

Sample Information Sheet for Participants

Waikato Management School

Te Raupapa



THE UNIVERSITY OF
WAIKATO

Te Whare Wānanga o Waikato

Title of your Project

Overview

My name is “name”, and as part of the Bachelor of Management Studies, I am required to conduct and report on a research project. This “Report of an Investigation” forms an important part of my Bachelor degree. For my project I wish to research “state the research topic here”.

Briefly describe your research interest.

What will you have to do and how long will it take?

State what you expect your respondents to do, e.g., be interviewed, fill in a questionnaire, or participate in a focus group. This will take approximately “state an estimated time” in most cases (and considerably less in some).

State whether you wish to record the interviews.

What will happen to the information collected?

Your responses will be used to write a ‘Report of an Investigation’. Only my supervisors and I will have access to the information you provide me in the (interview/focus group/questionnaire) notes, tapes and the paper written. Afterwards, all questionnaires and notes will be destroyed and tapes erased. I will keep a copy of the paper on file but will treat it with the strictest confidentiality.

State who will see the final, for example, managers from the sponsoring organisation, student conference audience, academic conferences, or journal articles.

The manager (state name) will see a copy of the final report. However, participants will not be named in research reports unless explicit consent has been given, and every effort will be made to disguise your identity.

Declaration to participants

If you take part in the study, you have the right to:

- Refuse to answer any particular question, and to withdraw from the study “state a withdrawal date”.
- Ask any further questions about the study that occurs to you during your participation.
- Be given access to a summary of the findings from the study when it is concluded.

If you have any questions about this research project you can contact me on “you may enter a personal mobile number if you wish” or e-mail me at “...”. My project is being supervised by “name” and s/he can be contacted at “office phone number”, email him/her at “e-mail address” or contact her/him at the

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