An Impact Assessment of the Black Leadership Programme

on Black Heritage Student Empowerment

Participant Information Sheet (PIS) – Academic Advisors

You are being invited to take part in a research study to support our evaluation of the Black Leadership Programme (BLP) through completion of two surveys. This research will help the University to understand the impact of BLP for Black Heritage students during their time at the University and if it has helped improve their academic and personal success. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part, and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

About the research

- **Who will conduct the research?**

The research will be conducted by Maria Gallego-Gonzalez (Student Data, Monitoring, and Evaluation Coordinator) with the help of Charlotte Stringfellow (Student Access, Success and Development Officer) and Rowan Fitzsimmons (Student Access, Success and Development Coordinator), all based within the University of Manchester's Access and Student Success Team in the Directorate for the Student Experience.

- **What is the purpose of the research?**

This project has three main aims. Firstly, learn whether the BLP programme has an impact on participants' grades. Secondly, assess whether there is an increased understanding of the Black heritage student experience in participants' academic advisors. Lastly, decipher whether participants are fostering a sense of belonging outside the Manchester 10/10 programme.

To conduct the research, we need the participation of students involved in the BLP during the years 2027 and 2028, along with their academic advisors. We hope to recruit 30 participants and 20 academic advisors per year, totalling 100 participants.

- **Am I suitable to take part?**

You are suitable to take part if you are the academic advisor of a student that has been accepted into and are taken part in the Black Leadership Programme.

- **Will the outcomes of the research be published?**

We are hoping to see the following outcomes from this research:

- Improved academic performance among BLP participants compared to their own pre-programme grades and matched comparison group.
- Enhanced academic advisor's awareness of the specific barriers and experiences affecting Black heritage students.
- Increased engagement with academic communities, student societies, leadership opportunities, and cross-programme networks.

Once the research has concluded, we plan to publish our findings in an academic journal and present them at conferences in the future. The findings might also be published in our annual Access and Student Success Report which is advertised via UoM Instagram and LinkedIn accounts.

- **Who has reviewed the research project?**

The project has been reviewed by The University of Manchester Proportionate Research Ethics Committee.

What would my involvement be?

- **What would I be asked to do if I took part?**

As a participant of this research project, you will be asked to complete two surveys, one in December 2026, before the start of the programme, and another one in November 2027, at the end of the programme. The surveys will take 5-10 minutes each to complete.

In total, from giving consent to finishing the last survey, your participation would take 11 months, from December 2026 to November 2027.

- **Will I be compensated for taking part?**

No, UoM staff members who take part in this research project will not be compensated.

- **What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. Participation is entirely voluntary, and you are under no obligation to take part. If you do decide to take part, you will be given this information sheet to keep and will be asked to tick a box to confirm consent. You are still free to withdraw at any time without giving a reason and without detriment to yourself. Should you wish to withdraw from the study, please do not hesitate to contact us using the details below. However, it will not be possible to remove your data from the project once it has been anonymised as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part from the start, you do not need to do anything further.

Data Protection and Confidentiality

- **What information will you collect about me?**

In order to participate in this research project, we will need to collect information that could identify you, called “personal identifiable information”. Specifically, we will need to collect:

- Name
- Ethnicity
- Email address
- Faculty
- School

- **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with UK data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is "a public interest task" and "a process necessary for research purposes".

- **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, including audio recordings.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our Privacy Notice for Research.

- **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

- All personal identifiable information will be pseudonymised by providing participants with an assigned ID number only known to the research team.
- All data will be stored on University-approved Research Data Storage services and encrypted with passwords.
- Access controls, including user privileges and passwords, will be limited in access to the research team only.
- Personal identifying information (including pseudonymisation key and consent data) will be encrypted and stored separately and securely from other research data in a separate dedicated folder of the Research Data Storage service.
- Data will be transferred through secure on campus connections or through the University's VPN if off campus.
- Once the research concludes in October 2029, the data will become fully anonymised. From then onwards, participants will no longer be able to request that their data is withdrawn from this project.
- All data will be kept for a minimum of 10 years in line with the University's Access and Success' Privacy Notice. This is so that the Access and Success team can conduct long-term evaluation, tracking and research about the BLP and other related programmes.
- Your personal data will not be shared with any other organisations, but the findings of the research might be shared on academic journals and conferences. The final research publication will not contain any personal or pseudonymised data.
- At the end of the project we will deposit a fully anonymised dataset, including de-identified audio transcripts, in an open data repository where it will be permanently stored. We will use Figshare at the University of Manchester Library. Researchers at other institutions and others can

access the anonymised data directly from the repository and use it for further research or to check our analysis and results.

Disclosures

- If you disclose anything that suggests a serious risk of harm to yourself or others, we may need to share that information in accordance with our safeguarding procedures. If this happens, we will aim to keep you informed and act in a way that prioritises your safety and wellbeing.
- Individuals from the University, the site where the research is taking place, and regulatory authorities may need to review the study information for auditing and monitoring purposes or in the event of an incident. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

What if I have a complaint?

➢ **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

MARIA GALLEGO-GONZALEZ; PRINCIPAL INVESTIGATOR
Maria.Gallego-Gonzalez@manchester.ac.uk

CHARLOTTE STRINGFELLOW; RESEARCH COLLABORATOR AND BLP LEAD
Charlotte.Stringfellow@manchester.ac.uk

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact:

The Research Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 306 8089.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the Information Commissioner's Office about complaints relating to your personal identifiable information Tel 0303 123 1113

Contact Details

If you have any queries about the study or if you are interested in taking part, please contact the researchers:

MARIA GALLEGO-GONZALEZ; PRINCIPAL INVESTIGATOR
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