

UNIVERSITY OF HERTFORDSHIRE

ETHICS COMMITTEE FOR STUDIES INVOLVING THE USE OF HUMAN PARTICIPANTS  
(‘ETHICS COMMITTEE’)

FORM EC6: PARTICIPANT INFORMATION SHEET

1 **Title of study**

Herts Unfiltered

2 **Introduction**

You are being invited to take part in a study. Before you decide whether to do so, it is important that you understand the study that is being undertaken and what your involvement will include. Please take the time to read the following information carefully and discuss it with others if you wish. Do not hesitate to ask us anything that is not clear or for any further information you would like to help you make your decision. Please do take your time to decide whether or not you wish to take part. The University’s regulation, UPR RE01, 'Studies Involving the Use of Human Participants' can be accessed via this link:

<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs>  
(after accessing this website, scroll down to Letter S where you will find the regulation)

Thank you for reading this.

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

To take a deep dive into the true experience of students at the University of Hertfordshire, with key focus on the barriers and enablers to engagement, confidence, and success.

4 **Do I have to take part?**

It is completely up to you whether or not you decide to take part in this study. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. Agreeing to join the study does not mean that you have to complete it. You are free to withdraw at any stage without giving a reason. A decision to withdraw at any time, or a decision not to take part at all, will not affect any treatment/care that you may receive (should this be relevant).

5 **Are there any age or other restrictions that may prevent me from participating?**

The only requirement is that you are a student who is currently registered and actively studying at the University of Hertfordshire.

6 **How long will my part in the study take?**

The project will last the duration of Semester A (September to December 2024). However, you lead how long you are involved with the project; you might only submit one diary entry – or you might submit multiple diary entries over the whole of semester A. The choice is yours.

7 **What will happen to me if I take part?**

The first thing to happen will be that you are sent a link to our registration form, and then you will be sent regular links through which you can submit your diary entries electronically.

**8 What are the possible disadvantages, risks or side effects of taking part?**

None. If you decide you no longer wish to take part (at any point), simply let the Herts SU Insight Team know and we will remove you from the project.

**9 What are the possible benefits of taking part?**

Being part of a project which has the key aim of better understanding and thus improving the student experience at the University of Hertfordshire.

**10 How will my taking part in this study be kept confidential?**

The diary entries you submit may be used and referred to anonymously within the project report; however entries which include identifying features (such as images of someone) will not be used in this way. All entries will be securely stored within the UH OneDrive and details of your involvement with the project will not be shared externally, outside of the Herts SU Insight Team.

**11 Audio-visual material**

The text, voice, video or photo-recordings you submit may be shared anonymously within the project report – however entries which include identifying features (such as identifiable images of someone) will not be used in this way; and all will be securely stored within the UH OneDrive.

**12 What will happen to the data collected within this study?**

- All diary entries will be anonymised prior to storage.
- All diary entries will be securely stored via the UH OneDrive.
- The text, voice, video or photo-recordings you submit as diary entries may be shared anonymously within the project report – however entries which include identifying features (such as identifiable images of someone) will not be used in this way.

**13 Will the data be required for use in further studies?**

The data will not be used in any further studies.

**14 Who has reviewed this study?**

This study has been reviewed by: The University of Hertfordshire Social Sciences, Arts and Humanities Ethics Committee with Delegated Authority

The UH protocol number is 06192.

**15 Factors that might put others at risk**

Please note that if, during the study, any medical conditions or non-medical circumstances such as unlawful activity become apparent that might or had put others at risk, the University may refer

the matter to the appropriate authorities and, under such circumstances, you will be withdrawn from the study.

**16 Who can I contact if I have any questions?**

If you would like further information or would like to discuss any details personally, please get in touch with us by email: Herts SU Insight Team, [research@hertssu.com](mailto:research@hertssu.com).

**Although we hope it is not the case, if you have any complaints or concerns about any aspect of the way you have been approached or treated during the course of this study, please write to the University's Secretary and Registrar at the following address:**

Secretary and Registrar  
University of Hertfordshire  
College Lane  
Hatfield  
Herts  
AL10 9AB

**Thank you very much for reading this information and giving consideration to taking part in this study.**