

Research Participant Information Statement

Information for research participants

Research Study Title	Click or tap here to enter text.
APIC REP Approval Reference	Click or tap here to enter text. Click or tap to enter a date.
Researcher's Name	Click or tap here to enter text.
Researcher's Relationship to APIC	Choose an item.

(1) What is the study about?

You are invited to participate in a study of Click or tap here to enter text.. The researcher(s) hope to learn Click or tap here to enter text..

(2) Who is carrying out the study?

The research is being conducted by Click or tap here to enter text. under the supervision of Click or tap here to enter text..

[DELETE if not applicable] The research studies contribute to Click or tap here to enter text. studies for the award of the Choose an item. degree course being undertaken at Asia Pacific International College. [DELETE if not applicable]

(3) What does the study involve?

As a participant in this study, you will be involved in activities such as: [DELETE if not applicable] audio/video taping, questionnaires, surveys, focus groups, interviews, return of questionnaires, and location of focus groups/interviews. [DELETE if not applicable]

INSERT details about any discomforts, inconveniences and potential risks reasonably expected from participation in this study and explain how these are being minimised.

If no potential risk or discomforts INSERT the following statement:

There are no reasonably expected discomforts, inconveniences, or potential risks associated with your participation in this study.

(4) How much time will the study take?

[INSERT a short statement that describes how much time the participant will need to commit to their involvement in the study. Where applicable, outline the duration of each activity that the participant will be involved in].

(5) Will I incur any costs by participating in the study?

There are no costs associated with your participation in your study, bar the time taken to respond.

(6) Can I tell other people about the study?

[INSERT details about information that may be shared with others and what they are requested to keep confidential].

(7) Will I receive the results of the study?

[INSERT a description of the mechanism/s by which a summary of research findings will be offered to the research participants at the completion of the study. If there are potential negative effects of providing this feedback to the participants these need to be described as does the mechanism in which the participants will provide their consent to receiving the feedback, e.g., by consent form with a tick-box mechanism provided to them before the activity commences].

(8) Confidentiality and disclosure of information

Any information that is obtained in connection with this study able to be identified as in connection with you will remain confidential and will be disclosed only with your permission, except as required by law. If you consent to participating in this study, we/I plan to discuss/publish the results [INSERT the name of the persons or organisations/agencies to whom the information will be furnished, the nature of the information to be furnished, and the purpose of the disclosure]. In any publication, information will be provided in such a way that you cannot be identified.

(9) Can I withdraw from the study?

[PARAGRAPH FOR INTERVIEWS]

You may stop the interview at any time if you do not wish to continue. The audio recording will be erased and the information provided will not be included in the study.

[PARAGRAPH FOR FOCUS GROUPS]

If you take part in a focus group and you wish to withdraw from the study, you may leave the focus group; however, it will not be possible to exclude your individual data from the group once the session has commenced.

[PARAGRAPH FOR THE RETURN OF QUESTIONNAIRES/SURVEY IF NOT HAVING A CONSENT FORM]

Being in this study is voluntary and you are not under any obligation to consent to completing the questionnaire/survey. Submitting a completed questionnaire/survey is an indication of your consent to participate in the study. You can withdraw consent at any time prior to submitting the completed questionnaire/survey. Once you have submitted the questionnaire/survey anonymously, the responses cannot be withdrawn.

(10) How can I obtain further information?

When you have read this information, [Click or tap here to enter text.](#) will discuss it with you further and answer any questions you may have. If you would like to know more at any stage, please feel free to contact either the researcher or [INSERT the name, position and business contact number of one other person that can be contacted concerning the research (e.g., research supervisor)].

(11) What can I do if I have a complaint or a concern?

Any concerns or complaints about the conduct of this study should be directed to:

APIC Deputy Dean – Research
Asia Pacific International College
55 Regent Street
Chippendale
NSW 2008
Ph: 02 9318 8111

Any complaint will be investigated promptly and you will be informed of the outcome.

This information sheet is for you to keep.

DRAFT

Research Participant Consent Form

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Researcher's Name	Click or tap here to enter text.
Researcher's Relationship to APIC	Choose an item.

I hereby give my free and informed consent to participate as requested in the above-named research project, and confirm that:

1. I am over the age of 18 years.
2. Details of procedures and any risks have been explained to my satisfaction.
3. I agree to my information and participation being recorded using the means described in the Information Sheet.
4. I am aware that I should retain a copy of the Information Sheet and Consent Form for my reference.
5. I understand that:
 - I am free to withdraw from the project at any time and am free to decline to answer particular questions.
 - While the information gained in this study will be published as explained in the Information Sheet, I will not be identified, and individual information will remain confidential.
 - I may ask that the recording/observation be stopped at any time, and that I may withdraw at any time from the session or the research without disadvantage.
6. I **agree/do not agree*** to the **recording/transcript*** of my participation being made available to other researchers who are not members of this research team, but who are judged by the research team to be doing related research, on condition that my identity is not revealed. **delete as appropriate*
7. I have had the opportunity to discuss taking part in this research with someone not associated with the research team.

 Name of Research Participant (*First name and Surname*) (*Print*)

 Signature of Research Participant

 Date

 Researcher's Signature

 Date

Research Participant Withdrawal of Consent Form

You can withdraw your consent to participate by advising the researcher verbally, via email to [Click or tap here to enter text.](#), or by returning this completed form to their identified supervisor, [Click or tap here to enter text.](#), at [Choose an item.](#)

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I hereby wish to **WITHDRAW** my consent to participate in the research proposal described above.

Name of Research Participant (*Print*)

Signature of Research Participant

Date