



Research Ethics Committee UKM (RECUKM)

20, AVENUE APPIA – CH-1211 GENEVA 27 – SWITZERLAND – [HTTP://WWW.WHO.INT/ETHICS/REVIEW-COMMITTEE](http://www.who.int/ethics/review-committee)

Informed Assent Form Template for Children/Minors

(Language should be at a level appropriate to the child's age and development)
This template is written for a pre-adolescent or young adolescent.

Notes to Researchers:

1. Please note that this is a template developed by the WHO ERC to assist the Principal Investigator in the design of their informed consent forms (ICF). It is important that Principal Investigators adapt their own ICFs to the outline and requirements of their particular study. **The logo of the Institution must be used on the ICF and not the WHO logo.**
2. The informed assent form consists of two parts: the information sheet and the consent certificate.
3. Do not be concerned by the length of this template. It is long only because it contains guidance and explanations which are for you and which you will not include in the informed assent forms that you develop and provide to participants in your research.
4. This template includes examples of key questions that may be asked at the end of each section, that could ensure the understanding of the information being provided, especially if the research study is complex. These are just examples, and suggestions, and the investigators will have to modify the questions depending upon their study.
5. In this template:
 - square brackets indicate where specific information is to be inserted
 - bold lettering indicates sections or wording which should be included
 - standard lettering is used for explanations to researchers only and must not be included in your assent forms. The explanation is provided in black, and examples are provided in red in italics. Suggested questions to elucidate understanding are given in black in italics.

TEMPLATE ON FOLLOWING PAGE

JEPKITA will add in the KITA letterhead upon your submission of the form in MS Word format.

[YOUR INSTITUTIONAL LETTER HEAD]

An Informed Assent Form does not replace a consent form signed by parents or guardians. The assent is in addition to the consent and signals the child's willing cooperation in the study.

[Informed Assent Form for (12 – 17 Years Old)]

(This informed assent form is for children between the ages of 12 - 16 who are involved in the study titled 'Mengukur Tahap Literasi Muzik Dalam Kalangan Anak-Anak Warga Institut Kajian Etnik (Kita), Universiti Kebangsaan Malaysia: Satu Kajian Rintis)' / Measuring the Level of Music Literacy Among Children of the Ethnic Studies Institute (KITA), Universiti Kebangsaan Malaysia: A Pilot Study)

[CAPY BARA]

[INSTITUT KAJIAN ETNIK (KITA)]

[UNIVERSITI KEBANGSAAN MALAYSIA]

Mengukur Tahap Literasi Muzik Dalam Kalangan Anak-Anak Warga Institut Kajian Etnik (KITA), Universiti Kebangsaan Malaysia: Satu Kajian Rintis

Student's name, organization, name of sponsor (if any), name of project.

This Informed Assent Form has two parts:

- **Information Sheet (gives you information about the study)**
- **Certificate of Assent (this is where you sign if you agree to participate)**

You will be given a copy of the full Informed Assent Form

Part I: Information Sheet

Introduction

This is a brief introduction to ensure the child knows who you are and that this is a research study. Give your name, say what you do and clearly state that you are doing research. Inform the child that you have spoken to their parents and that parental consent is also necessary. Let them know that they can speak to anyone they choose about the research before they make up their mind.

My name is Capy Bara, and my job is to conduct research on measuring the level of music literacy among children at the Ethnic Studies Institute (KITA), National University of Malaysia. This research involves assessing their understanding of musical elements such as rhythm, melody, and harmony, as well as their practical skills in listening to and playing musical instruments.

I am going to give you information and invite you to be part of a research study. You can choose whether or not you want to participate. We have discussed this research with your parent(s)/guardian and they know that we are also asking you for your agreement. If you are going to participate in the research, your parent(s)/guardian also have to agree. But if you do not wish to take part in the research, you do not have to, even if your parents have agreed.

You may discuss anything in this form with your parents or friends or anyone else you feel comfortable talking to. You can decide whether to participate or not after you have talked it over. You do not have to decide immediately.

