an assessment tool in TCHE2456: Engaging with Indigenous perspectives for responsible teaching practice you are invited to participate in this research which endeavours to find out the effectiveness and your perspectives about the use of podcasts as an assessment tool. In the first instance you will be asked to fill out a short questionnaire and undertake a follow up interview (via online) where you will be asked to answer a set of questions based on your experience as a student undertaking podcasts as an assessment in TCHE2456.

**1 Introduction**

You are invited to take part in this research project, which is called **Oh! Thank God, not another essay: The value of using podcasts as an assessment tool with undergraduate students.**

You have been invited because you were a student who previously undertook the course TCHE2456: Engaging with Indigenous Perspectives for Responsible Teaching practice. As such you underwent an assessment where podcasts were used.

No personal details regarding you will be used in this research and your data will be kept secure through a password protected file on RMIT systems (Share point). Each participant responses will be anonymised, and participation is voluntary, and you may withdraw any anytime up until the publication of the results

This Participant Information and Consent Form tells you about the research project. It explains the processes involved with taking part. Knowing what is involved will help you decide if you want to take part in the research.

Please read this information carefully. Ask questions about anything that you don’t understand or want to know more about. Before deciding whether to take part, you might want to talk about it with a relative or friend.

If you decide you want to take part in the research project, you will be asked to sign the consent section. By signing it you are telling us that you:

* Understand what you have read
* Consent to take part in the research project

Once you have responded to the expression of interest to participate in this research, you will be sent a link to a website especially set up for this research which includes a Participation Information to read and a questionnaire. You will be able to download the Participation Information Form from the website. The questionnaire can be filled out on the website. Once you have completed the questionnaire we contact with you with details of the interviews.

**2 What is the purpose of this research?**

Improving and engaging students in assessment has become a priority in higher education both internationally and domestically (Nicol, 2011). The aim of this research is to find out your thoughts regarding podcasts as an alternate means of assessing your learning**.** This project will add to current research being undertaken regarding alternate forms of assessment that meet the needs of 21st century students and their lifeworlds. Ehlers & Schneckberg ( 2010) claim that implementing aspects of ICT such as podcasts, provides opportunities for students to learn how to be creative, collaborate with others, be reflective and further focusses on the relevance of the assessment to the learning. Therefore ,this project will explore this further to gauge if this is correct.

This research has been initiated by the researcher, Dr. Julie-Mary Carmel. A research assistant [Anne Houghton] will conduct the interviews, thus avoiding any conflict of interest.

This research has been funded by a RMIT learning and teaching grant.

**3 What does participation in this research involve?**

Should you decide to take part in the research project, you will be given access to the project website, where you can open a consent form to participate in this project and fill out. Once this done you will be given a questionnaire asking about your experience in the podcast assessment. Completing the questionnaire will take approximately 15 minutes and can be filled out online. After completing the questionnaire, you will be invited to undertake an interview to expand on your responses. This will be undertaken by a Research Assistant at a time convenient to you via online.

Your responses will be recorded for data collection purposes only and will be kept confidential and secure on a password protected RMIT system. At the conclusion of this project the recordings will be destroyed securely as per RMIT requirements.

It is anticipated that your involvement in this project should take no more than 1-2 hours overall.

There are no costs associated with participating in this research project, nor will you be paid.

However, you may be reimbursed for any reasonable travel, parking, meals and other expenses associated with the research project visit.

**4 Other relevant information about the research project.**

There are no other interested parties involved in this research. The number of participants will

depend on how many students respond to the request to participate.

This is an independent study that has no links to any previous studies undertaken relating to this

topic.

**5 Do I have to take part in this research project?**

Participation in any research project is voluntary. If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the project at any stage.

Your decision whether to take part or not to take part, or to take part and then withdraw, will not affect your relationship with the researchers or with RMIT University.

Submitting your completed questionnaire and consent from is an indication of your consent to participate in the study. You can withdraw at any time before you have submitted the questionnaire. If you choose not to participate in the follow up interview you can withdraw questionnaire responses at any time, should you desire.

If you do decide to take part, please sign the attached Participant Information and Consent Form and upload to website as instructed. Upon your request you will be given a copy to keep.

**Interviews**

Interviews will be undertaken by a research assistant, who will de-identify your responses via coding before submitting to the principle researcher for data analysis. This coding will be kept confidential and secure on the password protected system and only accessed if you choose to withdraw your responses. Once the project is complete this information will be destroyed in compliance with RMIT requirements.

You may stop the interview at any time. Unless you say that you want us to keep them, any recordings will be erased and information you have provided will not be included in the study results. You may also refuse to answer any questions that you do not wish to answer during the interview.

**6 What are the possible benefits of taking part?**

We cannot guarantee or promise that you will receive any benefits from this research; however, you may appreciate contributing to knowledge. Your participation will be acknowledged anonymously in any journal articles or presentations that develop from this research. Upon request you will be given a certificate of participation that you may wish to add to your resume. This will be issued by the research assistant to maintain your privacy

**7 What are the risks and disadvantages of taking part?**

It is anticipated that there will be no risks or disadvantages to you in participating in this research. All information gained will be anonymised to protect your privacy at all times. The data will be kept securely via a password protected file on the RMIT systems One Drive).

