

# Community Research Initiative



## Increasing and Evaluating Student Impact in Knowledge and Learning Exchange (ISIKLE): The Community Research Initiative

September 2020 to June 2022

### Participant information sheet

This information sheet gives an explanation of the project, trying to anticipate some of the questions you may have. If you have any unanswered questions, please email me: [a.laybourne@ucl.ac.uk](mailto:a.laybourne@ucl.ac.uk). If you feel your query has not been handled satisfactorily, you can contact the Chair of the Institute of Education research ethics committee, [ioe.researchethics@ucl.ac.uk](mailto:ioe.researchethics@ucl.ac.uk). This is the committee that reviewed and approved the research. This was done in August 2020 and the reference number is REC1419.

#### Who is running the project?

This project is part of a wider project called "*Increasing and evaluating student knowledge exchange activities.*" This is funded by Office for Students and Research England and is led Professor Andy Green at UCL Institute of Education. My name is Anne Laybourne and I am running a work strand, with its focus on voluntary sector organisations and master's students, in the Students' Union UCL's Volunteering Service.

#### Why are we doing this project?

There are many ways that students at university can get involved with external organisations, through partnerships with businesses or the voluntary sector or through internships. These are all examples of knowledge exchange activities. Knowledge exchange activities can be an important way to gain workplace knowledge and skills and can offer a student important career opportunities.

ISIKLE seeks to understand what is effective in student engagement in knowledge exchange activities to assess their economic and social benefits to individual students and to external partners and communities. The research also investigates the barriers and opportunities that exist to participating in knowledge exchange, what benefits can be derived from different types of student knowledge exchange activity in different settings, and what are the most effective ways to organise activities so that students, staff and partner organisation learn from them.

#### Why am I being invited to take part?

You are involved or have signed up with the Community Research initiative at UCL so we would like to know about your experiences and learn from them.

#### What will happen if I choose to take part?

On the community research initiative, we routinely ask participants for information about their experiences for service evaluation purposes and this will be the same for you. For the ISIKLE project, there will be additional evaluation approaches to gather information:

- An **online survey** to be completed before and after your involvement with the Community Research Initiative, to understand your background and assess the skills and expertise gained.
- **Group reflection** exercises within workshops to assess what worked well and what could be improved.
- **Observations** of activities, to understand what happens in practice.
- **Interviews**, these will last no longer than 1 hour and will be conducted online or in person at an agreed location (usually the participant's place of work in a private meeting room). The data collected will be about your perceptions and experience of the Community Research Initiative.

### **Will anyone know I have been involved?**

Your contribution will be anonymous. If individual quotations are used in reporting these will be anonymised. You will be referred to as a 'student' or specific organisation if applicable, (e.g. voluntary sector organisation). If you want to provide details of a project (as a case study) that you were involved in that would acknowledge your involvement (or your employer's), I can arrange to give appropriate credit in a way that will not compromise your anonymity in this research.

### **Could there be problems for me if I take part?**

This research does not deal with issues of a sensitive nature. Your responses will be anonymous. If you have any concerns, please speak to Anne Laybourne in the first instance. You are entitled to stop at any point during the evaluation and up to four weeks after the end of the evaluation and if you choose to do this, any data you have contributed will not be used. You can take part in the Community Research Initiative whether you decide to be involved in ISIKLE or not where you will only be involved to take part in the routine service evaluation.

### **What will happen to the findings of the project?**

The data will be analysed using quantitative and qualitative data analysis techniques (such as thematic analysis). This will be analysed in combination with data from other participants. The results will be reported in publications (e.g. in peer reviewed journals, reports) and will inform knowledge exchange activity at UCL and the wider Higher Education sector. The main reporting publication will be shared with the participants when published. Your responses will be anonymised, as outlined above. Anonymised aggregate data will also be passed to the research consultancy firm SQW who have been engaged by the Office for Students to conduct the programme level evaluation of all the projects funded to conduct such research. The programme level evaluation will seek to develop models of effective student knowledge exchange practises so that these may be rolled out across the HE sector as a whole. Your responses will be anonymised, as outlined above. The data will be stored securely on UCL's and SQW's servers and will not be shared outside of the research consortium.

### **Do I have to take part?**

The decision you are being asked to make is whether your information is included in the research study ISIKLE and if you agree to the additional information gathering methods, as outlined above. It is entirely up to you whether you choose to be included in the ISKILE research. We hope that if you do choose to be involved that you will find it a valuable experience. If you would rather not take part, you will still be part of the Community Research Initiative and receive the same service, but your data will not be included in any publications, only the routine service evaluation.

### **Local Data Protection Privacy Notice**

#### **Notice:**

The controller for this project will be University College London (UCL). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in our 'general' privacy notice: For participants in research studies, click [here](#)

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the 'local' and 'general' privacy notices. The lawful basis that will be used to process your personal data are: 'Public task' for personal data and 'Research purposes' for special category data. Your personal data will be processed so long as it is required for the research project. If we are able to anonymise or pseudonymise the personal data you provide we will undertake this, and will endeavour to minimise the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

**Thank you very much for taking the time to read this information sheet. If you would like to be involved, please complete the following consent form. If you have any further questions before you decide whether to take part, please contact me at [a.laybourne@ucl.ac.uk](mailto:a.laybourne@ucl.ac.uk)**