

## PLAIN LANGUAGE STATEMENT AND CONSENT FORM



**TO: Interview participant**

### Plain Language Statement

**Date: July 2023**

**Full Project Title:** Exploring the feedback experiences of diverse postgraduate students

**Reference Number:** HAE-23-063

**Principal Researcher:** Professor Rola Ajjawi ([rola.ajjawi@deakin.edu.au](mailto:rola.ajjawi@deakin.edu.au))

**Doctoral Researcher:** Ameena Payne ([ameena.payne@deakin.edu.au](mailto:ameena.payne@deakin.edu.au))

**Associate Researcher(s):** Professor Margaret Bearman; Dr. Jessica Holloway

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### Introduction

This research is being carried out by a doctoral researcher as part of her Doctor of Philosophy (Education). Thank you for your interest in our research project! We'd like to provide you with information about the project to help you decide if you would like to partake. If you do decide to take part, kindly fill out the consent form and send it back to us at the email address provided. Should you wish for a translated copy of this document in another language please contact the doctoral researcher, Ameena Payne. If you have any other questions or concerns, please don't hesitate to contact the doctoral researcher.

### About the research

#### Purpose

We're seeking to understand how feedback is experienced by culturally, ethnically or linguistically diverse university students. We are particularly interested in how people feel and who they interact with. To receive a copy of the interview questions ahead of time, please contact the doctoral researcher, Ameena Payne.

## **We are seeking**

We'd like to speak with you if you:

- a) Are currently studying onshore at Deakin University as a postgraduate coursework student (online or on-campus).
- b) Are enrolled in one of these schools: School of Education, Deakin Business School, School of Nursing and Midwifery, or the School of Information Technology.
- c) Speak a language other than English at home, or regard yourself as having an immigrant identity, or are an international student from a mainly non-English speaking country.

If you meet these requirements, we'd love to have you involved in our project!

## **What the participation will involve**

If you decide to participate, we'd need about an hour of your time. During that time, we'll chat with you about your most recent feedback experiences and the people in your life who have helped you improve your work. We'll also ask you to describe your most memorable academic feedback experience, and you'll have the option to draw some aspect of your feedback experience such as emotions, people involved, and/or what it meant for you — that part should take about 10 minutes, and you can use whatever mode or materials you prefer — whether that's digital (e.g., Microsoft Paint) or hand-drawn (with pens, pencils and/or markers). If you choose to participate in an in-person interview, the doctoral researcher will provide all materials for the drawing.

The interview itself will last around 50 minutes, and we'll work together to find a time that works for everyone. We can do the interview in person at a Deakin campus location during business hours, or we can use Zoom. The interview will be audio recorded only and transcribed; interviews will not be video recorded. You'll be offered the option to review your transcript and will have two weeks to make any changes should you wish.

There's no obligation to participate in this project, and no expenses will be incurred for participating in the study. If you do decide to participate but later change your mind, you're free to withdraw from the project at any time. You can rescind your consent at any point during the interview. You can also request the data from your participation be withdrawn up to three months after your interview. After this point, all data will have been compiled and analysed and therefore can no longer be separated and removed.

If you do want to withdraw or have any questions, feel free to get in touch with the Research Team (you can find our contact details at the top of the form). Your decision about participating in this project won't have any impact on your current or future relationship with Deakin University.

As an acknowledgement of your time, you will receive a \$30 Woolworths voucher after you complete the interview. We'll send it to the email address you give us.

## **Funding**

The PhD candidate is funded by Deakin University's Centre for Research and Assessment in Digital Learning (CRADLE) PhD scholarship.

## **Methods**

We're planning to chat with up to 25 postgraduate coursework students who identify as culturally, ethnically, or linguistically diverse. We're really interested in hearing about your feedback experiences, and we've got an interesting approach to explore them.

During the interview, you have the option to draw some aspect of your feedback experience such as emotions, people involved, and/or what it meant for you. You may want to draw what happened, where it happened, who was involved, and what emotions you felt. Don't worry about being an artist - anything you draw is okay. This will be followed by an interview about your feedback experiences.

## **Results of the project**

Findings will be made available to the participants by emailing a link to the published thesis on completion or publication if this is earlier.

## **The benefits and risks to participants**

The research we're doing could help the academic community by improving how teaching staff engage students with feedback. And for you, there's some personal benefit too - participating in the project gives you a chance to reflect on your feedback experiences, think about how you work with your emotions, and see how your networks help you process feedback.

Participating in the project is low risk. The main inconvenience might be taking some time out of your day to participate in an interview. You can share with us as much as you like. If you feel upset by the experience we can move to another aspect of feedback or stop the interview.

