'Engaging Student and Staff Voices'

Example Participant Information Sheet and Consent Form

# Information Sheet: Digital Storytelling

## What's this about?

We would like to work with you to develop a digital story about your experiences of studying on your Programme. We are interested in hearing about some of the challenges you may have faced and how you overcame them, or the learning journeys you have been on. We would like to analyse and share your story with other students and staff so they can learn from your experiences.

## What will happen?

We will ask you to reflect on a particular aspect of your university experience. The content of the story is controlled by you. We would like you to develop this experience into a short script, and to select images which represent different parts of the script.

We will teach you to use Adobe Spark (or alternative) software so you can record and produce your own digital version of the story. You will record your script with the help of staff, and you will be able to edit the story until you are happy with it. Alternative software can also be used to record audio or audio/visuals. You may also choose not to record audio, or use a narrator.

Initially, we would like to share your digital story with (include all those who will have access) via (email/online platform/research output).

Optional: In the future we may wish to feature your digital story on the University website ([insert](http://www.shu.ac.uk) link) and we may link to this via social media such as Twitter and Facebook. This would be for the purpose of sharing your experiences with staff, students or those interested in the work of the University.

## How long will it take?

You can spend as long as you like working on your script and digital story, but we envisage that most of the work will be done in a two-hour session working with staff who will support you.

## Your rights

You do not have to take part in this project, the process is entirely voluntary and you can withdraw from it at any point without giving us an explanation. You do not have to discuss anything that you feel uncomfortable with.

Although this story is about you and your experiences, you can remain anonymous by carefully selecting images, text and audio.

## Consent

If you do not want us to use your digital story at the end of this process, we will not use it. We will only use your story if you have provided us with a signed consent form.

In line with new Guidelines for Data Protection Regulation, this research adheres to the Privacy Notice to Research Participants which can be accessed (insert link).

Example: <https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research>

## Risks?

You may find discussing some of your experiences upsetting, and if you wish to withdraw from the process you can do so at any point without giving a reason why. Staff will be able to sign post you onto necessary support services.

## Costs

Your participation in this study is completely voluntary.

## For further information

For further information or to ask any questions regarding this project please contact XXXXXXX

# Consent Form: Digital Storytelling

*Please answer the following questions by ticking the response that applies*

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. I have read the Information Sheet for this study and have had details of the study explained to me.
 |  |  |
| 1. My questions about the study have been answered to my satisfaction and I understand that I may ask further questions at any point.
 |  |  |
| 1. I understand that I am free to withdraw from the study within the time limits outlined in the Information Sheet, without giving a reason for my withdrawal without any consequences.

  |  |  |
| 1. I wish to participate in the study under the conditions set out in the Information Sheet.
 |  |  |
| 1. I consent to my digital story being:

a) sent to XXXXb) viewed by XXXXc) used for XXXX | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_

Participant’s name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Researchers' name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researchers' signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researchers' contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



This document has been produced and published by Liz Austen of the Directorate of Student Engagement, Evaluation and Research at Sheffield Hallam University based on content provided by the Quality Assurance Agency for Higher Education (QAA). As such, this document may contain content that is not wholly endorsed by QAA.

