



Participant Information Leaflet for postgraduate researchers

Study Title: GTA Hours Survey 2022

Investigator(s): Research team: Imogen Knox, Matthew Abbey, Shakira Abd Rahman, Cherisse Francis, Sophie Pain (Warwick postgraduate researchers), Pierre Botcherby (PGR Teacher Mentor), and Sara Hattersley (Academic Development Centre)

Introduction

You are invited to take part in a survey. Before you decide, you need to understand why the project is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about this if you wish.

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

Who is organising and funding the study?

This study is an initiative of the Warwick Postgraduate Teaching Community (WPTC) a project bringing together a group of experienced postgraduate researchers who teach, to support the building of a community of practice for PGRs in and/or interested in teaching opportunities at Warwick.

What is the study about?

The purpose of the study is to survey postgraduate researchers who teach (known as GTAs) at Warwick to find out if their contracted teaching hours align with the time they actually spend preparing for and delivering teaching, as well as assisting their students.

What would taking part involve?

The study involves an online questionnaire, which will take no longer than 30 minutes to complete.

Do I have to take part?

No. Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation without giving a reason by contacting one of the research team. Further details about withdrawing from the study are provided later on in this document.

What are the possible benefits of taking part in this study?

Participant responses will help to address issues that are faced by postgraduate teachers at Warwick. It is also hoped that the results from this survey will be used to report more widely within the University about the GTA experience and to positively influence policy and

practice. Outcomes from the survey will be shared via the Warwick Postgraduate Teaching Community, including social media, and as a report through the official educational committee system at Warwick. In short, participating in this survey will help the institution to see whether the direction of PGR teaching so far is working and what might be improved. It provides a voice for the PGR community to talk about teaching, beyond the scope of current evaluation (e.g. PRES).

What are the possible disadvantages, side effects or risks, of taking part in this study?

Whilst there are no disadvantages, side effects or risks from taking part in this study, it discusses issues which can be emotive (pay and conditions for teachers).

For support, if you are affected by the issues raised in this study, please seek support from Warwick Wellbeing: <https://warwick.ac.uk/services/wss/staff-wellbeing>

To learn more about your rights as an employee and other work being done in this area, visit the Warwick UCU site: <http://warwickucu.org.uk/campaigns/anti-casualisation/>

Expenses and payments

There is no payment for taking part in this study.

Will my taking part be kept confidential?

Data will be kept confidential by:

- Collection via Qualtrics, a University approved survey site.
- Email addresses will be collected, and stored securely
- Email addresses will be separated from the data when conducting analysis
- Data will only be able to be accessed by the researchers running the study.
- Data will be processed by the researchers running the study.
- No personal data will be transferred outside of the EEA

What will happen to the data collected about me?

As a publicly funded organisation, the University of Warwick have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We will be using information from you in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. We will keep data according to the University of Warwick Research Data Management Policy.

Your email address will be collected to validate your eligibility to participate. This will allow us to delete your responses (should you contact us and request us to do so), but researchers will not view your email address alongside your responses when analysing the data collected.

Data Sharing

Your data will be collected, held and shared in line with University of Warwick Research Data Management Policy. Only the named researchers will have access to this data. Your data will be used for final reporting, but will remain completely anonymous.

What will happen if I don't want to carry on being part of the study?

Participation in this survey is entirely voluntary and a decision to withdraw participation from the survey without giving a reason is your right, and will not affect you in any way. You will be asked to consent before submitting your data to the survey. However, you will be able to withdraw from the survey at any point before this, by closing the survey window. You may also contact the researchers should you wish to withdraw from the study after submitting, and we will remove your responses.

What will happen to the results of the study?

The results of the survey will be analysed by the team and the findings written up into an article to be published in the Journal of Postgraduate Pedagogic Practice. Findings will also be shared in a report through the official educational committee system at Warwick

Who has reviewed the study?

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC), reference number here: [HSSREC 184/21-22](#)

Who should I contact if I want further information?

Sara Hattersley – S.Hattersley@warwick.ac.uk

Who should I contact if I wish to make a complaint?

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

Head of Research Governance

Research & Impact Services

University House

University of Warwick

Coventry

CV4 8UW

Email: researchgovernance@warwick.ac.uk

Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: DPO@warwick.ac.uk.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

**Thank you for taking the time to read this Participant Information Leaflet.
Please retain this copy for future reference.**