

PARTICIPANT INFORMATION SHEET (PIS) INC GDPR PRIVACY NOTICE TEMPLATE AND GUIDANCE FOR UG AND PGT STUDENT PROJECTS

A Participant Information Sheet (PIS) template is provided below on the next page but you must **adapt and tailor** the sections as appropriate with **specific details** relevant to your research.

Text in blue italics is advisory – sections will need to be completed appropriately for your study then the advisory text deleted.

Optional statements are highlighted turquoise – delete or revise as required and unhighlight.

General Guidance

- The Participant Information Sheet (PIS) should be a clear and concise document that fully explains all aspects of the research study to enable potential participants to make an informed choice when deciding whether or not to take part. It should explain exactly what participation means in practice (when, where, who, what).
- Try to get the balance of information right – too much might put people off, too little information might mean people are not able to make an informed decision.
- It should have a clear title that the average member of the lay public can understand.
- Keep in your mind who your potential participants are. The Participant Information Sheet (PIS) should be written in a format (*appropriate level and style of language*) that is suitable for the audience it is intended for (*for example, it should be age appropriate*).
- Wording and layout should be carefully considered to ensure all explanations are as clear as they can be. In the majority of cases, it would not be appropriate to cut and paste from research proposals.
- Use lay plain language. The use of technical terms, abbreviations and acronyms should be avoided or clearly explained.
- Consider if you need to provide different information sheets for different groups of participants (for example, based on what they will be asked to do or their age group). If you have more than one participant information sheet, please add the name of the target group in the title of each Participant Information Sheet (PIS).
- A template is provided below but you must **adapt and tailor** the sections as appropriate with **specific details** relevant to your research.
- All information sheets should have a study specific version number and date.
- Check for typos, formatting issues and grammatical errors and ask someone else read through your Participant Information Sheet (PIS) before it is submitted for ethical approval.

NB this Participant Information Sheet (PIS) with privacy notice is to be used where you are collecting any information that means you can directly or indirectly identify participants (*i.e. personal information is being collected*). If your research only involves the collection of fully anonymous survey data and **no** identifiable personal information (*direct or indirect*) please use the UW PIS for Anonymous Surveys.

****Please delete this guidance front page before submitting your PIS for ethical approval****

PARTICIPANT INFORMATION SHEET AND PRIVACY NOTICE

TITLE OF PROJECT: Leveraging Software to Boost Student Engagement and Participation In Lectures

VERSION NUMBER: 1

DATE: 16/02/2025

This research has been approved by my Project Supervisor.

Invitation

My name is Jean-Sebastien Prenovost, and I am an undergraduate student based in the Worcester Business School at the University of Worcester. I would like to invite you to take part in a research project which forms part of my course. Before you decide whether to take part, it is important that you understand why the research is being done, what it will involve for you, what information I will ask from you, and what I will do with that information. Please take time to read the following information carefully. Thank you for reading.

What is the purpose of the research?

This study aims to gain insight into the possibility of integrating software in a lecture / seminar environment to boost student's engagement and participation by allowing direct access to the teacher via a web app. By bypassing the need to put your hand up, or speak out loud in front of your peers, it is hoped that students will feel less self-aware or embarrassed to participate in a lecture.

Why have I been invited to take part?

You have received this invitation because this experiment has been targeted towards 1st / 2nd year university students. I hope to recruit 20 participants for this study.

Do I have to take part?

No. It is up to you to decide whether you want to take part in this study. Your participation is entirely voluntary. Please take your time to decide and talk to others about it if you wish. Deciding to take part or not will not impact any of your university studies or have any other negative consequences.

It is important that you can give your informed consent before taking part in this study. You will have the opportunity to ask questions about the research before you provide your consent.

What will happen if I agree to take part?

Taking part in this study involves:

- Accessing a web app where the experiment will primarily take place. You will have a number on your computer which you will use to login to the student view, as well as a password which everyone will receive.
- Using the web app to either answer questions pushed to the student view by the teacher or asking for help via the in-site button whenever you feel stuck with something.
- After the lesson concludes, or whenever you decide to leave, answering a survey regarding the experience of using this app, and how it affected your confidence with engaging in the classroom.

