University of Manchester South Asian Student Experience and Awarding Gap Research Project Survey

Participant Information Sheet (PIS)

You are being invited to take part in a research study investigating what is causing or contributing to the unexplained undergraduate degree awarding gap for UK Home fee status between South Asian heritage students and White Students. The results from this research will be used to drive changes in University practice to make the experience of future students more equitable. 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?**

This research is being completed by staff from the Access and Student Success Team, Division of Student and Academic Services at the University of Manchester led by Principal Investigators Emma Britain and Jack Walker. The team will also include support from an undergraduate student partner.

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

This research seeks to investigate what is causing or contributing to the unexplained undergraduate degree awarding gap for UK Home fee status between South Asian heritage students and White Students.

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

This survey is open to all UK home fee undergraduate students who identify as a South Asian ethnicity.

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

We aim to publish the results of this survey as part of a journal article. You have the option to give your email address if you wish to be sent the final publication.

- **Disclosure and Barring Service (DBS) Check**

All the researchers supporting this project have completed enhanced DBS check.

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

This project has been reviewed by Proportionate Research Ethics Committee.

What would my involvement be?

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

If you decide to take part in this survey, you will be asked to complete a series of questions related your personal identity, socio-economic background and experiences as a British South Asian undergraduate student at the University of Manchester. This survey will take approximately 10 to 15 minutes to complete. At the end of the survey, you will be asked if you would like to take part in a listening room or focus group related to this piece of research. Your involvement in any part of this research is voluntary, and we do not foresee any risks to completing this survey.

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

As a reward you will have the opportunity to be entered into a prize draw for one of ten £35 vouchers upon completion of this survey.

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

You can decide whether or not to take part in this study. If you do decide to take part, you will be given this information sheet to keep and asked to complete consent questions at the start of the survey. If you decide to take part, you are still free to withdraw at any time during the survey without giving a reason and without detriment to yourself. You can simply close the survey and decide not to submit your answers or email the research team immediately after completing (SAAGRP@manchester.ac.uk). It will not however, be possible to remove your survey responses from the project one month after the survey has been closed. This does not affect your data protection rights. If you decide not to take part, 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:

Category	Data collected
Direct identifiers	Name, Student ID, University email
Special category data	Ethnicity, Religion/Belief
Personal/background data	Postcode, accommodation, bursary/scholarship status, FSM status, funding arrangements, employment, caring responsibilities, commuting status

- **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.

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:

The study team at The University of Manchester will have access to your personal information and they will pseudonymise it as soon as possible. Your name and any other identifying information will be removed and replaced with a random ID number. The research team will have access to the key that links this ID number to your personal information. Your data will be retained for 5 years in a University of Manchester Research Data Storage Service (RDS) for audit purposes. With your consent, we would also like to retain your contact details for 5 years to provide you with a summary of the findings for this study and also to inform you about future studies that you may be interested in. If you provide consent for this, your details will be safely stored on UoM servers in a digital folder only accessible to the study team and used only for the purposes described above.

Pseudonymised survey data will be stored for up to 5 years after the completion of the study on The University of Manchester Research Data Storage Service (RDS). At the end of the project, we will deposit a fully anonymised dataset 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.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. 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?

If you have a complaint about this study, please contact the Principal Investigators Emma Britain or Jack Walker by email using the contact details below. If you wish to make a complaint to someone independent of the research team, this should be the RGEI Manager as listed below.

Contact details for complaints

If you have a complaint that you wish to direct to members of the research team, please contact: EMMA.BRITAIN@MANCHESTER.AC.UK ORJACK.WALKER@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 Governance, Ethics and Integrity team, 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

If using a hard copy version of the PIS with participants, you must ensure the full URL of the ICO's complaints procedure is listed here or a hard copy is printed and appended with the information sheet.

Contact Details

If you have any queries about the study or if you are interested in taking part, then please contact the researcher(s)

Name: Emma Britain

Email: EMMA.BRITAIN@MANCHESTER.AC.UK

OR

Name: Jack Walker

Email: JACK.WALKER@MANCHESTER.AC.UK