



# INFORMATION SHEET FOR STUDENT IMPLEMENTATION SURVEYS



## Implementing The Musostudy Model

to embed study skills in Popular Music Studies in Higher Education  
(Quantitative & Qualitative evaluation - Evaluation Components F2, 3 & 4. v.1.3 10/5/19)

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

I am a PhD student at the University of Surrey and a PG Cert 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.

#### What is the purpose of the study?

This study is designed to test Musostudy, a new educational model. 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?

Your tutor will be using the Musostudy Model in class this year. I am asking you to take part in this survey to share your thoughts and feelings on these classes and the different elements in them.

#### 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 your tutor. You can withdraw your participation at any time prior to the end of the study, and I will collect no further data from you. If you would like to withdraw your data from the research please email me within a month of the date of the survey. Your status at BIMM will not be affected by this study. BIMM will not know whether you have participated in this survey or not. Your participation will have no negative impact on your studies.

#### 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. Your tutor will give you a link to the online survey to complete (there are 3 surveys per term). The survey will take place in class (but will also be open for another 2 weeks online) and will take up to 5 minutes to complete.

#### 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. Taking part gives you access to study skills and the opportunities to use them in class. There are no anticipated risks to taking part in this evaluation.

#### How is the project being funded?

My PhD is part funded by BIMM. This study has been reviewed and received a Favourable Ethical Opinion from the University of Surrey Ethics Committee and the BIMM Research and Enterprise Committee.

#### 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, PG Cert, 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 responses to the surveys) 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.

**Online Surveys** Your data will be held securely in the online survey portal ([onlinesurveys.ac.uk](http://onlinesurveys.ac.uk)) for one month. It will then be exported into to an Excel spreadsheet and held on Surrey's secure server in a password protected file ready for analysis. The online data will then be deleted. Once all data have been collected and entered electronically it will not be possible to identify you personally in the final research.

### **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.**