**Information form for participation in research activities and Informed consent**

Dear Madam/Sir,

You are invited to take part in a research study conducted within the framework of the project “……*Title*…..”, of which …………*Name*……….... is responsible. Before deciding whether to participate, it is important that you have all the information you need to participate in a conscious and responsible fashion. We ask you to read this document and to ask whoever proposed this study all the questions you deem appropriate to better understand the implications linked to your participation.

**Study title**

*Title*

**Who coordinates and conducts the study**

………………………….

**Brief description of the study**

………………………….

**What does participation in the study involve?**

Participation in the research project "Study of students' beliefs about university performance" involves completing a questionnaire to which the participant will be asked to complete. This questionnaire includes simple questions regarding students’ beliefs about academic performance in some university courses. In addition, some demographic questions will also be asked, such as age and course of study.

We therefore request your participation in this study. More specifically, the completion of this questionnaire, which was drafted and prepared by a group of expert researchers.

The questionnaire will open with a brief presentation of the study and will allow for a space dedicated to your questions or requests for clarification.

Importantly, no opinion is right or wrong, each point of view is valuable for study.

You may refuse to answer or address the topics proposed without giving reasons for your choice and may leave the questionnaire completed at any time you deem appropriate.

Filling out the questionnaire will take about …………………………..

**What are the risks, disadvantages, or benefits associated with participating in this study?**

Participation in the study is voluntary and free. For the participants, the collaboration does not involve any type of risk or inconvenience. The researchers will collect information only limited to what is proposed in the description of the activities (see above).

**What will it be done with the information that you provide?**

All parties involved in the project will maintain strict confidentiality to ensure that the privacy of people participating in the project is not violated.

The data collected for the purposes of the study will be managed in encrypted form. The interviews will be identified with a code that will not allow the identity of the person interviewed to be traced directly, except at the study coordination centre.

The data collected will be processed for the entire duration necessary to achieve the purposes of the study, after which they will be kept only in execution of the legal obligations in force on the subject, for administrative and/or research purposes.

The information - processed without referring to the individual participants - will be used to write popular articles and articles to be published in qualified journals or to be presented at scientific congresses. All results will then be expressed in an aggregated and anonymous manner.

**Who was the study reviewed and approved by?**

The study was approved by the Ethics Committee of LIUC - Cattaneo University of Castellanza (VA)

**What rights do you have as a participant?**

Your participation in this study is voluntary and you have the right to withdraw at any time. You can request that the data derived from your participation not be used in the study as long as you communicate it within four weeks of the end of your participation. If you wish, you can be updated on the developments and results of the project.

You also have the right to request information on the results and outcome of the research.

**Data Controller and Data Protection Officer**

The coordinator of the study as Data Controller is the Carlo Cattaneo University – LIUC. In accordance with the responsibilities established by Legislative Decree 30 June 2003, n.196 (Privacy Code), EU Regulation 2016/679 of the European Parliament and Council relating to the protection of natural persons, with regard to the processing of personal data, as well as the free circulation of such data (known as GDPR), of Legislative Decree 10 August 2018, n. 101 containing provisions for the adaptation of national legislation to EU Regulation 679/2016, rules jointly referred to as "Privacy legislation", in accordance with Provision no. 146/2019, containing the provisions relating to the processing of particular categories of data, will process your personal data, only to the extent that they are indispensable in relation to the objective of the Study and for the purposes already indicated above.

We inform you that the Data Controllers, pursuant to article 37 of the GDPR EU 2016/679, have proceeded to identify and appoint the Data Protection Officer (also defined as "Data Protection Officer" or "DPO") whose references or data contact details are listed below:

DPO of the Carlo Cattaneo University – LIUC: dpo@liuc.it

**Data Processing Methods**

The goals indicated above entail the carrying out of the processing of personal data using manual and IT tools with logics strictly related to the goals and research purposes mentioned above and, in any case, in such a way as to guarantee the security and confidentiality of the data.

The data collected for the purposes of the Study will be managed in an encrypted form (pseudo-anonymous). Your questionnaire will be identified with a code that will not allow your identity to be traced directly, except from the Study Coordinator.

The data concerning you, collected during the study and codified, will be made available to the researchers who will have to carry out the reprocessing of the same, protected by password and computer security systems.

The data will therefore be anonymized, and it will no longer be possible to trace your identity.

**Contacts**

For any information and clarification on this study or for any need, you can contact the researchers by email (…*email*…) who are at your disposal for further information or clarifications.

**CONSENT TO THE PROCESSING OF PERSONAL DATA**

**(pursuant to EU GDPR 2016/679)**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARE

that I have read the aforementioned information sheet received, that I have understood both the information contained therein and the information provided orally by the staff involved in the research project "Study of students' beliefs about university performance" and that I have had ample time and opportunity to ask questions and obtain satisfactory answers from staff;

to have understood that participation in the study is completely voluntary and free, that one can withdraw from the study at any time, without having to give explanations and without this entailing any disadvantage or prejudice;

I understand the nature and activities involved in participating in the study and the related risks;

I understand that participation in this study will not imply the recognition of any direct or indirect economic advantage.

Consequently, the undersigned (please tick the corresponding box):

AGREE TO PARTICIPATE

DISAGREE TO PARTICIPATE

to participate in the study, in the awareness that this consent is given freely and can be revoked at any time without this entailing any disadvantage or prejudice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(place and date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature of the person collecting the consent)