If you do not wish to answer a question, you may skip it and go to the next question, or you may stop immediately. If you become upset or distressed because of your participation in the research project, members of the research team will be able to discuss appropriate support for you.

**8 What if I withdraw from this research project?**

If you do consent to participate, you may withdraw at any time. If you decide to withdraw from the project, please notify a member of the research team.

You have the right to have any unprocessed data withdrawn and destroyed, providing it can be reliably identified.

**9 What happens when the research project ends?**

It is anticipated that the information gained from this project will be included in aresearch paper and published in a relevant journal and presented at a research conference. All participants will be supplied with a copy of both the research paper and research presentation at the completion of this project if they desire one. No identifying data will be included in the paper or presentation.

**How is the research project being conducted?**

**10 What will happen to information about me?**

Your data collected will be de-identified (coded) and stored via a password protected file on RMIT systems. Both the principle researcher, and research assistant will have access to this data and will be kept until the completion of the project, approx. 24 months. The principle researcher will only have access to the de-identified data. Once the project has ended it will be securely destroyed as per RMIT requirements.

By signing the consent form, you consent to the research team collecting and using information from you for the research project. Any information obtained in connection with this research project that can identify you will remain confidential.

It is anticipated that the results of this research project will be published and/or presented in a variety of forums. In any publication and/or presentation, information will be provided in such a way that you cannot be identified, except with your express permission. All data will be anonymised and kept securely until no longer required and will be destroyed in accordance with RMIT requirements.

In accordance with relevant Australian and/or Victorian privacy and other relevant laws, you have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. Please inform the research team member named at the end of this document if you would like to access your information.

Any information that you provide can be disclosed only if (1) it is protect you or others from harm, (2) if specifically allowed by law, (3) you provide the researchers with written permission. Any information obtained for the purpose of this research project and any subsequent published paper and presentation that can identify you will be treated as confidential and securely stored.

**11 Who is organising and funding the research?**

This research project is being conducted by Dr. Julie-Mary Carmel and has received funding through RMIT learning and Teaching grants.

**12 Who has reviewed the research project?**

All research in Australia involving humans is reviewed by an independent group of people called a Human Research Ethics Committee (HREC). This research project has been approved by the RMIT University HREC.

This project will be carried out according to the *National Statement on Ethical Conduct in Human Research* (2007). This statement has been developed to protect the interests of people who agree to participate in human research studies.

**13 Further information and who to contact**

If you want any further information concerning this project, you can contact the researcher on (03) 9925 7804 or any of the following people:

Mrs. Anne Houghton.

[Research assistant]

Email: anne.houghton@rmit.edu.au

**Research contact person**

|  |  |
| --- | --- |
| Name | Dr. Julie-Mary Carmel  |
| Position | Principal investigator  |
| Telephone | (03) 9925 7804  |
| Email | julie.carmel@rmit.edu.au  |

**14 Complaints**

Should you have any concerns or questions about this research project, which you do not wish to discuss with the researchers listed in this document, then you may contact:

|  |  |
| --- | --- |
| Reviewing HREC name | RMIT University |
| HREC Secretary | Pascal Bernard  |
| Telephone | 03 9925 2138 |
| Email | humanethics@rmit.edu.au |
| Mailing address | Manager, Research Ethics, Integrity and GovernanceRMIT UniversityGPO Box 2476MELBOURNE VIC 3001 |

**Consent Form**

|  |  |
| --- | --- |
| **Title** | **Oh! Thank God, not another essay: The value of using podcasts as an assessment tool with undergraduate students.** |
| **Principal Investigator/Senior Supervisor** | Dr. Julie-Mary Carmel |
| **Associate Investigator** | Anne Houghton |
|  |  |
|  |  |

**Acknowledgement by Participant**

I have read and understood the Participant Information Sheet.

I understand the purposes, procedures and risks of the research described in the project.

I have had an opportunity to ask questions, and I am satisfied with the answers I have received.

I freely agree to participate in this research project as described and understand that I am free to withdraw at any time during the project without affecting my relationship with RMIT.

I understand that I will be given a signed copy of this document to keep.

|  |
| --- |
|  |
|  | Name of Participant (please print) |  |  |  |  |
|  |
|  | Signature |  |  Date |  |  |
|  |

**Declaration by Researcher\***

I have given a verbal explanation of the research project; its procedures and risks and I believe that the participant has understood that explanation.

|  |
| --- |
|  |
|  | Name of Researcher\* (please print) |  |  |
|  |  |
|  | Signature |  |  Date |  |  |
|  |

\* An appropriately qualified member of the research team must provide the explanation of, and information concerning, the research project.

Note: All parties signing the consent section must date their own signature.

Nicol, D. (2011, March 2-3). *Developing student's ability to construct feedback* [Presentation ]. QAA Enhancemnet Themes Confertence, Heriot-Watt University <www.reap.ac.uk/peer/project.aspx>