



## **Participant Information Leaflet Listening@Warwick staff participants**

**Study Title:** Listening@Warwick

**Investigator(s):** Dr Jennie Mills (Academic Development Centre), Will Haywood (Centre for Teacher Education), Dr Naomi Waltham-Smith (Centre for Interdisciplinary Methodologies); Jim Judges (Academic Technology)

### **Introduction**

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study 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 project is being funded by the Warwick International Higher Education Academy (WIHEA).

### **What is the study about?**

The aim of the project is to create a podcast series which shares experiences of online and blended learning within the Social Science Faculty during the COVID-19 pandemic.

We hope that through conversation, and by listening to different experiences and perspectives we will find new insight which will enable us to create better education for a post-pandemic world.

### **What would taking part involve?**

If you want to take part in the project we will ask you to tell us a little bit about yourself so we can ensure a wide-range of voices are heard, and whether there is anything specifically that you would like to talk about.

We will select 20 members of staff who teach to chat about a topic related to experiences of online/blended learning in 20/21. You can volunteer as a pair or as an individual and we will match you with a partner based upon your stated interests.

You will be supported by an editorial assistant who will help you record and edit your conversation. We anticipate the recording will take approximately one hour, and that the editing process will take 2-3 hours, and will produce a 10-15 minute recording.

A parallel project strand is holding similar conversations between students, and after you have recorded your chat we will ask you to listen to the parallel student conversation and then come together in a focus group to discuss what you have all heard. You will not be paired with students on your module/s. This session will not be recorded, but we will ask you to take notes and create a Padlet wall.

After the focus group we will broadcast the podcast and invite listeners to continue the conversation via Twitter.

We will also invite you to take part in a de-brief interview with one of the project team, which will last no more than 60 minutes via MS Teams. This will not be recorded but notes will be taken.

All the above activities will take place January – June 2021.

### **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 at any time, 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?**

The benefits include an opportunity to discuss your experience of online/blended learning with a peer and with students, and to share with the wider Warwick community. We hope that this will contribute positively to the way in which technology is used in future at Warwick.

Through the process you will also develop audio editing skills and experience which may be valuable in your teaching practice.

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

Taking part in a free-flowing conversation may lead you to reveal more about yourself than you are comfortable with. This is why we are asking you to take part in the editing process, you will have editorial control over the finished recording, and you will have opportunity to think and reflect upon what you wish to be released.

### **Expenses and payments**

We will enter you into a prize draw to win £200 voucher to be spent on audio equipment to say 'thank you' for taking part in the project.

### **Will my taking part be kept confidential?**

When you volunteer for the project we will collect information via an online form. This will include your name, email address, department, modules you are teaching/convening/have taught on/convened during 2020/21, your sex, ethnicity and whether you are disabled. This will ensure that we hear a range of voices. We will also ask if there is anything you would like to discuss, and we will use all of this data to select participants for the project. We will not share personal information with anyone outside the project team.

We will also ask if you consent to be identified, or whether you do not want to be identified in the podcast. As conversations will be recorded via Teams your partner in conversation will be able to identify you, as will participants in the focus group. We can remove your name or

use a pseudonym for the podcast but it is possible that you may be identified either by your voice, even if this is electronically disguised during the final editing process, or what you say about your experience.

When we begin to analyse data we will give each participant a study number to protect their identity, and the code which links this to individuals will be stored separately from research data. If we use direct quotes in the research report/publication we will take care ensure individuals cannot be directly identified.

### **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. The University of Warwick will keep identifiable information about you for 10 years after the study has finished.

Research data will be **pseudonymised** as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data and will be replaced with a participant number. The key to identification will be stored separately and securely to the research data to safeguard your identity.

It is possible to withdraw data from the project. If you request this before podcasts are made available we will withdraw your contribution from the recording. If podcasts have already been broadcast we will take down the episode in which you appear.

We will be able to remove your data from reports/publications up to the point of publication.

### **Data Sharing**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

For further information, please refer to the University of Warwick Research Privacy Notice which is available here: <https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Information and Data Compliance Team at [GDPR@warwick.ac.uk](mailto:GDPR@warwick.ac.uk).

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

Participation in this project is entirely voluntary, and you are able to withdraw from the project prior to the recording of the podcast without giving a reason. Withdrawing from the project will not affect you in any way.

You can withdraw at any time by emailing Jennie Mills at [j.mills.3@warwick.ac.uk](mailto:j.mills.3@warwick.ac.uk).

If you withdraw from the study you can also choose to withdraw your data up to 2 weeks after the recording. You are able to withdraw your contribution to the podcast at any time during or after the duration of the project.

To safeguard your rights, we will use the minimum personally-identifiable information possible and keep the data secure in line with the University's Information and Data Compliance policies.

### **What will happen to the results of the study?**

The podcasts will be hosted and broadcast.

A report on the project will be distributed internally to the Social Science Faculty Education Committee, other Faculty Committees, and the Education Executive, and to other stakeholders at Warwick.

A journal article will be prepared to disseminate findings more widely across the sector.

### **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): Insert your HSSREC/BSREC reference number here (given to you during the course of the review process).

### **Who should I contact if I want further information?**

Please contact Dr Jennie Mills at [j.mills.3@warwick.ac.uk](mailto:j.mills.3@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](mailto:researchgovernance@warwick.ac.uk)

Tel: 024 76 522746

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Anjeli Bajaj, Information and Data Director who will investigate the matter: [DPO@warwick.ac.uk](mailto: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**