**Participant Information Sheet**

***What is the purpose of the interview/focus group?***

The aim of this interview is to gather some information on what it is like to be a student at the University of Westminster. You will be asked questions about your experiences at Westminster including what your first impressions were, what skills you have developed, as well as your social experiences during your time at university. The findings from these interviews will go towards the development of a survey that aims to measure the development of students’ soft skills and the attributes required of successful student at the University of Westminster.

***Do I have to take part in the interview?***

No. It is up to you to decide whether or not you want to take part after having read this information. If you decide to take part, you will be asked whether or not you want to sign a ‘consent form’. You should only sign the form if you feel you fully understand the project. If you decide to take part, you are still free to stop at any time without giving a reason.

***What does taking part involve?***

Firstly, you will be given the ‘consent form’. You only sign this form if you agree to take part in the interview. You will then be invited to either a focus group or one-to-one interview, depending on your choice and availability. The interviews will take place at the University of Westminster.

The interview will last approximately one hour. The researcher will take notes and also audio tape the interview. The interview will then be transcribed. All names of people and places will be removed from the typed up interview to keep your identity confidential. Only a professional typist will be used to type up your interview, and they will sign an agreement to keep your interview confidential.

***Do I have to answer all the questions?***

If you feel uncomfortable about answering any of the questions then you do not have to do so. Remember if you want to withdraw from the interview at any point you are free to do so without any effect on your studies.

***What if I decide to withdraw after the interview has taken place?***

You are free to leave the interview at any time. If you decide to leave after the interview, your tape will be destroyed. Also, we will not use your interview quotes in the project if you tell us not to. However, we will not be able to remove your quotes once the project is complete.

***What will happen after the interview has taken place?***

All material including interview tapes, and typed up interviews will be identified with codes only (not your name and identifying details which will be removed). The signed consent forms will be stored separately to ensure anonymity and confidentiality.

The interview data will then be entered onto a computer under each code so that none of the data on the computer contains information that could identify you. The computer and data file will be password protected.

***How will we use the data?***

All data use is strictly within the terms of the Data Protection Act (DPA 2018). Any information you provide is confidential and will be used solely for the purpose of this project. Information that could lead to the identification an individual will be not disclosed. Your details will not be passed on to anyone else. All personally identifiable information, including all emails will be deleted by end of 2019.

***Expenses***

You will receive a £10 Amazon voucher for your time.

***Contacts for further information & complaints***

We hope that this information sheet has told you what you need to know before deciding whether or not to take part. If you have any queries at all about this project please contact Joe Woolston who is managing this project (j.woolston@westminster.ac.uk) or

 Dr Ilham Sebah who is a researcher on the project (i.sebah@westminster.ac.uk).

The evaluation has been approved by the University of Westminster Ethics Committee. If the researchers cannot answer your queries or complaints, please contact Damien Ridge who is the research director in the College of Liberal Arts & Sciences (telephone: 020 7911 5000 extension 64514, email: d.ridge@westminster.ac.uk). You can also contact Aurora Voiculescu who is the chair of the Research Ethics Committee (telephone: 020 7911 5000 extension 69645, email: a.voiculescu@westminster.ac.uk).