



Yorkshire Consortium for Equity in Doctoral Education

YCEDE Participant Information Sheet: Programme Lead Interview

This document contains the participant information and consent sheet provided to members of staff participating 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: Programme Lead Interview [online] available at:

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

Yorkshire Consortium for Equity in Doctoral Education (YCEDE) information sheet: YCEDE Programme lead interview

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 interview

YCEDE consists of three workstreams of activity, designed to widen opportunities to ensure equity of PGR access and participation in research. As part of the evaluation the research team wish to carry out interviews with those that lead the programme to explore the logic model mechanisms and outcomes and understand:

- Your YCEDE role and your understanding of this role
- Where you are in terms of the implementation of the programme so far? Any issues of recruitment, reflections on comparison with other similar programmes you have run?
- What has been your learning from the implementation so far? Any changes you would make?
- Any impact on participants so far.
- Barriers and enablers.
- Future plans.

The interview will be carried out and recorded/transcribed using MS Teams 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 the YCEDE Programme. Your participation is voluntary. You can withdraw data without giving a reason by contacting the project lead at SHU within a fortnight of completing the interview (details below).

How will my responses be used?

We will be using the interview findings to explore the implementation of the programme and whether there has been an impact on those individuals taking part. The data provided will be anonymised in any reporting 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. Please note that although your data will be anonymised, it may be possible that your role may be identifiable by people closely linked to the programme and more widely. Only the WS4 evaluation team based at Sheffield Hallam University will have access to your data.

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-notices/privacy-notice-for-research>

If you consent to taking part in the interview 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 would like to complain about how the University has used your personal data DPO@shu.ac.uk	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
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)
Professor
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
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Working days: Monday to Thursday

INTERVIEW PARTICIPANT CONSENT FORM

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 interview) 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.	☐	☐
5. I understand that my comments may be identifiable by some people even though my data will be reported anonymously.	☐	☐

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 interview 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 (Co-Principal Investigator)
Reader
SloE
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S1 1WB
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Lucy Clague (Co-PI & project manager)
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