

Ethical Enquiry Form: Dear D305: Learning within hot-desking environments

Applicant name: Eleni Papazoglou

1. Please describe your research question (or focus of your research):

Dear D305: Learning within hot-desking environments

The aim of this enquiry is to generate new knowledge that will allow me to understand the nature of the hot-desking environment better, and make recommendations to senior management towards maximising engagement and a sense of belonging within such spaces.

2. Who will be providing you with information to help you answer your question?

Tutors that organise and deliver sessions in the studio D305 will be contacted via email. Two weeks later, three participants will be selected at random and invited to interview.. All reasonable efforts will be made to make contact and proceed with at least 3 randomly selected participants. In the event of no response or subsequent withdrawal of consent, replacement will be sought.

What will you be asking participants to do?

I will be asking participants to:

- 1) partake in a confidential interview (opt-out default)
- 2) make a drawing

Details:

1) Three selected interview subjects will attend a 30 minute interview at a mutually convenient time and place.

1. As the room D305, what characterises you?
2. If you were D305, how would you feel about the current use of the space? What would you say to students? What would you say to staff?
3. As D305 Do you have any friends? Do you have any antagonists?
4. If you were D305, what object would you like to hold on to?
5. Can you make a drawing of how it feel to be D305

Interviews will be semi-structured in accordance with the above questions and audio recorded and transcribed. Results of questions with drawing elements will be photographed or scanned.

3. How will you get informed consent from these participants?

The information sheet will be sent out to participants that agree to take part. A consent form will be signed at the start of each interview. Participants may withdraw their consent up to two weeks after the interview.

4. **What potential risks to the interests of participants do you foresee and what steps will you take to minimise those risks?** A participant's interests include their physical and psychological wellbeing; their commercial interests; and their rights of privacy and reputation.

Deductive Disclosure

While participants will be assured of confidentiality and personal identifiers will be removed from transcripts. No rich descriptions of personal circumstances in the data present a risk of deductive disclosure, due to asking the participants to respond to questions by assuming the role of the studio D305

In this study, the risk of deductive disclosure will be addressed as follows:

- 1) The participant information sheet will clearly set out the intended audience for the study, which is the Academic Practice programmes team and senior management at the university.
- 2) Where appropriate, non-essential information will be altered to ensure participants are not recognisable
- 3) The primary outcome from the study will be an collective autoethnographic or fictional account of the rooms thoughts. While this may include quotations and anecdotes from individuals, the necessarily concise nature of this report and its focus on generating general recommendations will mean that rich descriptions of experience will be partial and decontextualised.

Validity of informed consent

This is not only 'insider' research, but also pedagogic research, and as such it blurs the boundaries between teacher and researcher, and student/colleague and research participant. Researching one's own students and/or colleagues can raise issues of the validity of informed consent. The following steps will be taken to ensure that participation is voluntary and non-participation is not penalised, directly or indirectly:

Participants may perceive pressure to remain opted in to the study, to remain on good terms within people in the their teaching team (the researcher). Hence, I have chosen to invite participants and have given them the option to opt-out if they are not capable of participating right now. This sampling method will demand more persistence in the recruitment stage, but it is anticipated that participants will appreciate why the research has been designed in this way.

Risk of participant distress

It is possible that some participants will find discussing their experiences distressing, as they will be prompted to share their experiences of teaching in a challenging environment. Such challenges may include professional or academic difficulties, and/or personal trauma. The risk of participant distress will be addressed as follows:

- 1) The potential for emotional distress will be highlighted in the participant information sheet.
- 2) The researcher will endeavour to follow the principle of unconditional positive regard towards participants and to engage in active listening without judgement. The researcher will be alert to signs that a participant is experiencing negative affect, acknowledge those, and check whether the participant wishes to continue with the discussion.

5. **What potential risks to yourself as the practitioner do you foresee and what steps will you take to minimise those risks?**

I do not foresee any potential risks to myself as the researcher.

6. Does your project involve children or vulnerable adults e.g. a person with a learning disability?

Delete as appropriate: **NO**

If yes, please describe what extra measures you will put in place regarding safeguarding:

7. How will you store the information you gather from participants?

The transcripts of the 3 interviews and the spreadsheet of anonymous survey responses will be retained on a secure server, so that these data can be made available for future research. The original audio files of the interviews and all information pertaining to the identities of the participants, including all correspondence between myself and the interview subjects, will be deleted.

I confirm my responsibility to deliver the project in accordance with the Code of Practice on Research Ethics of the University of the Arts London (the University). In signing this form I am also confirming that:

- a) **The form is accurate to the best of my knowledge and belief.**
- b) **I understand and accept that the ethical propriety of this project may be monitored by the relevant College Research body and/or the University's Research Ethics Sub-Committee.**

Signed: _____  Date: _____ 19/11/2023 _____

I support this project and have reviewed it with the participant:

Signed: _____ Date: _____