Appendix 4 to the Regulations of the Committee for the Assessment of Compliance of Research in the Field of Humanities at Vytautas Magnus University with the Basic Principles of Research Professionalism and Ethics[[1]](#footnote-1)

**Paveikslėlis, kuriame yra tekstas, Šriftas, Grafika, logotipas

Automatiškai sugeneruotas aprašymas**

*(Name of academic unit)*

**INFORMATION SHEET ON RESEARCH FOR PARTICIPANTS**

**(*Title of research*)**

The research project was reviewed by the Committee for the Assessment of Compliance of Research in the Field of Humanities at Vytautas Magnus University with the Fundamental Principles of Research Professionalism and Ethics (hereinafter referred to as the Ethics Committee) (*enter the date of the meeting*), Protocol No. (*enter).*

Participant's first name, surname (*to be entered by the research participant/researcher after the research project has been approved*):

Participant's contact details (e-mail / tel. no.) (*optional*):

1. **Why is this research being conducted?**

*(Specify the objectives and tasks of the study.)*

1. **Why have I been invited to participate in this study?**

You have been invited because *(specify age group and/or other inclusion criteria).*

1. **Am I required to participate in the study?**

Participation in the study is not mandatory. Before deciding whether or not to participate, you may ask questions about the study. If you agree to participate, you may withdraw from the study at any time without giving a reason *(and without suffering any negative consequences – specify if necessary)* by informing me/us/the researchers of this study of your decision. You may withdraw from the study and request the return of any information you have shared within 30 days of participating in the study at . *(Please indicate how the collected data will be handled until the decision to withdraw from the study is made.)*

**4. What will the study process be if I agree to participate in the study?**

*(Describe in detail what steps of the study involve the study participant and what general stages of the study will be followed. If several training sessions are required, describe them in sequence. You can use the wording suggested below.)*

You will be invited to participate in *x* sessions *(specify location)* / You will be asked to participate in *x* online sessions *(delete as appropriate)*.

*(If applicable)* When you arrive, I/we will discuss the study procedures and give you the opportunity to ask any questions you may have about the study. I will then ask you to complete an informed consent form / give your verbal consent.

If you agree to participate in the study, you will be interviewed / asked to attend one or more follow-up meetings *(delete as appropriate, indicate the expected location of the meeting)*.

The interview/session should take approximately xx minutes/hours.

*(For longer sessions:)* You will be offered *x* breaks after *xx* minutes. You may also request to withdraw your consent to participate in the study or to terminate the interview at any time.

*(Provide detailed information about all subsequent meetings, including their duration and frequency.)*

*(If applicable)* With your consent, I would like to make an audio recording / video recording / take photographs of you *(delete as appropriate)* because... *(state the reasons why this is necessary, e.g. the audio recording will be needed so that we can accurately reproduce your thoughts. Specify where and how the audio/video recordings and/or photographs will be stored; when and how the audio/video recordings and/or photographs will be destroyed; what transcription software will be used, etc. Other important circumstances specified in Article 13 of the GDPR.)*

1. **Are there any risks associated with participating in the study?**

Participation in the study involves the following risks: *(describe the possible risks of the study, including the slightest risks, such as breach of confidentiality, etc.)*

To mitigate any potential risks, *(describe what you will do, including that personal data will be pseudonymised or anonymised as appropriate).*

1. **Are there any benefits to participating in the study?**

The benefits of participation are... (*specify*) / By participating in this study, you will receive no direct or personal benefits (*delete as appropriate*).

1. ***(Optional)* Expenses and payments**

You will receive *(x amount / voucher / gift)* for *(participation / reasonable travel expenses / meals / other)* / No payment will be made for participating in this study (*delete as appropriate*).

1. **How will the collected data be managed?**

The information you provide during the study is study data. Any study data from which you can be identified *(specify here the personal data you collect from participants, e.g. name, date of birth, audio recording*, *etc.)* is treated as personal data.

*(If applicable when collecting special categories of personal data)* The data collected for the study falls into the categories of special categories of personal data, such as your racial or ethnic origin, health, personal data revealing political opinions, religious and philosophical beliefs, trade union membership, genetic data, data concerning a natural person's sex life and sexual orientation *(specify here the confidentiality mark, the types of commercially sensitive data you collect).*

Personal/confidential data will be stored *(specify the location, security measures and how long the collected data will be stored. The terms depend on the information system chosen by the institution/publisher and the procedures established by the data storage facility)* / not stored (*delete as appropriate*).

Other research data (including consent forms) will be stored *(specify the data storage period in years and/or the conditions on which the data storage period depends)* after the research is completed/the results are published.