## **Your privacy**

- Anything you share with us will be kept private and confidential unless we're legally required to share it.
- Interviews will be audio recorded. It is not possible to participate in this project without being recorded.
- Your recordings will be transcribed by our research team, but we'll use pseudonyms. We'll also remove any other identifying information.
- Before we use any of your information in the project, we'll give you a chance to check it over.
- We'll be storing everything securely; all data will be stored in password protected Deakin-based and recommended storage, Syncplicity, accessible only to the research team.
- We'll keep your data for five years past the final research output and then delete it according to Deakin University's Research Data and Primary Materials Management procedure.

## **Monitoring**

This research is supervised by experienced qualitative researchers who will monitor the project's progress through regular communication with the doctoral researcher. Progress on data collection, appropriate storage and de-identification of data, and appropriate reporting of findings will be discussed.

## **Conflicts of Interest:**

The research team have no conflicts of interest relating to this research project.

## **Further information**

We don't anticipate any significant discomfort as a result of participating in our study, but just in case, we want to let you know that if you're feeling overwhelmed or need some extra support, Deakin University has health and wellbeing services that you can reach out to:

<https://www.deakin.edu.au/students/student-life-and-services/health-wellbeing-and-safety/hwb>

If at any point you start feeling anxious or distressed during the project, we recommend that you withdraw from participating. There's no risk involved in withdrawing and we completely understand if you need to take care of yourself first.

If you have any questions about this project, please email the doctoral researcher: Ameena Payne – [ameena.payne@deakin.edu.au](mailto:ameena.payne@deakin.edu.au); principal researcher - Rola Ajjawi ([rola.ajjawi@deakin.edu.au](mailto:rola.ajjawi@deakin.edu.au))

## **Complaints and withdrawal of consent**

We want you to feel comfortable and in control of your participation. If you have second thoughts about sharing your data or giving consent, you can rescind your consent at any point during the interview. You can also request the data from your participation be withdrawn up to three months after your interview. After this point, all data will have been compiled and analysed and therefore can no longer be separated and removed.

If you have any concerns, complaints or questions about the project or your rights as a participant, please don't hesitate to reach out to:

The Human Research Ethics Office, Deakin University, 221 Burwood Highway, Burwood Victoria 3125, Telephone: 9251 7129, [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au)

Please quote project number HAE-23-063



## CONSENT FORM

**TO:** Doctoral researcher - Ameena Payne ([ameena.payne@deakin.edu.au](mailto:ameena.payne@deakin.edu.au))

<b>Consent Form</b>
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**Date:** July 2023

**Full Project Title:** Exploring the feedback experiences of diverse postgraduate students

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I have read and understand the attached Plain Language Statement.

I freely agree to participate in this project according to the conditions in the Plain Language Statement.

I have been given a copy of the Plain Language Statement and Consent Form to keep.

The Student Researcher has agreed to not to reveal my identity and personal details, including where information about this project is published, or presented in any public form.

- I consent to the audio recording of the interview.
- I consent to the audio recordings and transcriptions of the interview being digitally stored on Deakin University secure servers for five years past the final research output.
- I consent to my preferred name (provided below) being used by the interviewer and to this being recorded as part of the interview.
- I consent to my preferred name being replaced by a pseudonym during transcription of the interview and for this pseudonym to be used in analysis and reporting to protect my privacy.

Participant's Name .....

Preferred Name .....

Signature ..... Date .....

**Optional (please leave blank if you do not consent to the below)**

- I assign to the doctoral researcher all my rights as copyright holder to any illustrations I create during this research.
- I consent to the publication of any illustrations created during this research and understand any such illustrations will be de-identified if published and/or used in conference presentations.

Participant's Name .....

Preferred Name .....

Signature ..... Date .....

Please return the completed form by email to the Deakin doctoral researcher:

Ameena Payne - [ameena.payne@deakin.edu.au](mailto:ameena.payne@deakin.edu.au)

Principal researcher - Rola Ajjawi ([rola.ajjawi@deakin.edu.au](mailto:rola.ajjawi@deakin.edu.au))



## WITHDRAWAL OF CONSENT FORM

**TO:** Doctoral researcher – Ameena Payne ([ameena.payne@deakin.edu.au](mailto:ameena.payne@deakin.edu.au))

<b>Withdrawal of Consent Form</b>
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*(To be used for participants who wish to withdraw from the project)*

**Date:** July 2023

**Full Project Title:** Exploring the feedback experiences of diverse postgraduate students

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*I hereby wish to **WITHDRAW** my consent to participate in the above research project and understand that such withdrawal **WILL NOT** jeopardise my relationship with Deakin University.*

Participant's Name .....

Signature ..... Date .....

Please return the completed form by email to the Deakin doctoral researcher:  
Ameena Payne - [ameena.payne@deakin.edu.au](mailto:ameena.payne@deakin.edu.au)  
Principal researcher - Rola Ajjawi ([rola.ajjawi@deakin.edu.au](mailto:rola.ajjawi@deakin.edu.au))