



PgCert Academic Practice in Art, Design and Communication

Action Research Project Ethical Enquiry Form

Participant name: Ben Hirt

Cohort: 3

Tutor name [delete as appropriate]: Liz Bunting

1. What is your research question?

How to best retrieving feedback from 1st Year Students in relation to their Personal Tutorial, focusing on its impact on their academic experience, well-being, and sense of belonging when transitioning into higher education.

My research question is focusing on designing a questionnaire for Year 1 students seeking feedback in relation to their Personal Tutorials and their academic, psychological, and social impact when transitioning into higher education. As a sense of well-being and belonging is crucial to thrive academically, all Year 1 students of the BA Animation course have been taken part in a personal tutorial (former pastoral tutorial) in Block 1. The questionnaire focuses on retrieving honest, unbiased, and valuable feedback from Year 1 students to further improve the personal tutorial procedure and framework as well as gaining insights on improved ratings of the Student Course Survey results.

2. Who will be providing you with information to help you answer your question, and how will you approach and/or select them?

As I have been holding Personal Tutorial (former Pastoral Tutorials) with every student in Year 1 BA Animation at LCC during Block 1, I am hoping to get further insights by means of a carefully crafted questionnaire. I am planning to ask the entire cohort and Year 1 as a collective to participate. As the questionnaire will be conducted online and anonymous, sources and their answers will not be known. Question will make use of both, close and open-ended questions, allowing participants to elaborate on their answers.

Online resources such as Best Practice in Questionnaire Design (Imperial College London), Program on Survey Research (Harvard University) as well as Writing Survey Questions (Pew Research Center) will inform strategic methods of designing, sequencing, and embedding questions into an overall framework of the questionnaire.

Furthermore, Question and Questionnaire Design (Jon A. Krosnick Stanford University and Stanley Presser University of Maryland, February 15, 2009) will provide further insights into psychological aspects and components when designing questionnaires.

3. What will you be asking participants to do?

Participants are asked to complete a survey via online (Microsoft Forms) within a set timeframe during and shortly after winter holidays. All participants are (voluntarily) asked to spend a manageable amount of time (est. 2 minutes) partaking in the online survey. The survey will be available on desktop as well as smart devices. Most questions will be closed questions, adding only one open-ended questions at the end.

Questions focus on student's overall experience of the tutorial, its relevance, impact, and value when transitioning into higher education and into the 1st Year of the BA Animation at LCC.

Questions centering around student's experiences of the Personal Tutorial when transitioning into higher education and the BA Animation Course in Year 1 will potentially include:

TIME	CONTENT
Est. 2 Min.	<ul style="list-style-type: none">• Voluntary and Anonymous• Agreement and Consent to continue <hr/> <ul style="list-style-type: none">• 11 Questions in Questionnaire [Pilot]<ul style="list-style-type: none">○ Student Voice<ul style="list-style-type: none">▪ Voice heard as a student▪ Feel seen, heard and understood▪ Integral to student experience in Yr1○ Organisation & Management<ul style="list-style-type: none">▪ Gain clarity on academic journey▪ Impact on academic involvement▪ Sense of security○ Mental wellbeing<ul style="list-style-type: none">▪ Transition into higher education▪ Helped when struggling with mental health▪ Social integration and well being▪ Sense of belonging○ Anything else in relation to your Personal Tutorial<ul style="list-style-type: none">▪ Free text

Participants will be asked to part take on an individual basis and by themselves. Group participation and engagement will be highly discouraged. Participants will be asked to think about their surroundings, time of day as well as avoiding potential distractions and interferences to guarantee an uninterrupted engagement with the survey.

Participants will be reminded as a collective to take the survey if not already done so. Reminders of the survey will always be addressing the entire cohort as a collective and therefore not single out individuals who have yet to participate.

4. How will you get informed consent from these participants?

All prospective participants will be invited via email. Since participants will not be addressed by name but rather as a collective, students will not feel singled out and pressured to partake.

Students will be informed via email and at the beginning of the questionnaire, informing them about the survey's intent, function, and relevance in relation to their experience shared. Informed consent will be collected at the very beginning of the survey before continuing. By continuing and taking part in the survey, students are made aware at the very beginning that they consent in partaking in the questionnaire.

A digital invitation and reminder will be sent to all participants, reminding them to take part. The digital invitation and reminder will include all necessary information to clarify rules of participation, engagement as well as data protection.

5. What potential risks to the interests of participants do you foresee and what steps will you take to minimise those risks?

Since all students are asked to participate in the survey via online, on an anonymous basis and voluntarily, risks of interests are minimised.

Participants are free to decide if they do or do not want to engage with the survey.

6. What potential risks to yourself as the practitioner do you foresee and what steps will you take to minimise those risks?

At this stage, I do not anticipate any potential risk to myself as a practitioner and conductor of the survey. As the survey will be conducted via online, is voluntary as well as anonymous, both sides (students and myself) seem protected.

There are potential risks of misinterpretations, translations and expression when engaging with any of the survey questions. Open-ended questions provide an opportunity to for a more personal and articulated response. This opportunity could potentially be misused for inappropriate and disrespectful comments.

7. Does your project involve children or vulnerable adults e.g. a person with a learning disability?

I cannot know if any of the above applies. Students are not required to disclose any personal information. In case of doubt, I do have to consult with student services.

However, as the questionnaire will be taken online and in an anonymous capacity, students with learning disabilities might find it challenging to participate on their own. In this case, the survey will state that students in need can ask for assistance when engaging with the survey via online.

8. How will you store the information you gather from participants?

The questionnaire and survey will be conducted in an anonymous fashion via online. Responses and answers will be collected for data purposes and statistics only. There will be no direct correlation between participants and individual answers provided when engaging with the survey. Hence, individuals who participate will be protected throughout the process. Collected data from the survey will be stored via OneDrive and Microsoft Forms (UAL).

I confirm my responsibility to deliver the project in accordance with the Code of Practice on Research Ethics of the University of the Arts London (the University). In signing this form I am also confirming that:

- a) The form is accurate to the best of my knowledge and belief.**
- b) I understand and accept that the ethical propriety of this project may be monitored by the relevant College Research body and/or the University's Research Ethics Sub-Committee.**



Signed: _____
12.12.2023

Date: _____

I support this project and have reviewed it with the participant:

Signed: _____ Date: _____