



L-Università ta' Malta
Faculty of Medicine & Surgery

INFORMATION LETTER (ENGLISH)

Faculty Research Ethics Committee (FREC)
Faculty of Medicine and Surgery

February 2019

Participant's Information Sheet (English)

Dear Participant,

My name is XXX **[Add name]** and I am currently reading for a XXX **[Name the title of your degree]** at the XXX **[Name the University]**. As part of my course requirements I am conducting a research study entitled, "XXX" **[Name the title of your research]**. The aim of this study is to explore the XXX **[Provide the aim of the study]**. Your participation in this study would help us gain a better understanding about XXX **[state the Benefit of the study]**. Furthermore, all data collected from this research shall be used solely for the purpose of this study.

You are being invited to participate in an interview exploring your experiences of XXX **[state of what]**. The interview will take approximately XXX **[provide duration e.g., 1 hour]** and will be held at a time and place most suitable for you. You are not obliged to answer all the questions and may withdraw from the study at any time without giving a reason. Furthermore, withdrawal from the study will not have any negative repercussions on you and any data collected will be erased/stored anonymously **[select the correct option]**. Unless you have any objections, this interview will be audio-taped. I can assure you that confidentiality will be maintained throughout the study and that your identity and personal information will not be revealed in any publications, reports or presentations arising from this research. All data collected will be pseudonymised meaning that the transcripts will be assigned codes and that this data will be stored securely and separately from any codes and personal data. This data may only be accessed by the researcher, the academic supervisor and the examiner(s) for assessment purposes. The coded audio-recordings, and transcripts will be stored on the researcher's personal computer that is password protected and in an encrypted format. Any material in hard-copy form will be placed in a locked cupboard.

In the event that you feel distressed due to participation in the interview, the service of a healthcare professional, XXX, **[Name the professional and profession]** will be available at no financial cost on your part.

Participation in this study is completely voluntary and you are free to accept or refuse to take part without giving a reason. A copy of the information sheet and consent form will be provided for future reference. As a participant, you have the right under the General Data Protection Regulation (GDPR) and national legislation to access, rectify and where applicable ask for the data concerning you to be erased. Once the study is completed and the results are published, all data collected will be erased.

Thank you for your time and consideration. Should you have any questions or concerns do not hesitate to contact me on **XXX [telephone number]** or by e-mail [**provide a University of Malta email**] or my supervisor **XXX [Name your supervisor]** on **XXX (provide an email and office contact number)**.

Yours Sincerely,

XXX [Name of Researcher]

Researcher

XXX [Name of Supervisor]

Research Supervisor