

Research Questionnaire Terms & Conditions and informed consent

By completing this survey you are giving your informed consent to participate in this research project. In order to make informed consent, I ask you to read the enclosed information and consent form below.

The information you provide will be used for the purposes of analysis, research and to help improve our services to students. We may link your responses to other data held by the University about you (e.g. department, course and other data) to help us better understand how responses vary between different types of students. We may also contact you for the purposes of further research, but you are not obliged to participate.

Your responses to this survey will remain anonymous, but for marketing purposes we reserve the right to publish in print or online quotes provided in response to this survey, accompanied by the following text (adapted as appropriate): '2nd year BSc Physics student'; 'First year History of Art PhD student' etc.

Amazon Vouchers

As a thank you for your time in completing the research questionnaire, you will be entered into a prize draw to win some amazon vouchers:

1st Prize = £50 amazon vouchers

2nd Prize = £20 amazon vouchers

3rd Prize = £10 amazon vouchers

Please ensure that the email address you enter is accurate, as your amazon vouchers will be emailed directly to this email address. Prizes will be announced on Wednesday 21st December after all entries have been submitted.

Project title: "Research into the effect the shortening of career appointments is having on practice as perceived by practitioners and students".

Combined Information Sheet and Consent Form

Thank you for having the interest and taking the time to read this sheet.

I would like to invite you to take part in my research project; focusing on the effect the shortening of career appointments is having on practice as perceived by practitioners and students.

Firstly it is important that you know why the research is being carried out, and what the study will involve for you should you decide to take part.

Background

The study will explore:

- Students' and practitioner's perceptions of 30 minutes guidance appointments
- If more time could have impacted on the appointment, and if so, in what way?
- Has the service met the perceived needs of the student

The research will assist in exploring students' and practitioners' perceptions and also in ascertaining how the careers service in University of Warwick can best assist these students. The outcomes of the study will also contribute to the development of career guidance practice.

What is involved in taking part?

You will be asked to complete a questionnaire. The questionnaire will consist of a set of open and closed questions. This should not take more than 10 minutes to complete.

I will take responsibility to safeguard your mental and physical well-being and personal privacy whilst participating in the survey. The information you disclose in the interviews will be treated as confidential unless there are potential safety concerns for yourself or others.

How were you selected?

All students visiting the service for a central guidance appointment in autumn term will be invited to complete the questionnaire.

What happens to the information you give?

All the information will be treated confidentially. At the end of the study, the questionnaires, recordings and consent forms will be stored for 10 years in the University of Warwick Student Careers and Skills Service. It will be destroyed after 10 years. I may also make a further copy available to the University for public use.

A copy of my research project can be made available for you to view. Please contact me if you would like to do this. Some of the data you supply may later appear in additional publications such as academic articles. If this is the case, all such results will be strictly anonymous.

It is up to you to decide whether or not to take part in the study. If you decide to take part you are free to withdraw at any time and without giving a reason.

You may contact me, Emily Róisín Reid at any time on: 02476 575 824 or at e.reid.1@warwick.ac.uk

This project has been subject to ethical review, according to the procedures specified by the University, and allowed to proceed.

I confirm that I will keep the research under review, and report to the University on any ethical problems or risks arising which were not at first apparent.

Complaints

Should anyone have any complaints relating to a study conducted at the University or by University's employees or students, please contact:

Director of Delivery Assurance
Registrar's Office, University House, University of Warwick, Coventry, CV4 8UW.

More information:

http://www2.warwick.ac.uk/services/rss/researchgovernance_ethics/complaints_procedure/

Consent Form

I have read the above Information Sheet relating to the following project: “Research into the effect the shortening of career appointments is having on practice as perceived by practitioners and students”.

1. I understand the purposes of the project and what will be required of me, and any questions I have had have been answered to my satisfaction. I agree to the arrangements described in the Information Sheet in so far as they relate to my participation.
2. I understand that participation is entirely voluntary and that I have the right to withdraw from the project any time, and that this will be without detriment to any services I may be receiving or may receive in the future.
3. This project has been subject to ethical review, according to the procedures specified by the University and has been allowed to proceed.
4. I have read a copy of this combined Consent Form and Information Sheet.
5. I confirm that my participation shall not cause me abnormal anxiety, stress or harm or reveal issues directly relating to the harm of others.

6. I confirm that I do not occupy any of the following categories (child under 16 years of age; someone with learning difficulties; someone whose capacity to consent may be impaired; or someone who is in a special relationship to the Researcher).

By submitting the questionnaire, you are giving informed consent to participate in this research project. You can withdraw your consent at any time by contacting Emily Róisín Reid at any time on: 02476 575 824 or at e.reid.1@warwick.ac.uk

Thank you for your participation.