



Yorkshire Consortium for Equity in Doctoral Education

YCEDE Participant Information Sheet: PGR Applicants and Pre-Applicants

This document contains the participant information and consent sheet provided to people involved in our WS1 pre-applicant activities such as advocacy and internships, who participated in interviews conducted by our evaluation team (WS4) based at Sheffield Hallam University.

Produced by: Lucy Clague & Colin McCaig (Sheffield Hallam University)
Autumn 2023

YCEDE

Suggested Audience: Staff

Suggested Sub-Audience: Evaluation & Impact / Project Management

This resource is intended for use in improving equity and outcomes for ethnically minoritised individuals interested in doctoral study or careers in research.

This resource was produced by the staff named above on behalf of the YCEDE project. Please ensure appropriate credits are clearly included in any external use of this resource.

To cite this resource: Clague, L. & McCaig, C. (2023). YCEDE Participant Information Sheet: PGR Applicants and Pre-Applicants [online] available at:

<https://ycede.ac.uk/toolkit/pgr-recruitment-selection-and-admissions/evaluation-impact/ycede-participant-information-sheet-pgr-applicants-and-pre-applicants/>

Yorkshire Consortium for Equity in Doctoral Education (YCEDE) information sheet

The Sheffield Institute of Education (SloE) at Sheffield Hallam University (SHU) are part of the YCEDE Partnership. YCEDE is a project funded by the Office for Students (OfS) and UK Research and Innovation (UKRI) that hopes to tackle race/ethnic inequalities in Postgraduate Research (PGR) access by evidence-based changes to institutional policies and procedures for recruitment, selection and retention of PGRs. YCEDE is taking place across five Yorkshire universities: University of Bradford; University of Leeds; University of Sheffield; Sheffield Hallam University; and University of York. Researchers from SloE will be carrying out the evaluation of the YCEDE Programme.

The survey

YCEDE consists of three workstreams of activity. You are involved in Workstream 1, which aims to widen opportunities to ensure equity of PGR access and participation in research. As part of the evaluation of this workstream the research team are running a survey with participants to understand about:

- your knowledge and understanding of PGR; and
- your experiences of the Programme.

This work involves you completing a short online survey before you take part in any YCEDE activity, and then another one in 3 months, so that we can analyse any changes on an individual level that may have taken place during that time. All data will be collected using Qualtrics and then stored on Sheffield Hallam University's secure, password-protected computers.

Do I have to take part?

The activity described above is a key part of the evaluation of workstream 1 of the YCEDE Programme. Your participation is voluntary. Participants can withdraw data without giving a reason by contacting the project lead at SHU within one week of completing the survey (details below).

How will my responses be used?

We will be using the survey findings to explore whether there has been an impact from workstream 1 on those individuals taking part. The data provided will be anonymised and may then be used in research reports such as peer review publications.

Will I be identifiable?

Your name will be anonymised for report writing, feedback to the workstream, and for wider academic research publications. The survey does ask for sensitive data such as your ethnicity and gender, but this will not be attributable to your name.

Any data will be anonymised for report writing and feedback to the workstream, or wider academic research publications. Your survey response will be linked to the university where you are participating in YCEDE activities so that analysis can be carried out between the different institutions. University staff involved with delivering Workstream 1 will not have access to your individual data and will only see aggregated findings after analysis has taken place. Your current or most recent institution will not have access to your data, only the research team who are based at Sheffield Hallam University.

Personal data

In order to carry out the survey we need to collect and use your personal data. Below is a list of what this will include and why we are collecting it:

Type of personal data	Why are we collecting this data?
Contact details (email and contact number)	You will be asked to provide an email address and contact number. This data is being collected so that we can contact you at a later date to complete the follow-up survey. All contact details will be deleted before the data is analysed.
Your name and DOB	You will be asked to provide some personal data such as your name and Date of Birth (DOB). This is so we can use this information to match your survey response to the follow-up survey. This data will be deleted before the data is analysed.
Ethnicity and gender	You will be asked to provide your ethnicity and gender. The research is specifically exploring ethnic inequalities in PGR, so this information will be used as part of the analysis (e.g., we may look at how different ethnic groups respond to certain questions in the survey). In the case that some ethnicity/gender groups have small representation we will aggregate the data for analysis and reporting purposes so that students in these particular group are not identifiable.

As the Data Controller, Sheffield Hallam University will process your data in accordance with the General Data Protection Regulation (GDPR, 2018). The University undertakes research as part of its function for the community under its legal status. Data protection legislation allows the University to process personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest.

A full statement of your rights can be found at

<https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notice-for-research>

If you consent to taking part in the survey and then change your mind, you have the right to request for your data to be removed from our system within one week of it taking place, this is called a Subject Access Request. If you would like to make a request for any information held about you please get in touch with Lucy Clague (details below).

The retention period for the anonymised interview data will be 10 years after the last publication arising from the evaluation. All University work of this nature is reviewed to ensure that participants are treated appropriately, and their rights respected. This work was approved by the University Ethics Committee with the approval number ER41871422. Further information can be found here:

<https://www.shu.ac.uk/research/ethics-integrity-and-practice>.

If you have any general queries about the information provided please contact one of the Project Leads (details below).

For any concerns:

You should contact the Data Protection Officer if: • you have a query about how your data is used by the University • you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)	You should contact the Head of Research Ethics (Dr. Mayur Ranchordas - m.ranchordas@shu.ac.uk) if: • you have concerns with how the work research was undertaken or how you were treated
--	---

• you would like to complain about how the University has used your personal data DPO@shu.ac.uk	
Postal address: Sheffield Hallam University, Howard Street, Sheffield S1 1WB Telephone: 0114 225 5555	

If you have any further questions about the evaluation, please contact the project leads:

Colin McCaig (Co-Principal Investigator)
Reader
SloE
Sheffield Hallam University
S1 1WB
c.mccaig@shu.ac.uk

Lucy Clague (Co-PI and Project Manager)
Senior Research Fellow
SloE
Sheffield Hallam University
S1 1WB
l.clague@shu.ac.uk
Working days Monday to Thursday

SURVEY PARTICIPANT CONSENT FORM

YCEDE WORKSTREAM 1 SURVEY

Please answer the following questions by ticking the response that applies

YES NO

- | | | |
|---|--------------------------|--------------------------|
| 1. I have read the Information Sheet for this research and have had details of the study explained to me. | ☐ | ☐ |
| 2. Any questions have been answered to my satisfaction and I understand that I may ask further questions at any point. | ☐ | ☐ |
| 3. I understand that I am free to withdraw (up to 2 weeks of completing the survey) without giving a reason for my withdrawal or to decline to answer any particular questions without any consequences to my future treatment by the researcher. | ☐ | ☐ |
| 4. I wish to participate under the conditions set out in the Information Sheet. | ☐ | ☐ |

By signing below, you indicate that you have read and understood this information sheet and voluntarily decided to take part in the activities outlined in it.

It will also indicate that you have had adequate opportunity to discuss the purpose of the survey and what this will involve, and that all questions have been answered to your satisfaction.

Participant's Name (Printed):

Date:

If you have any further questions about the evaluation, please contact:

Colin McCaig (principal investigator)
Professor
SloE
Sheffield Hallam University
S1 1WB
c.mccaig@shu.ac.uk

Lucy Clague (project manager)
Senior Research Fellow
SloE
Sheffield Hallam University
S1 1WB
l.clague@shu.ac.uk
Working days Monday to Thursday