University of Glasgow

College of Social Sciences

Plain Language Statement

Research Title:
Investigating Educational Data Management Strategies - A Multiple Case Study of Malaysia Policies Context

Main Researcher:
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You are being invited to take part in a research study. Before you decide to take part, it is important for you to understand why the research is being done and what it will involve. Please read the following information carefully and discuss it with others if you wish. Ask the researcher/s if there is anything that is not clear or if you would like more information. Take some time to decide whether or not you wish to take part.

1. The research aims to gain a better understanding of the relationship between functional capacity and policy capacity in the context of educational data management strategies for policy improvement.

2. All information which is collected about you during the course of the research will be kept strictly confidential. You will be identified by an ID number and any information about you will have your name and address removed so that you cannot be recognised from it.

3. There will be no effect or risk to their employment as a result of their participation or non-participation in this research.

4. Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.

5. Your data will be ethically treated as below:
   - All names and other material likely to identify individuals will be anonymised.
   - All participants will be referred to by pseudonym.
   - Data will be treated as confidential
   - All data will be kept in secure storage at all times.
   - The findings will be retained in secure storage for use in future academic research.
   - The result may be used in future publications, both print and online.
   - Personal data will be destroyed immediately after the completion of the project
   - Anonymised/pseudonymised research data can be retained for 10 years

6. This research is funded by Ministry of Education, Malaysia for future policy development.

7. This research has been considered and approved by the College Research Ethics Committee.

8. You can contact the research or supervisors if you have any questions:
   - Nur Aiman Zainudin, the researcher: z.aiman.1@research.gla.ac.uk
   - Prof James Conroy, the supervisor: j.conroy@glasgow.ac.uk
   - Prof Christopher Chapman, the supervisor: c.chapman@glasgow.ac.uk

9. To pursue any complaint about the conduct of the research: contact the College of Social Sciences Lead for Ethical Review, : email socsci-ethics-lead@glasgow.ac.uk

Thank you for reading this.

_____End of Participant Information Sheet_____