There may be some words you don't understand or things that you want me to explain more about because you are interested or concerned. Please ask me to stop at anytime and I will take time to explain).

Purpose: Why are you doing this research?

Explain the purpose of the research in clear simple terms.

We aim to understand how well children at the Ethnic Studies Institute (KITA) can read and comprehend music.

Choice of participants: Why are you asking me?

Children, like adults, like to know why they are being invited to be in the research. It is important to address any fears they may have about why they were chosen.

We are inviting you to participate in this research because we want to learn more about music literacy among children, and your experiences and skills can provide valuable insights. Just like you, we understand that it's natural to wonder why you were selected, and we want to assure you that there are no wrong answers or risks involved. This study aims to help improve music education for all children, including you, by understanding your perspective and abilities. Your participation is important because it will help us create better learning opportunities and support for young musicians.

Participation is voluntary: Do I have to do this?

State clearly and in child-friendly language that the choice to participate is theirs. If there is a possibility that their decision not to participate might be over-ridden by parental consent, this should be stated clearly and simply.

You don't have to be in this research if you don't want to be. Its up to you. If you decide not to be in the research, its okay and nothing changes. Even if you say "yes" now, you can change your mind later and its still okay.

If applicable: If anything changes and we want you to stay in the research study even if you want to stop, we will talk to you first .)

Procedures: What is going to happen to me?

Explain the procedures in simple language. Focus on what is expected of the child.

During this research, you will be asked to take part in some fun activities related to music. First, you will answer a few questions about your experiences with music, which will help us understand what you know. Then, you will listen to different pieces of music and share what you hear, like identifying the rhythm, melody, and other musical elements. Finally, you may have the chance to play a musical instrument to show us how well you can apply what you've learned. The entire process will be friendly and enjoyable, and we are here to support you every step of the way!

I have checked with the child and they understand the procedures _____(initial))

Risks: Is this bad or dangerous for me?

Explain any risks using simple, clear language.

Participating in this research is safe and not dangerous at all. There are no harmful risks involved. The activities are designed to be fun and enjoyable, and you can choose not to do anything that makes you uncomfortable. If you ever feel unsure or need a break, you can let us know, and we will stop or help you. Our main goal is to make sure you feel happy and safe while sharing your music experiences with us.

Discomforts: Will it hurt?

Participating in this research should not cause you any pain or hurt. However, if you feel tired, uncomfortable, or unwell at any point, it's very important to let us know right away. You can tell me or your parents how you feel, and we can take a break or stop the activity if needed. Some children worry about being asked to play an instrument or speak in front of others, but remember, it's perfectly fine to go at your own pace. Your comfort and safety are our top priorities, so please feel free to share any concerns you might have.

I have checked with the child and they understand the risks and discomforts ____ (initial)

Benefits: Is there anything good that happens to me?

Describe any benefits to the child.

Yes, there are several benefits to participating in this research! First, you'll get to explore and learn more about music, which can be really fun and exciting. By sharing your thoughts and experiences, you can help improve music education for yourself and other children like you. Additionally, you may develop better listening skills and gain confidence in playing instruments. Lastly, you'll have the chance to meet new friends and work together in a supportive environment, making it a great opportunity to enjoy music while contributing to something meaningful.

I have checked with the child and they understand the benefits _____ (initial)

Reimbursements: Do I get anything for being in the research?

Yes, as a thank you for participating in the research, you will receive a certificate of appreciation.

Confidentiality: Is everybody going to know about this?

Explain what confidentiality means in simple terms. State any limits to confidentiality. Indicate what their parents will or will not be told.

We will not tell other people that you are in this research and we won't share information about you to anyone who does not work in the research study. Information about you that will be collected from the research will be put away and no-one but the researchers will be able to see it. Any information about you will have a number on it instead of your name. Only the researchers will know what your number is and we will lock that information up with a lock and key. It will not be shared with or given to anyone except [name who will have access to the information, such as research sponsors, institution & etc,.]

Compensation: What happens if I get hurt?

Describe to the ability of the child to understand and explain that parents have been given more information.

If you become sick during the research, we will look after you. We have given your parents information about what to do if you are hurt or get sick during the research.

