

Consent template for surveys



All OU questionnaires should have introductory text outlining the purpose of the research, along with contact details for any queries. This could be included on an invitation email and/or at the beginning of the questionnaire.

The questionnaire must include a consent question as the very first question the respondent has to answer, to record whether they agree or not, to take part based on the statements given, this is in line with requirements from Ethics, please see guidance on how to structure your question below.

The text shown below are the statements and questions you need to include, please edit according to your piece of research.

We have indicated which statements are [Optional] for you to include (and edit) when relevant to your project.

# Consent

Please read the following statements and indicate whether you are willing/able to take part in the questionnaire:

## Statements

I have read and understood the information provided and understand what is involved in taking part in this piece of research, and how the information I provide will be used.

Project findings may be published in various forms, including project reports, academic journal articles, conference papers and blog posts.

I know who/where to ask any questions about the research or my participation.

[Optional] I am aware that I can withdraw from the study by closing my browser.

[Optional] I am aware that I can withdraw from the study by contacting the researcher to notify them before the data collection closes on (specify date).

[Optional] I am aware that I am unable to withdraw from this study once submitted as my responses are collected anonymously.

[Optional] I understand that information from my student record, including information I’ve declared about my ethnicity, and whether I have a disability, (add any special category/protected demographic data you are collecting here) will be linked to my response, and then all data will be fully anonymised for analysis.

I understand anything that can personally identify me will only be used for the purposes of analysing the data, e.g., Personal Identifier/Module code etc.

I understand that my data will be stored securely in line with the OU’s data protection policy, and handled in line with the [Student Privacy Policy](https://help.open.ac.uk/documents/policies/privacy-notice).

[Optional] ‘Please contact us at our email address if you are interested in taking part in interviews/focus groups the project team are holding as part of this study.’

[Optional] ‘Please provide your email address if you would like to receive a copy of the summary of the findings of this study.’

[Optional] ‘I agree to being quoted anonymously in reports and publications related to this project.’

I have read all of the above statements and confirm that:

 I am willing/able to voluntarily take part in the following questionnaire and support this research study.

 I am not willing/able to take part in the questionnaire. \*

\* By selecting this option and clicking through to the end of the survey, you will be removed from any future mailings related to this particular survey.

Please ensure you continue to the final screen to ensure that your response is recorded.

