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# Information letter to, and consent from participants in the degree project study

Participation in the degree project study is voluntary. The person who is asked to participate in the study must receive sufficient information about the study that would enable that person to submit so-called informed consent, i.e., an acceptance to participate that is based on clear and detailed information about what participation entails. Given that informed consent should be obtained and documented, a separate informed consent form is needed. A template of the informed consent form can be found at the end of this document. Informed consent can also be documented through a recording.

## Instructions for writing information letters

The information letter must contain information about the study, its purpose and content, its implementation, and information about research ethical principles. Feel free to use the template for the information letter that follows.

Be mindful not to ask people who are dependent on you or the person requesting participation and therefore may feel compelled to consent. Participation must be voluntary.

Keep in mind that the information:

* must be given in a neutral tone,
* be written in simple and understandable language that can be understood by laypersons,
* should not contain any mandatory or encouraging wording about participation (e.g., that one should participate or that you thank or are grateful for their participation).

Another matter that is important when writing an information letter is that you should try to get into the respondents' way of thinking and feeling. What would you like to know yourself if you were to receive a similar request?

Read the letter carefully and make sure the language is understandable and correct. Your supervisor must approve the information letter before you send it out.

## Appendix 1 Template for information letter

## Appendix 2 Template informed consent (Please note! Informed consent can also be documented through a recording.)

# Attachment 1: Form for Information letter [Delete this text before sending the letter]

# Information letter about degree project study [indicate what the research project is about]

*(Red text in Italics provides explanations)*

*Start the letter with:* You are hereby asked to participate in this degree project...

*Then, present the project—not those who conduct it. In some cases, it may be appropriate to introduce yourself but feel free to wait until the last part of the letter, where it is natural to introduce yourself as a student and provide contact details. Feel free to start from these points:*

* *Inform the recipient that the study is a degree project.*
* *Inform about the purpose and content of the project and why the project must be carried out.*
* *Describe the practical implementation of the project (who is being asked to participate, what is expected of the participant, how long it takes to participate in the project and whether participation may cause any discomfort).*
* *Inform the recipient about how the collected material or data will be processed and handled.*
  + *What is the degree of confidentiality or secrecy when any sensitive information is handled? If secrecy is claimed, it must be stated which. Otherwise, confidentiality is a better word.*
  + *Who will have access to the information?*
  + *How will the information be stored and protected against unauthorized access during the study? (password, locked, encrypted, etc.).*
  + *Will materials/samples with sensitive information be saved?*
  + *If so, how, where and for how long?*
  + *How will the material be shredded?*
* *Mention that there is an opportunity to receive/read the finished degree project.*

*If personal data are to be processed, according to the General Data Protection Regulation (GDPR), it needs to be clear who is responsible for personal data, what the data are to be used for, how long the data will be stored, which data are to be processed and who can have access to the data and what rights the participants have in regards to the data collected. You should further inform the recipient of the letter that it is possible to file a complaint to the Swedish Privacy Protection as well as provide contact detail for the personal data controller and data protection officer. Part of this mandatory information should be provided in the presentation of the study as suggested above. Other parts need to be completed as suggested below. Agency Suggested text:*

*[School name,* i.e.*, Jönköping International Business School]* is responsible for the study and the processing of your personal data in connection with the degree project. According to the General Data Protection Regulation (GDPR), participants in the study have the right to receive information about how their personal data are processed. You also have the right to apply for a so-called register extract, as well as to have any errors corrected. For questions about the processing of personal data, you can primarily contact the study's contact person(s). If you think that your personal data are being processed incorrectly, you can submit a complaint to JU's data protection officer dso@ju.se. You can also submit a complaint directly to the Swedish Authority for Privacy Protection (IMY).

*In the letter, the research ethics principle of voluntariness needs to be stated; here are suggestions for wording:*

Participation in the degree project is completely voluntary. You can cancel your participation at any time without further justification.

*Sometimes it may be appropriate to add that the participant's care, treatment, teaching, grades, etc., are not affected if the respondent refrains from participating or cancels their participation. Write in these cases: "The care/teaching remains the same whether you participate in the study or not".*

The degree project will be presented in the form of a thesis at *[School name].*

Further information can be provided by the supervisor(s). The contact details are as follows.

Kind regards,

*[Place and date, your name(s), phone number and email address (to the student(s) and supervisor(s)]*

# Attachment 2 Form for Informed consent [*Delete this text before sending the letter*]

# Participation consent form

## Consent to participate in the degree project study [*the name of the degree project is the same as that of the information letter]*

I have received oral and written information about the study and have had the opportunity to ask questions. I get to keep the written information.

* I agree to participate in the study [name of the degree project study].

|  |  |
| --- | --- |
| Place and date | Signature |
|  |  |