Participant Information Sheet

So, what's your plan? Exploring the career planning needs and behaviours of Postgraduate Taught (PGT) students.

Invitation to research
You are being invited to take part in a research project. Before you decide whether to take part, 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.

The project is funded by the Luminate Careers and Employability Research Grant Application, coordinated collaboratively between Prospects Luminate and Jisc.

Staff at the following institutions are coordinating in the study:

- Manchester Metropolitan University (Lead)
- University of Exeter
- University of Huddersfield
- University of Leeds
- University of Lincoln
- University of Nottingham
- University of York

Why have I been invited?
You have been chosen as you are a current Postgraduate Taught student at one of the participating institutions and you have responded to a call for volunteers to participate in one of a series of five cross-institutional focus groups which are being held as part of the study.

Do I have to take part?
It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep (and be asked to sign a consent form) and you can still withdraw up to two weeks after the focus group has taken place, without it affecting any benefits that you are entitled to in any way. You do not have to give a reason.

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Ethical approval number (EthOS): 54164

What will I be asked to do?

To participate in this project, you will be asked to take part in one of five online focus groups (two institutions are doing surveys only). Each focus group will be facilitated by a member of the research team and should last no longer than one hour. During the focus group, you and other participants will be asked to discuss your career planning needs and behaviours.

Are there any risks if I participate?

We do not anticipate there being any disadvantages or risks from taking part in this research.

Your participation or otherwise in the study will be treated confidentially and is completely independent of your student experience, the support offered by staff or your assessment

Are there any advantages if I participate?

Participants will receive a £30 Love2shop voucher for taking part in the study.

Informed consent

After reading this information sheet, you will be asked to complete and return an electronic consent form to participate in the project. You must tick 'yes' to all questions in the consent form to be eligible for the project.

What information about me will you collect and why?

We will collect data during the focus groups, via recording and written notes. The recording will be transcribed, and then deleted. During the focus groups we will ask about your experiences of career planning, what your needs are for career planning as a postgraduate taught student and what kind of career planning behaviour you have or plan to engage in.

How will my information be stored and how will you look after it?

Your consent form will be stored electronically in a shared folder via Dropbox for Business. Hard copy forms will be disposed of via the University's Confidential Waste system.

Each focus group will be recorded, and a transcript will be created using this recording. The transcript will be coded, anonymised and any identifying information will be redacted.

How will you use my information?

Anonymised quotes from the transcript will be used in our final report to the funders and may also be used at conferences and within research publications.

Will my data be sent anywhere else, or shared with other people or organisations?

Your data will be shared with the participating institutions and members of the immediate research team. The data will be coded, anonymised and identifying information will be redacted where appropriate.

Anything which happens in the focus group is confidential to the group, other than through the dissemination of the research findings as described below. Group members may not share outside the group anything about the participants – including their involvement in the study – or what was said in the group.

When will you destroy my information?

Consent forms will be deleted five years after the focus group has taken place. Anonymised transcripts will be retained on record indefinitely.

Data Protection Law

Data protection legislation requires that we state the 'legal basis' for processing information about you. In the case of research, this is 'a task in the public interest.' If we use more sensitive information about you, such as information about your health, religion, or ethnicity (called 'special category' information), our basis lies in research in the public interest. Manchester Metropolitan is the Controller for this information and is responsible for looking after your data and using it in line with the requirements of the data protection legislation applicable in the UK.

You have the right to make choices about your information under the data protection legislation, such as the right of access and the right to object, although in some circumstances these rights are not absolute. If you have any questions, or would like to exercise these rights, please contact the researcher or the University Data Protection Officer using the details below.

You can stop being a part of the study at any time, without giving a reason. You can ask us to delete your data at any time, but it might not always be possible. If you ask us to delete information within two weeks of the focus group taking place, we will make sure this is done. If you ask us to delete data after this point, we might not be able to. If your data is anonymised, we will not be able to withdraw it, because we will not know which data is yours.

What will happen to the results of the research study?

It is expected that the results of this research will be disseminated between December 2023 and December 2025.

Who has reviewed this research project?

The project is funded by the Luminate Careers and Employability Research Grant Application, coordinated collaboratively between Prospects Luminate and Jisc.

This project has been reviewed by the MMU Faculty of Business and Law Research Ethics and Governance Committee**.**

Dr Iwi Ugiagbe-Green (project lead) on i.ugiagbe-green@mmu.ac.uk

Prof. Kevin Albertson, the chair of Manchester Metropolitan University Faculty of Business and Law Research Ethics and Governance Committee can be contacted at foblethicsenquiries@mmu.ac.uk

Manchester Metropolitan Data Protection Officer dataprotection@mmu.ac.uk
Tel: 0161 247 3331 Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH

UK Information Commissioner's Office
You have the right to complain directly to the Information Commissioner's Office if you would like to complain about how we process your personal data:
https://ico.org.uk/global/contact-us/

THANK YOU FOR CONSIDERING PARTICIPATING IN THIS PROJECT