**Information Sheet (focus group)**

Thank you for considering participating in this research project. The purpose of this document is to explain to you what the work is about and what your participation would involve, to enable you to make an informed choice.

The purpose of this study is to gather information from students that will guide the development of a student feedback tool. This feedback tool will provide a systematic route for students to provide their feedback on their teaching and learning experience while studying at UCC.

Should you choose to participate, you will be asked to take part, along with other students, in a focus group, which will be facilitated by a member of the project study team. This focus group will be audio recorded and is expected to take 30-40 minutes to complete.

Participation in this study is completely voluntary. There is no obligation to participate, and should you choose to do so, you can refuse to answer specific questions, or decide to withdraw from the focus group. Once the focus group has been concluded, you can choose to withdraw your contribution at any time in the subsequent two weeks after the conclusion of the focus group. However, as the transcript will be an amalgam of voices generated from the focus group audio file, it may not be possible to delete your data.

All of the information you provide will be kept confidential and anonymous, and will be available only to the project team which includes the study project manager Dr Stephen Hammel and project coordinators Dr Laura Lee and Ms Elizabeth Noonan. The only exception is where information is disclosed which indicates that there is a serious risk to you or to others. Please be aware, however, that while we can guarantee that we will maintain confidentiality, we cannot guarantee that group members will do the same.

Once the focus group is completed, the recording will be stored on an encrypted laptop and where the data will then be transcribed by the study project manager, and all identifying information will be removed. Once this is done, the recording will also be deleted and only the anonymized transcript will remain. This will be stored on a University College Cork supported cloud storage platform on Microsoft Sharepoint.

The data will be stored for minimum of ten years.

The information you provide will contribute to a report on the approach and design of a student feedback tool. This will be completely anonymous and non-identifiable. The information may also contribute to research publications and/or conference presentations.

We do not anticipate any negative outcomes from participating in this study. Should you experience distress arising from the research process, the contact details for support services provided below may be of assistance: counselling@ucc.ie

Please note that only participants aged 18 years or over may be involved in this research. In the form overleaf you will be asked to confirm whether you meet this requirement.

This study has obtained ethical approval from the UCC Social Research Ethics Committee.

If you have any queries about this research, you can contact me at Stephen.hammel@ucc.ie.

If you agree to take part in this study, please sign the consent form overleaf.

**Research Consent Form**

I………………………………………agree to participate in Dr Stephen Hammel’s research study.

The purpose and nature of the study has been explained to me in writing.

I am participating voluntarily.

I give permission for my focus group with Dr Stephen Hammel to be video-recorded.

I understand that I can withdraw permission to use my data within two weeks of the focus group, in which my material will be deleted from the transcript; however, for the reasons outlined above, I understand that this may not be possible. All audio files will be deleted 2 months after the transcript is complete.

I understand that data from fellow participants in the focus group will be retained.

I understand that anonymity will be ensured in the write-up by disguising my identity. I also undertake to maintain the confidentiality of the focus group.

I understand that disguised extracts from the focus group (e.g. my name / location won’t be used) may be quoted in presentations and publications (e.g. article, book chapter, student thesis, social media publicity of the study’s findings, etc.), if I give permission below (please tick one box):

I agree to participate in this study ☐ I am 18 years or older ☐

I **do not** agree to participate in this study ☐ I am **not** 18 years or older ☐

Signed: ……………………………………. Date: ………………..

PRINT NAME: …………………………………….