

FOCUS GROUP TOPIC GUIDE

Greet the study participants and introduce the study that it is aimed to explore and understand the factors that influence professional behaviour among postgraduate students in a public university. Please ensure you obtain informed consent from the study participants to interview them and to record the interview before starting the interview.

Make sure there is a chair selected to guide the focus group.

(a) Introduction and Welcome : Chair (in real life often the researcher)

Outline the meeting will be recorded (individually) anonymity will be followed with the analysis and publication of the data. Ask for consent of participants. Inform participants about the time scheduled for the focus group (between 45-60 minutes).

(b) Instructions regarding the focus group:

At the beginning you will introduce yourself. You will each tell your name and describe which programme you are studying, the amount of time you have been studying. You can also tell what you enjoy the most of your studies.

(c) Questioning: Chair reads each question separately out loud and clearly, if needed repeat it. Allow participants the time to respond to each question. Also allow participants to respond to each other and/or ask each other questions. Make sure all participants take part in the focus group discussion. Ensure to manage time and balanced contributions. Guide participants back to the listed question.

(d) Open the focus group by asking the first question.

- How would you define professional behaviour?
- What does professional behaviour look and feels like in practice?
- When you think about professional behaviour, which core characteristics you think about? Which ones are represented at university? Which ones are represented in working practice?
- Do you think professional behaviour is displayed similarly or differently between younger and older workers and why (not)?
- Would you classify yourself as behaving professionally at the university or the workplace?
- How would you encourage classmates/peers to engage in professional behaviour?
- How do you define unprofessional behaviour and what can be reasons for this behaviour?
- Do you engage in unprofessional behaviour and why yes or no?
- How can you discourage unprofessional behaviour in the university?
- How can you discourage unprofessional behaviour in the workplace?
- How can PHSCiP students acquire professional behaviour?

- What kind of information do you need to learn more about professional behaviour?
- Where would you look for information about acquiring professional behaviour?
- What can your university do to promote professional behaviour?

(e) Chair: Close the focus group by thanking the participants for their contributions and inform them what time the research findings will be ready and published. Answer all other queries participants might have.