



# INFORMATION SHEET FOR TUTOR DEVELOPMENT FOCUS GROUP

Implementing The Musostudy Model  
to embed study skills in Popular Music Studies in Higher Education  
(Qualitative & Quantitative evaluation - Evaluation Component A1 & B. v.1.3 13/4/19)

## YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

I am a PhD student at the University of Surrey and a PGCert tutor at BIMM. I would like to invite you to participate in this research project which forms part of my PhD research. You should only participate if you want to; choosing not to take part will not disadvantage you in any way. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information. Please do talk to others about the study if you wish - use #musostudy on social media. (Anything posted has the potential to become research data).

### What is the purpose of the study?

We know that some students find studying at degree level quite a challenge, especially when combined with instrumental practice and working to pay for extra income etc. This study is designed to test a new model (Musostudy) to help address some of the main causes for this challenge. The model is designed for tutors to use in class to support students in studying independently and more effectively. I am specifically interested in how we can embed study skills into lessons. This will involve BIMM tutors using Musostudy principles to design their teaching and learning activities.

### Why have I been invited to take part?

I am inviting you to take part in a focus group with other tutors to discuss your thoughts and feelings on the proposed model which I will present to you during the session. There will be a maximum of 10 tutors per group. This will be audio-recorded. I will be asking you for your feedback on the model and its toolkit as well as your suggestions for improvement/development. You will also be given a one page written survey to complete asking your opinion of the model.

### Do I have to take part?

Participation is voluntary. You do not have to take part. You should read this information sheet and if you have any questions you should ask me. You can withdraw your participation at any time prior to the end of the study, and I will collect no further data from you. Due to the nature of focus groups it may not be possible to delete all of your data already provided in the group. If you would like to withdraw your data from the research please email me within a month of the date of the focus group. Your status at BIMM will not be affected by this session.

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

If you decide to take part you will be given this information sheet to keep and will be asked to sign a consent form. I will then contact you to set a time for the focus group. The focus group will take approximately 1 hour and will take place via Skype/Zoom or at BIMM [DELETE AS APPLICABLE].

### What are the possible benefits and risks of taking part?

Information from the research will help to develop an effective model for embedding study skills into classes. There are no anticipated risks to taking part in this evaluation.

### What if something goes wrong?

If you wish to make a complaint about the conduct of the study you can contact Dr Chris Wiley, Supervisor; Email: c.wiley@surrey.ac.uk. For complaints that can't be dealt with by the research team please contact Professor Tony Myatt Head of Department of Music & Media Department, University of Surrey; t.myatt@surrey.ac.uk

The University has in force the relevant insurance policies which apply to this study. If you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should follow the instructions given above.

### Who should I contact for further information?

If you have any questions or require more information about this study, please contact me using the following contact details: Sue Richardson, Senior Tutor, PGCert, BIMM  
Tel: 07512 058339 Email: sr00888@surrey.ac.uk Web: musostudy.com @musostudy

### Who is Handling My Data?

The University of Surrey, as the sponsor, will act as the 'Data Controller' for this study. We will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly. This information will include your name and BIMM email address which is regarded as 'personal data'. We will use this information as explained in the 'What is the purpose of the study' section above.

## **What will happen to my data?**

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of public interest. This means that when you agree to take part in this research study, we will use your data in the ways needed to conduct and analyse the research study.

All project data related to the administration of the project, (e.g. consent form) will be held for at least 6 years and all research data for at least 10 years in accordance with University policy. Your personal data will be held and processed in the strictest confidence, and in accordance with current data protection regulations.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you decide to withdraw your data from the study, we may not be able to do so. We will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information [<https://www.surrey.ac.uk/information-management/data-protection> and/or by contacting [dataprotection@surrey.ac.uk](mailto:dataprotection@surrey.ac.uk)].

**Personal Data** The personal information I will collect from you is your name and email address. You will be allocated a unique code and the research data (your focus group comments) will be held with this code in a password protected file. Your personal information will be kept separately from the research data. At the end of the study your personal information will be deleted.

**Audio recordings** of the session will be made. Where they take place in person I will record them using my iPhone. Where sessions take place via Zoom or Skype I will use the in-app recording device. These recordings will be transcribed and the written data will then be anonymised and the recordings destroyed. The transcription of the focus group will be entered into a password protected electronic word document.

Once all data have been collected and entered electronically it will not be possible to identify you personally in the final research. All files will be stored on Surrey's secure server.

If your session is via SKYPE or ZOOM you may wish to read their privacy statements so you are familiar with how they handle your data. (Zoom Privacy Policy: <https://zoom.us/privacy> Skype privacy policy: <https://privacy.microsoft.com/en-US/privacystatement>)

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

I will produce a final report summarising the main findings. I also plan to disseminate the research findings through publication and conferences. Pseudonymised data will be deposited or submitted to an open source online research data repository at the end of the study. This data may be used for future research.

## **Will my data be used for future research?**

When you agree to take part in a research study, the information we collect may be provided to researchers running other research studies in this organisation and in other organisations. These organisations may be universities, NHS organisations or companies involved in research in this country or abroad. Your information will only be used by organisations and researchers to conduct research and processed on the basis of public interest.

This information will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of research, and cannot be used to contact you or to affect you. It will not be used to make decisions about future services available to you, such as insurance.

## **What if I want to complain about the way data is handled?**

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Mr James Newby who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO) (<https://ico.org.uk/>). For contact details of the University of Surrey's Data Protection Officer please visit: <https://www.surrey.ac.uk/information-management/data-protection>

## **Limits to confidentiality**

Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached. If this was the case we would normally inform you first of any decisions that might limit confidentiality.

**Thank you for reading this information sheet and for considering taking part in this research.**



# TUTOR DEVELOPMENT FOCUS GROUP CONSENT FORM

Implementing The Musostudy Model to embed study skills in Popular Music Studies in Higher Education  
Qualitative evaluation - Evaluation Component A1. v.1.1 20/3/19 & Quantitative evaluation - Evaluation Component B. v.1.3 13/4/19)

**Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.** Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time. By ticking/initialling each box you are consenting to this element of the study. It will be assumed that un-ticked/un-initialled boxes mean that you DO NOT consent to that part of the study and you may be deemed ineligible for the study.

Please tick/initial each box

- I confirm that I have read and understood the information sheet dated v.1.3 13/4/19 for the above study. I have had the opportunity to consider the information and asked questions which have been answered satisfactorily.
- I understand that my participation is voluntary and that I am free to withdraw at any time during the study without giving any reason and without being disadvantaged in any way. Furthermore, I understand that I will be able to withdraw my data up to one month after the focus group. However due to the nature of focus groups it may not be possible to delete all of my data already provided in the group.
- I consent to the processing of my personal information for the purposes explained to me. I understand that such information will be handled in accordance with current data protection regulations.
- I understand that my information may be subject to review by responsible individuals from the University of Surrey and/or regulators for monitoring and audit purposes.
- I understand that confidentiality and anonymity will be maintained and the researcher will not identify me in any research output.
- I agree that the research team may use my data for future research and understand that any use of identifiable data would be reviewed and approved by a research ethics committee. (In such cases, as with this project, data would not be identifiable in any report).
- I agree to maintain the confidentiality of focus group discussions.
- I understand that confidentiality cannot be guaranteed during the focus group.
- I consent to the focus group being audio-recorded.

Name of participant: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of researcher/person taking consent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_