### **Plain Language Statement**

**1. Study title and Researcher Details**

I am writing to ask if you would be prepared to participate in my research project. My name is Dawn McKenzie, and I am currently undertaking a PhD as a part-time student through the School of Education in the College of Social Sciences. The title of my thesis is ‘Collaborative working through action research - addressing the challenges of academic advising in a changing Higher Education environment’.

**2. Invitation paragraph**

I would like to invite you to take part in a research study investigating the impact of MyCampus on the process of undergraduate Academic Advising. In order for you to understand why the research is being done and what it will involve, please take time to read the following information carefully. If there is anything you would like me to clarify or if there is additional information you require, please do not hesitate to contact me at the details below.

**3. What is the purpose of the study?**

The purpose of this study is to research changes in Higher Education and how these changes are impacting upon the roles and responsibilities of academic staff. One major change that has occurred in recent years has been the move to the use of electronic information systems for university administration and I am interested identifying the key challenges faced by undergraduate academic advisers during the registration and enrolment period and, working collaboratively with Chief Advisers, identifying solutions to the problems and assessing their efficacy following implementation.

**4. Why have I been chosen?**

You have been chosen based on your role within the University and your participation would be helpful.

**5. Do I have to take part?**

Your participation in the study is completely voluntary, and you are free to withdraw at any time, without giving any reason. If you do withdraw, any data you have already provided will not be used in the study.

**6. What will happen to me if I take part?**

You will be asked to attend two focus groups of Chief Advisers and each should take no longer than 2.5 hours. It is intended that the first will be in April 2014 with a follow-up session in October or November 2014. The sessions will be audio-recorded for accuracy. If you are unable to attend the initial meeting or if the topics raised are not all covered in that meeting, a follow-up meeting may be arranged, but only with your agreement and you will not be required to attend. If you are unable to attend the meetings for any reason, you will still be able to contribute to the process in writing with all documentation and actions sent to you to help facilitate your contribution.

When you are invited to attend the initial meeting you will be asked to send information in advance – if possible - relating to the main challenges facing advisers during the registration and enrolment period (maximum five issues). The provision of this information in advance will allow the group discussion to concentrate on the follow-up themes outlined in the Focus Group Themes document.

**7. Will my taking part in this study be kept confidential?**

Due to your role in the University it may not be possible to make reference to issues relating to the Programmes for which you are responsible while also maintaining your anonymity, however I will not use any of the data you supply without written consent and will not use any direct quotes without your permission. If your quotes are used you will not be named in the study, but referred to by the Programme/School for which you have responsibility.

**8. What will happen to the results of the research study?**

The results will be used for the purposes of my PhD thesis and producing a conference paper.

**9. Who is organising and funding the research? (If relevant)**

**N/A**

**10. Who has reviewed the study?**

The College of Social Sciences Ethics Committee has reviewed this study.

**11. Contact for Further Information**

If you have any questions concerning the proposed research, or wish to know more details, please feel free to contact me:

Dawn McKenzie

My PhD supervisor is Professor Christine Forde

*If you have any concerns regarding the conduct of the research project you may discuss these with the College of Social Sciences Ethics Officer, Dr Muir Houston*

*muir.houston@glasgow.ac.uk*

[*http://www.gla.ac.uk/colleges/socialsciences/info/students/ethics/committee/*](http://www.gla.ac.uk/colleges/socialsciences/info/students/ethics/committee/)



### **Consent Form**

**Title of Project:** Collaborative working through action research - addressing the challenges of academic advising in a changing Higher Education environment.

**Name of Researcher:** Dawn McKenzie

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1. Iconfirm that I have read and understand the Plain Language Statement for the above study and have had the opportunity to ask questions.

2. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.

3. **I understand that I am providing*:***

* *consent to the focus group I am attending being audio recorded for transcription purposes*
* *acknowledgement that a summary report of the focus groups will be returned to me as a*

*participant for verification and additional comments*

* *an understanding that my participation will not be referred to using my name but that the*

*Programmes for which I have responsibility as a Chief Adviser may be referred to in any*

*publications arising from the research. This may lead to the identification of a participant*

*but will only occur with the permission of that participant.*

4. I agree / do not agree (delete as applicable) to take part in the above study.

#### Name of Participant Date Signature

#### Researcher Date Signature