

Participant information sheet

Principal researcher

Market & Student Insights Team

Invitation

You have been invited to take part in this project to help Edge Hill University better understand what is important to you, what a typical day could be like at Edge Hill, the sort of tasks you need to complete, the information you need to do those tasks and how you want to receive it from us. By taking part in the study, you will make a valuable contribution to help us to provide the right content, at the right time, in the right way for our students now, and in the future.

The Diary Study will involve completing 35 weekly diary entries.

Please read the information below carefully and if you would like any further information on the purpose of the project, please contact the Student Insights Team on studentvoice@edgehill.ac.uk

Why have I been invited?

We are interested in the experiences of students to help us better serve their needs. Around 50 students will take part.

Consent

Participation in the project is voluntary and you may choose to withdraw at any point. By taking part you are agreeing to the information that you provide being used by the university. If, during the course of the project, we identify from your entries that support from the university could be beneficial to you, we may seek your consent to share your details with the relevant team that could help, for example, the Money Advice Team. In line with the university's safeguarding policy, we also have a duty of care to share any concerns or relevant information regarding your wellbeing with the relevant department(s).

What will happen with the information you provide?

A report with findings will be sent to Senior Management and relevant teams within the university. The report will not be published or shared outside of the university. At the time of reporting, the data gathered from the project will be anonymised. At no point will data be attributed to an individual.

The University is committed to ensuring compliance with current data protection legislation and confirms that all data collected is used fairly, stored safely, and not disclosed to any other person unlawfully. Once anonymised, the data and subsequent reports will be retained indefinitely by the University as a snapshot of student experience.

The University is a data controller and, in some instances, may be a data processor of this data. At Edge Hill, we are committed to respecting and protecting your personal information. To find ways in which we use your data, please see edgehill.ac.uk/about/legal/privacy.

Can I withdraw consent?

If you would like to officially withdraw from the project and instruct us not to use your data, please email studentvoice@edgehill.ac.uk

Please note that we will only be able to action your request before the project closes and it is reported on. At the point of reporting, the data will have been anonymised and it will no longer be possible to remove individual's responses. All requests to withdraw must be submitted within one week of submission.

Will my participation be confidential?

As participation in Dairy Studies is subject to students receiving payment for their participation, initially students will be identifiable. However, any personally identifiable information will only be viewed by the Market & Student Insights Team. The data will then be anonymised before being shared further. The only exceptions to this will be when a participant has given their direct consent for their details to be shared with the relevant support service based on information provided in their journal entries. Data will be stored safely with limited access, and password protected. The university has an obligation to act if a disclosure is made that suggests, either directly or indirectly, harm to the participant or to others, or criminal activity or bad practice. This information would be passed on to the relevant party/ies.

What are the possible disadvantages and risks of taking part?

Diary Studies has been designed to help participants reflect on their experiences during one academic year at university. Whilst there is a chance that this may bring up difficult topics, support will be offered from the relevant services within the university.

What are the possible benefits of taking part?

As well as contributing to helping to improve the student experience, subject to meeting word count requirements, participants will be paid 1 hour's work for each weekly diary entry, currently equivalent to £12.98 per hour. The project hopes to potentially improve services at the university based on the information gathered.

Is there someone independent I can talk to about the research?

If you have any feedback or queries that you would rather not share with the research team, or have any concerns or a complaint, please contact simon.jenkins@edgehill.ac.uk