**PgCert Academic Practice in Art, Design and Communication**

**Action Research Project Ethical Enquiry Form**

**Participant name:** Nina O’Reilly

**Cohort:** 1

**Tutor name:** Frederico Matos

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| 1. **What is your research question?**   What are the awareness levels of digital sustainability in UAL’s online learning division and how can we design and build online educational content in a more climate conscious way? |
| 1. **Who will be providing you with information to help you answer your question, and how will you approach and/or select them?**  * Staff at UAL – I will approach the UAL wide Digital Learning teams online via our fortnightly meeting to take part in an anonymous questionnaire. |
| 1. **What will you be asking participants to do?**   Complete a questionnaire about their experience of sustainable practices when designing and creating e-learning content. Questions to include:   * How familiar are you with the concept of digital sustainability? Please share any details via the free text box. * Are you aware of any guidelines or tools for reducing online carbon emissions? If so, please share. * Does sustainability factor into how you design and build Moodle courses? If so, please share how. * How would you rate your confidence in sharing sustainable best practice for online learning with fellow staff, ie academics, technicians, professional staff? * Would you be interested in training or guidance for best practice in reducing emissions in online course build and design? * Would you be interested in being further involved in sustainable practices for online learning at UAL? |
| 1. **How will you get informed consent from these participants?**   Include the Participant Information (Appendix A below) and consent form (Appendix B) for staff to complete before survey. |
| 1. **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.**  * Fear or embarrassment about knowledge levels of sustainability best practice for the web, similarly around technical knowledge with regard to web design/development. * Anxiety about climate change in terms of the fear that this invokes but also the powerlessness to tackle the scale of the problem. * To tackle these points, the survey will also be anonymous so no one will be identifiable. * I have also included in the information sheet (Appendix A below) that I am new to this topic and have no expectations or judgements about other’s levels of knowledge. * In terms of tackling the powerlessness of climate change I have included that their participation will help to shape our proactive response to this issue through our practice. |
| 1. **What potential risks to yourself as the practitioner do you foresee and what steps will you take to minimise those risks?**  * There is the potential for this to be emotionally demanding in terms of anxiety about the climate crisis. * Additionally, as this project needs to be achievable within the timeframe, there may be a feeling of wanting to do more but needing to stay within the confines of what is possible for this ARP. * To offset this, I feel like this work could be continued beyond the ARP either making use of CSM’s Creativity in Action fund, or just working closely with the Technical Manager for Sustainable practice, which is a newly created management role to support with sustainable best practice for CSM Technical. |
| 1. **Does your project involve children or vulnerable adults e.g. a person with a learning disability?**   No. |
| 1. **How will you store the information you gather from participants?****You will need to think about how you store the information you collect from/about them, especially if you have offered your participants anonymity. You should also consider how long you will retain it for.**      * The questionnaire will be anonymous, so I won’t be retaining any personal data about the participants. This will also allow staff to answer freely and without fear of being perceived less knowledgeable etc. * As I plan to use my action research project as a way of implementing sustainable practices into our online learning provision, it would be great to keep the data until at least after one year, so I can deliver the “quick wins for online sustainability intervention and then compare progress and impact of this against the original data. |
| **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:**   1. **The form is accurate to the best of my knowledge and belief.** 2. **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: ­­­Nina O’Reilly Date: 10/10/2023 |
| **I support this project and have** **reviewed it with the participant:**  Signed: ­­­Frederico Matos Date: 18/10/2023 |

# Appendix A – Participant information sheet

# Description: UAL Logo

# Research project: What are the awareness levels of digital sustainability in UAL’s online learning division and how can we design and build online educational content in a more climate conscious way?

# Participant Information Sheet

**About this study**

This study is part of my research on the PgCert Academic Practice in Art, Design and Communication at UAL.

I am conducting an enquiry into the awareness of the carbon footprint of UAL’s online learning activities and what steps can be taken to reduce our carbon impact in the online learning space.

My research will investigate staff knowledge levels of online sustainability practices. The methodology includes this this questionnaire with UAL Digital Learning teams as well as looking both UAL and external policies, guidelines, and reports.

There are no right or wrong answers for this questionnaire and responses will be entirely anonymous. I am new to this topic, and I am looking to learn more and affect change through this project. There are no expectations with regard to the survey participants’ knowledge levels, experts and non-experts alike are welcome.

**What does it mean to take part?**

By taking part in this anonymous questionnaire, you will be supporting the development of sustainable practices at UAL in our field of online learning.

If you take part, you are consenting to taking part in a questionnaire. The data will be used as the basis for academic analysis. You will be free to withdraw your participation at any point. You will not be obliged to give any reason for deciding not to take part.

**Will my participation be kept confidential?**

Your anonymity is very important. You will not be identified individually anywhere in the research. If I quote anything you have said in an interview, it will be anonymous. An example might be: ‘Staff member A said, ‘The project is…’.’

**What will happen to the results of the research project?**

Analysis from the questionnaire - including quotations from you – will contribute to an academic dissertation. Your words may also be used in academic reports, papers, or conference presentations. These may appear online.

Your responses will feed into an intervention I will develop to help our team and colleagues to employ sustainability practices for online learning content.

Thank you for your contribution and participation in this study.

**Contact for further information:**

Nina O’Reilly, Investigator

[n.oreilly@csm.arts.ac.uk](mailto:n.oreilly@csm.arts.ac.uk)

# Appendix B – Participant consent form

# Description: UAL Logo

# Participant Consent Form

# Project Title: What are the awareness levels of digital sustainability in UAL’s online learning division and how can we design and build online educational content in a more climate conscious way?

You are being invited to take part in a research project. 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 take time to read the attached information sheet carefully and discuss it with others if you wish. Ask if anything is unclear or if you would like more information.

* I understand that I have given my consent to be answer questions about my thoughts on digital sustainability.
* I fully give my consent to take part.
* I understand that I have given approval for my opinions to be included in the research outputs. Anything I say may be used in academic papers relating to the project, although these quotations will be anonymous.
* I have read the information sheet about the research project, which I have been asked to take part in and have been given a copy of this information to keep.
* What is going to happen and why it is being done has been explained to me, and I have had the opportunity to discuss the details and ask questions.
* Having given this consent I understand that I have the right to withdraw from the research programme at any time without disadvantage to myself and without having to give any reason.
* I hereby fully and freely consent to participation in the study, which has been fully explained to me.

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| *Participant’s name*  (BLOCK CAPITALS): |  |  |  |
| *Participant’s signature*: |  | *Date:* |  |
| *Investigator’s name* (BLOCK CAPITALS): |  |  |  |
| *Investigator’s signature*: |  | *Date:* |  |

**Contact**

Investigator: Nina O’Reilly (Central Saint Martins)

Email: n.oreilly@csm.arts.ac.uk