

Worked Example: I: Participant information sheets

These examples have been developed by the universities involved in the pilot phase of the value and impact project. Please note that these are drafts, which are still evolving and are therefore likely to change. They are reproduced here for illustrative purposes.

I1: University of Brighton - international student transition evaluation

[date of event]

What is the purpose of the study?

- To assess what impact Orientation week has on international students in relation to their transition into university life in Brighton.
- Identify whether students are equipped with the information they need to ensure a successful transition.

Expenses and payments:

You can claim back any travel at the end of the session with a valid ticket for your travel today [date of event].

What do I have to do?

The focus group is a chance for participants to give feedback on their experiences of Orientation. It is an open discussion, led by questions and all participants will be given an opportunity to speak freely about their experiences.

Will my taking part in this study be kept confidential?

Your personal data (eg, name, contact details) will all remain confidential and your comments will be anonymous. We do however gather demographic information on students, such as nationality, age and course.

What will happen to the results of the research study?

The feedback you give today will be used to evaluate the Orientation programmes that the university runs and a summary of this feedback and evaluation report will be shared with other appropriate departments at the University of Brighton.

Contact Details:

If you would like any further information about this study, please contact [name and contact details of the researcher].

I2: University of York - dyslexia support

Dear Student

Student Support Services at the University is involved in a national project to develop ways in which to evaluate the impact of its services, which includes Dyslexia Support.

To undertake this work, we have recruited a researcher [name]. We are contacting all students who are registered with the service as having had a dyslexia assessment in the academic year (2009/10) to find out about people's experiences. We are interested in hearing from people regardless of the levels of support which they have received.

The research will take the form of confidential one-to-one interviews. Staff at Dyslexia Support will not be notified of who has responded to this invitation, and all findings will be anonymous to ensure confidentiality.

Interviews will be arranged (as far as possible) at a time to suit the participant at a location away from the Student Services building and will take place as soon as possible. It is anticipated that the interviews will last for around one hour, for which participants will receive a 'thank you' of a £10 book voucher.

If you are able to spare an hour to take part in this process, no matter the level of support or contact you have had with the Dyslexia Service, then please contact [name of researcher] by email:

If more responses are received than are needed, they will be dealt with on a first come first serve basis.

Thank you for taking the time to read this. Full details of the national project which is taking place can be found via the link below.

Yours sincerely

Deputy Director Student Support Services

www.amosshe.org.uk/projects/vip