**HOW TO USE THIS CONSENT FORM:**

This document is a standard REC-approved template to assist you with designing an informed consent form for electronic surveys. Note that this form is designed specifically for low-risk projects where the consent process will be done electronically. If your project is deemed as medium- or high-risk, you are advised to use the standard REC template for written consent available on the [REC website](http://www0.sun.ac.za/research/research-integrity-and-ethics/human-research-humanities-ethics-1/rec-documents.html).

You may adapt the template as you see fit, but remember that the document must address the participant directly, have some information about each heading and include the SU logo at the top. **Please write in SIMPLE, NON-TECHNICAL language**.

The text AND spaces highlighted in yellow are for **guidance only** and should be removed before finalising the document. Also, this information box should be removed before the document is finalised.

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| **CONSENT TO PARTICIPATE IN RESEARCH** | | |
| Dear \_\_\_\_\_ (e.g. prospective participant, colleague, fellow teacher, fellow student, etc.)  My name is \_\_\_\_\_\_\_\_\_, a student/researcher at the [insert department/faculty/institution], and I would like to invite you to take part in a survey, the results of which will contribute to a research project in order to complete my [enter degree course].  Please take some time to read the information presented here, which will explain the details of this project.  Your participation is entirely voluntary and you are free to decline to participate. If you say no, this will not affect you negatively in any way whatsoever. You are also free to withdraw from the study at any point, even if you do agree to take part.  The purpose of this study is to [provide information on what the study is about in simple, non-technical language].  The [questionnaire/interview/activity/etc.] will take approximately [insert estimated time of completion] to complete and will contain a combination of questions covering [provide some information on the questions participants can expect in the survey].  [If you are planning to compensate participants for participation e.g. entry into lucky draw, please explain what is required to be entered into the lucky draw and when the draw will take place. If participants will be required to provide identification (student number or email address), please state this.]   |  | | --- | | **RIGHTS OF RESEARCH PARTICIPANTS:**  You have the right to decline answering any questions and you can exit the survey at any time without giving a reason. You are not waiving any legal claims, rights or remedies because of your participation in this research study. If you have questions regarding your rights as a research participant, contact Mrs Maléne Fouché [mfouche@sun.ac.za; 021 808 4622] at the Division for Research Development. |   Your information and response to the survey will be protected by [confirm how data and responses will be protected, how confidentiality/anonymity will be maintained].  If you have any questions or concerns about the research, please feel free to contact the researcher [full name and surname] [Insert contact information] and/or the Supervisor, [ENTER SUPERVISOR NAME AND SURNAME] [ENTER SUPERVISOR CONTACT DETAILS].  To save a copy of this text, [advise participant how to save copy of the informed consent information] | | |
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| **I confirm that I have read and understood the information provided for the current study.** | YES | NO |
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| **I agree to take part in this survey.** | YES | NO |
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