Sharing the Findings: Will you tell me the results?

Describe to the ability of the child to understand that the research findings will be shared in a timely fashion but that confidential information will remain confidential. If you have a plan and a timeline for the sharing of information, include the details. Also tell the child that the research will be shared more broadly, i.e. in a book, journal, conferences, etc.

When we are finished the research, I will sit down with you and your parent and I will tell you about what we learnt. I will also give you a paper with the results written down. Afterwards, we will be telling more people, scientists and others, about the research and what we found. We will do this by writing and sharing reports and by going to meetings with people who are interested in the work we do.

Right to Refuse or Withdraw: Can I choose not to be in the research? Can I change my mind?

You may want to re-emphasize that participation is voluntary and any limits to this.

You do not have to be in this research. No one will be mad or disappointed with you if you say no. It's your choice. You can think about it and tell us later if you want. You can say "yes" now and change your mind later and it will still be okay.

Who to Contact: Who can I talk to or ask questions to?

List and give contact information for those people who the child can contact easily (a local person who can actually be contacted). Tell the child that they can also talk to anyone they want to about this (their own doctor, a family friend, a teacher).

You can ask me questions now or later. I have written a number and address where you can reach us or, if you are nearby, you can come and see us. If you want to talk to someone else that you know like your teacher or doctor or auntie, that's okay too.

If you choose to be part of this research I will also give you a copy of this paper to keep for yourself. You can ask your parents to look after it if you want.

- Example of question to elucidate understanding: *Do you know that you do not have to take part in this study if you do not wish to? You can say No if you wish to? Do you know that you can ask me questions later, if you wish to? Do you know that I have given the contact details of the person who can give you more information about the study? Etc.*

You can ask me any more questions about any part of the research study, if you wish to. Do you have any questions?

PART 2: Certificate of Assent

This section can be written in the first person. It should include a few brief statements about the research and be followed by a statement similar to the one identified as 'suggested wording' below. If the child is illiterate but gives oral assent, a witness must sign instead. A researcher or the person going over the informed assent with the child must sign all assents.

I, understand that I am being asked to take part in a research study about music. This study will help people learn more about how children experience music and how to make music education better for kids like me. I know that my participation is entirely my choice, and I can stop at any time if I don't feel comfortable.

I have read this information (or had the information read to me) I have had my questions answered and know that I can ask questions later if I have them.

I agree to take part in the research.

OR

I do not wish to take part in the research and I have not signed the assent below. _____(initialled by child/minor)

Only if child assents:

Print name of child _____

Signature of child: _____

Date: _____
day/month/year

If illiterate:

A literate witness must sign (if possible, this person should be selected by the participant, not be a parent, and should have no connection to the research team). Participants who are illiterate should include their thumb print as well.

I have witnessed the accurate reading of the assent form to the child, and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Print name of witness (not a parent) _____ AND Thumb print of participant

Signature of witness _____

Date _____
Day/month/year

I have accurately read or witnessed the accurate reading of the assent form to the potential participant, and the individual has had the opportunity to ask questions. I confirm that the individual has given assent freely.

Print name of researcher: CAPY BARA

Student's name & signature.

Signature of researcher _____

Date 24.4.2026
Day/month/year

Statement by the researcher/person taking consent

I have accurately read out the information sheet to the potential participant, and to the best of my ability made sure that the child understands that the following will be done:

1. The child will participate in activities related to music, such as listening to different pieces of music and sharing their thoughts about what they hear.
2. The child will be asked to answer some questions about their experiences with music and may have the opportunity to play a musical instrument
3. The child can choose to stop participating at any time if they feel uncomfortable or do not want to continue.

I confirm that the child was given an opportunity to ask questions about the study, and all the questions asked by him/her have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of this assent form has been provided to the participant.

Print Name of Researcher/person taking the assent _____

Signature of Researcher /person taking the assent _____

Date _____
Day/month/year

Copy provided to the participant _____ (initialed by researcher/assistant)

Parent/Guardian has signed an informed consent ___Yes___ ___No___ (initialed by researcher/assistant)