The research data will be disclosed *(specify location)* and will be accessible *(specify target group or everyone)*.

The *research* participant has the right to withdraw their consent to the processing of personal data *(specify until when personal data can be withdrawn).*

*(If applicable)* Your personal data will be transferred and stored at a destination outside the European Union*. (Inform the research participant about the possibility of their personal data being transferred to third countries (transfer includes remote access to personal data) and the appropriate or adapted safeguards and means of obtaining a copy or where they can be accessed).*

*The researcher and/or their team, supervisor, collaborator/translator/other authorised person (delete as appropriate)* will have access to the research data. Responsible members of Vytautas Magnus University may be granted access to data for the purpose of monitoring and/or auditing the research and for the Office of the Academic Ethics and Procedures Controller to investigate possible violations of academic ethics and/or procedures.

*(If applicable)* I would like to obtain your consent to use direct quotations, with the commitment that your name will be coded (*delete if not applicable*) at any stage of the research*.*

*(If applicable)* I would like to obtain your consent to use anonymised data in future studies and to share data with other researchers (e.g., in online databases). All personal information that could identify you will be removed or replaced*.*

1. **Will the study be published?**

The study may be published *(specify the form, e.g., publications, websites, etc.).*

*(Note on the online publication of student research papers (only relevant if you are a student whose work will be included in the Lithuanian Academic Electronic Library and/or the institution's database of master's theses, doctoral dissertations and their abstracts / the electronic catalogue of the Martynas Mažvydas National Library of Lithuania):* Vytautas Magnus University is committed to disseminating its research to the public and has therefore created an institutional research register, which is published on the institution's website *(link)*, and publishes the research material/collected data *(database and link)*. Information on the internet is necessary so that researchers can easily access the full text of freely available research, thereby increasing the potential impact of that research and reducing the waste of resources allocated to science.

(Applicable if the research is externally funded)

1. ***(Applicable if the research is externally funded)* Who is funding the research?**

*(Provide detailed information about the organisation funding the research.)*

1. **Who should I contact if I want to report on the research?**

If you have concerns about any aspect of this research, please contact *(insert name, telephone number and email address* of *principal investigator)* or *(if applicable, insert name, telephone number and email address of student's research supervisor)*. A decision on your inquiry will be made and communicated to you within 30 working days. If you wish to file a formal complaint, please contact the Chair of the Ethics Committee, who will endeavour to resolve the issue as quickly as possible.

Contact details of the chair of the Ethics Committee*: first name, surname, email address.*

1. **Data protection**

Vytautas Magnus University is the data controller (e-mail: info@vdu.lt), therefore your personal data submitted for the study will be managed by the institution *(recorded in a specified manner)*.

Vytautas Magnus University will process your personal data *(specify the purpose of personal data processing*. *It should be noted that the purposes of personal data processing must be formulated clearly and specifically so that it is possible to determine what type of processing it covers and to assess whether the specific purpose complies with the requirements of the law. Purposes of personal data processing such as "for scientific research" or "for research for the benefit of society" are too abstract and do not allow for an assessment of the scope of personal data involved.*

The participant confirms that they are familiar with the following rights:

* To access their data and how it is processed (right of access).
* To request the correction or, depending on the purposes of the processing of personal data, the completion of incomplete personal data (right to rectification).
* To have their data destroyed or to suspend the processing of their data (except for storage) (right to erasure and right to be forgotten).
* Request that the controller restrict the processing of personal data (right to restriction).
* The right to data portability (right to transfer).
* To object to the processing of personal data when such data is processed or intended to be processed for other purposes.
* The right to lodge a complaint.

Complaints regarding the processing of personal data may be submitted to Vytautas Magnus University by email at[dap@vdu.lt](mailto:dap@vdu.lt) . If you believe that we are processing your data in violation of data protection legislation, we always ask that you contact us directly first. If you are not satisfied with our proposed solution to the problem or, in your opinion, we will not take the necessary action at your request, you have the right to lodge a complaint with the State Data Protection Inspectorate (L. Sapiegos g. 17, LT-10312 Vilnius; tel. (8 5) 212 7532; e-mail:[ada@ada.lt](mailto:ada@ada.lt) ).

**13. Contact details and/or other information**

If you would like to discuss the study in advance (or if you have any questions after the study), please contact:

*(Name and surname of the principal investigator)*

*(Name of institution)*

*(Address of institution)*

Researcher's telephone number:

Researcher's email address:

**Received**

Signature

Date

1. Prepared based on Appendix 1 of the provisions for assessing the compliance of scientific research at Vytautas Magnus University with the basic principles of research professionalism and ethics . [↑](#footnote-ref-1)