This experiment will take place in one of your classes.

Consent will be taken in your initial interest discussion.

This experiment will take place once, and the questionnaire at the end will take approximately 10 minutes to complete.

How can I withdraw from this study after agreeing to participate?

You can withdraw from participating in the study during data collection at any time without giving a reason and without negative consequences. After participation you can withdraw your data until 2 weeks following data collection. This is because after this point the data will be anonymised and won't be traceable back to the participant. If you wish to have your data withdrawn, please let me know.

What are the benefits for me in taking part?

Although there will be no direct benefits to you from participating in this research, it is hoped the research will further study into the current state of student engagement in university, as well as possibly expand upon the software prototype I've created to create something that can be used in real lecture halls / classrooms.

Are there any risks for me if I take part?

There are no risks present.

What information will you collect about me?

To participate in this research project, I will need to collect information that could identify you, called "personal information". Specifically, I will need to collect information including *[state personal identifiable information you will need to collect from the participant in order to conduct the research e.g. name, contact details, date of birth, audio / video recordings]*. I will use your personal data in the ways needed to conduct and analyse the research study.

The UK continues to be bound by the provisions of the General Data Protection Regulation which is now the "UK GDPR". Under UK GDPR we are required to provide a justification (what is called a "legal basis") to collect personal information. The legal basis for this project is "task carried out in the public interest".

The University of Worcester acts as the "Data Controller" for personal data collected through its research projects and is subject to the UK GDPR and the Data Protection Act 2018. We are registered with the Information Commissioner's Office and our Data Protection Officer is Helen Johnstone (infoassurance@worc.ac.uk).

For more on our approach to Information Assurance and Security visit:

<https://www.worcester.ac.uk/informationassurance/index.html>

You can find out more about our approach to dealing with your personal information at:

<https://informationassurance.wp.worc.ac.uk/data-protection/privacy-notices/>

You have certain rights in respect of the personal information the University holds about you. For more information about Individual Rights under GDPR and how you exercise them please visit:

<https://www.worcester.ac.uk/informationassurance/requests-for-personal-data.html>

Will my information be kept confidential?

Your personal information will be kept strictly confidential. It will not be shared with anyone other than the project supervisor.

During the project, all information will be kept securely in line with the University's Policy for the Effective Management of Research Data and its Information Security Policy. Specifically, your information will be securely stored on the University's OneDrive solution and will be password protected. Any direct and indirect personal identifiers will be removed from the research data replaced with a code with personal contact details stored separately or deleted if they do not to be kept.

What will happen to the results of the research project?

I anticipate that the results of the research will be interpreted and used in the report for my project.

All presented results will be at a summary level and will be fully anonymised, and you will not be personally identifiable within any reports or publications.

How long will you keep my data for?

I am required to keep the data collected for my dissertation research project until after the University exam or assessment board. After this time all data including all personal identifiable information will be destroyed. I will hand over the data in an anonymised form to my dissertation supervisor if we think there could be an opportunity to publish. In which case my supervisor will ensure secure storage of the data in accordance with the University's Policy for the Effective Management of Research Data.

What happens next?

Please keep this information sheet.

*[Choose **one** statement below to match recruitment plans outlined in your ethics application]*

If you would be interested in taking part, please contact me using the details below and we will be delighted to answer any further questions you have about the research.

[or]

I will wait for at least *[insert number]* days before asking for your decision on whether you would like to take part and will be delighted to answer any further questions you have about the research.

My contact details are:

Jean-Sebastien Prenovost
prej2_22@uni.worc.ac.uk

If you have any concerns about the project at this point or at any later date you may contact me or my supervisor:

Bradley Carwardine
b.carwardine@worc.ac.uk

Allegations of Research Misconduct

To view University of Worcester's Procedures for Dealing with Allegations of Research Misconduct please click [here](#). For information about who to contact please click [here](#).

Thank you for taking the time to read this information.

If you would like to speak to an independent person who is not a member of the research team, please contact the University of Worcester, using the following details:

Michelle Jellis
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