**EXAMPLE of Combined Letter of Introduction and Informed Consent**

**Dept. of** (Indicate the name of the department)

**Title of the study**

(Replace the words “Title of the study” with the title as approved by the Postgraduate Committee)

Research conducted by:

(Include your title, initials, surname, student number and cell number)

Ms. I.Q. Intellect (10100000)

Cell: 080 123 4567

Dear Participant

You are invited to participate in an academic research study conducted by … and … (Enter your first name(s) and surname(s) here), Masters or Doctoral (select one) student from the Department (indicate name) at the University of Pretoria.

The purpose of the study is to … (Describe the purpose of the study here so that the participant will clearly understand what the study is about, but in such a way that it will not influence or bias his/her responses).

Please note the following: (ADAPT the bulleted points to reflect the specific data collection method used in the study.)

* This is an anonymous study survey as your name will not appear on the questionnaire. The answers you give will be treated as strictly confidential as you cannot be identified in person based on the answers you give.
* Your participation in this study is very important to us. You may, however, choose not to participate and you may also stop participating at any time without any negative consequences.
* Please answer the questions in the attached questionnaire as completely and honestly as possible. This should not take more than X minutes of your time (Give a realistic indication of the time it will take to complete the questionnaire based on the results of the questionnaire pre-testing. Do not understate the time!).
* The results of the study will be used for academic purposes only and may be published in an academic journal. We will provide you with a summary of our findings on request.
* Please contact my study leader, (Include title, initials, surname, and contact number and/or e-mail address of the study leader) if you have any questions or comments regarding the study.

In research of this nature the study leader may wish to contact respondents to verify the authenticity of data gathered by the researcher. It is understood that any personal contact details that you may provide will be used only for this purpose, and will not compromise your anonymity or the confidentiality of your participation.

Please sign the form to indicate that:

* You have read and understand the information provided above.
* You give your consent to participate in the study on a voluntary basis.

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**Participant’s signature Date**