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**Participant Information Sheet**

**Study Title: Evaluation of MVLS online distance students’ sense of belonging using Virtual Tours.**

**Name of Researchers**: Jenny Crow, Prof. Jo-Anne Murray, Dr Vicki Dale, Prof Keith Smyth

You are being invited to take part in a research study. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

**What is the purpose of the study?**

Within the College of MVLS, staff are committed to engaging with students with the aim of improving the student experience and providing quality teaching. The aim of this study is to evaluate student experiences of participating in a virtual tour, using a mixed-methods approach.

In order to evaluate students’ perspectives on this we are inviting you to participate in this focus group in order to assess your experiences of participating in a virtual tour, including your experience of accessing the virtual tour and whether this had any impact on your sense of belonging to your course / University.

We would like you to take a few minutes to read this information sheet to help you decide if you would like to help with this research.

**Why have I been chosen?**

We are inviting online distance postgraduate students within the College of MVLS who have been involved with studying online courses to participate in this focus group. It is an opportunity for you to provide important information to identify any areas that you feel would benefit from additional resources for learning and teaching to help you and future students thrive in a digital environment.

**Do I have to take part?**

No, it is up to you to decide whether or not to take part. If you do decide to take part, you can download this information sheet to keep and you will be asked to take part in a focus group. If you decide to take part, you are still free to withdraw within a reasonable time scale and without giving a reason.

If you do not wish to participate you do not have to do anything in response to this request. You can decline to participate or withdraw from the evaluation at any time without penalty academic or otherwise.

**What do I have to do?**

If you are willing to participate we will ask you to initially read this information sheet and then to participate in focus group with Jenny Crow, one of the researchers conducting this study. Focus groups will be audio recorded by Jenny Crow or Matthew Weldon (from Digital Education, colleague assisting for logical reasons). The audio recordings will be uploaded to Echo 360 or Rev to be transcribed and then they will be checked and edited by Jenny Crow. The focus group will last between 30-45 mins.

**What are the possible disadvantages and risks of taking part?**

We understand that there are many demands on your time and there is some inconvenience in taking part. There are minimal risks or discomforts for participants in the evaluation process and you are free at any stage to withdraw if you wish without academic penalty.

**What are the possible benefits of taking part?**

While there may be no personal benefits to your participation in this study, the information you provide will contribute to the future development of digital education resources.

**Will my taking part in the study be kept confidential?**

All information which is collected about you, or responses that you provide, during the course of the research will be kept strictly confidential. You will be identified by an anonymous ID number so that you cannot be recognised. All data collection, processing and storage will comply with the University of Glasgow’s Data Protection Policy and The General Data Protection Regulation (2018). Results from the evaluation will be published in a format that ensures that no participant will be identified. Direct quotations maybe used in reports and publications; however, any personal data will be anonymised. Anonymised data will be held on the Enlighten repository for research integrity purposes, and if you give your consent, for ethical reuse by named researchers.

**What will happen to the results of the research study?**

All data collected in this evaluation will be held securely and confidentially on University Computer Systems on a password protected basis for 10 years (the text transcription). The video and audio recording will be deleted after 6 months to allow for the text transcription to be checked. All data will be anonymised before it is analysed and before presentation/publication. The results from this analysis will be available in one or more of the following sources, presentation at conferences; local seminars; or scientific papers in academic journals. A write-up of the anonymised findings will be circulated to participants for data validation purposes. A summary of research findings will be available on request to participants. Data collected will contribute to a PhD qualification at the University of Glasgow.

**Who is organising the research?**

The research is being organised by a PhD student of MVLS Digital Education Unit within the College of MVLS.

**Who has reviewed the study?**

The projected has been reviewed by the MVLS College Ethics Committee.

**Contact for Further Information?**

If there is anything that is not clear or if you would like more information, or have any further questions feel free to email Jenny Crow (PhD student) Jenny.Crow@glasgow.ac.uk or Prof Jo-Anne Murray (Lead PhD supervisor) – Jo-Anne.Murray@glasgow.ac.uk

Thank-you for considering participating in this study.