


Communities, Languages, and Activities App (ENACT) Information Sheet (virtual exchange)

You are invited to take part in a research project. Before you decide to participate, it is important for you to understand what it will involve. Please take time to read the following information carefully and discuss it with others if you wish.

The first part tells you the purpose of this study and what your participation involves. Later sections give you more detailed information about how the study works and what your part in the study would be. Ask us if there is anything that is not clear, or if you would like more information. Take time to decide whether you wish to take part.

To contact us, please send an email to enacteuropa@newcastle.ac.uk or call 

What is the ENACT project about?

We are producing an online app so you can explain to people how to carry out your favourite cultural activity in your own language. For example, your activity can be to teach others Morris dancing or the Dabkeh, how to carve pumpkins for Halloween, or how to play the Ney.

The project aims to promote two-way knowledge exchange (language, culture, digital skills) and understanding between (1) host-migrant communities in their local languages, and (2) young-senior members of migrant communities in their heritage languages. We also aim to support the inclusion of university students in the local community and model an innovative task-based digital pedagogy for learning and online exchange between communities.

The project is led by Newcastle University: Dr Müge Satar (Principal Investigator), Prof Paul Seedhouse and Dr Ahmed Kharrufa (Co-Investigators). The project is funded by the Erasmus+ Programme of the European Union. It started on 1 October 2019, and will end on 31 August 2022. More information on the project and a full list of the project partners can be found on the project website: www.enacteuropa.com

Why have I been chosen?

You are invited to share your data with the ENACT project principal investigator because you are a Higher Education student taking part in a virtual exchange facilitated by your university staff which incorporates the ENACT project app.

What is the purpose of sharing your data with the ENACT project team?

We would like to propose a model of an innovative task-based digital pedagogy for learning and online exchange of cultures and languages drawing on digital and interactive cultural materials created and shared on the ENACT web app. Your virtual exchange will help the project team the affordances and constraints of this model.

Who will design and deliver the virtual exchange?

Your instructors/lecturers at your institution will design and deliver the virtual exchange. The ENACT project team at Newcastle University (Dr Müge Satar) will offer example tasks that can be incorporated into your virtual exchange and assist in the use of the web app.

What does participation involve?

Participation will involve sharing your virtual exchange products with the ENACT project. Depending on the design of your virtual exchange by your instructors, this may involve one or more of the following:

- your online introductory posts or exchanges with your exchange partners
- the digital activities you create on the ENACT project web app
- the comments you post to other cultural activities on the ENACT project web app and other data collected anonymously on the ENACT web app (<https://enacteuropa.com/?q=policies>)
- audio/video recordings of your online discussions and collaborative work
- questionnaire or audio recorded interviews about your digital, cultural, and language learning gains
- post-task portfolios

Consent and Participants' rights

It is up to you to decide whether or not to take part. If you decide to take part, you will be given this information sheet to keep and be asked to sign a consent form to confirm that you understand what is involved when taking part in this study.

If you decide to take part, you are free to leave the study at any time and without giving any reason. If you withdraw, we plan to keep records relating to the information you have given us until the point of withdrawal. However, you are free to withdraw this data too, and can do so by informing the research team that you do not wish for us to keep it.


Are there any advantages to sharing your data with the ENACT project team?

- You will have an opportunity to reflect on what culture and cultural activities mean to you.
- You will have an opportunity to demonstrate your favourite cultural activity to other people.
- You will receive (1) a digital skills certificate and (2) a certificate of participation.

Are there any risks involved in taking part?

Taking part involves participating sharing the recordings of your virtual exchange and the digital products you have created using the ENACT project web app. We believe that this does not involve any risks above and beyond those you would be exposed to in your daily lives.

What if there is a problem?

If you have a concern or complaint about any aspect of this study, please speak with the researchers. If you remain unhappy and wish to discuss the issue further, please contact Faculty of Humanities and Social Sciences Ethics Committee at 

What will you do with the information I give you?

We will write a project report to the Erasmus+ Programme of the European Union. The report will be freely available on the project website: www.enacteuropa.com The results of the evaluation carried out by the project team will also be used in research reports, articles, and presentations about the app. Your cultural activities will be available online at the ENACT project app unless inform us your wish for the activities to be removed.



Informed Consent for ENACT Project (Communities, Languages, and Activities App)

I, the undersigned, confirm that (Please put an X in the space provided for each item you agree with)

_____ I agree to participate in this study, the purpose of which is to propose a model of an innovative task-based digital pedagogy for learning and online exchange of cultures and languages drawing on digital and interactive cultural materials created and shared on the ENACT web app.

_____ I have read and understood the information about the ENACT project provided in the information sheet.

_____ I have had the opportunity to ask questions.

_____ I understand that my involvement is voluntary.

_____ I understand that I have the right to withdraw at any time without providing reasons.

_____ I understand and agree that screenshots of me can be taken from the data I share in line with my consent below, which can be used in articles and/or presentations about the app, and on the project social media channels to inform other people about the project. If I do not want screenshots of me to be taken, I will not tick this box.

_____ I have been informed that my responses will be kept confidential and secure, and that I will not be identified in any report or other publication resulting from this research.

_____ I have been informed that Newcastle University is responsible for looking after my data, which will be deleted 10 years after project completion.

_____ I understand that the copyright of any audio-visuals materials which are generated as a result of the workshops will be assigned to the ENACT project starting from the date I sign this form.

_____ I understand that the ENACT project will not use the **personal details or full name** (first name and surname) of any individual in a photograph, on video, on their websites or in any of their other printed material without consent. Photos of individuals will not have an accompanying name in the text or photocaption without the participant's consent.

I understand the following types of data will be collected of my virtual exchange and agree to its use by the project team (Please put an X in the space provided for each item you agree with):

_____ anonymised results of my digital skills assessment questionnaire,

_____ photographs and video data with my face clear,

_____ photographs and video data with my face blurred,

_____ anonymised audio recordings of conversations during the virtual exchange,

_____ anonymised transcripts of audio recordings of conversations during the virtual exchange,

_____ my portfolio entries after the tasks,

_____ digital materials generated during the virtual exchange,

_____ anonymised data collected on the ENACT web app as stated in the website policies,

_____ anonymised transcripts of interviews.

name:

signature:

date:

If you have any future questions regarding your participation in this project or if you would like a copy of the research report, **please do not hesitate to contact:**

Dr Müge Satar

Newcastle University |  | 

Debriefing Sheet for ENACT Project

Thank you for taking part in this project. The information you have provided will be used to inform the design of the app to be created by the ENACT project.

We hope that you will continue to take part in the future activities of the project.

The results of the evaluation carried out by the project team will be used in project reports, as well as academic presentations and papers about the ENACT project.

If you have any future questions regarding your participation in this project or if you would like a copy of the research report, **please do not hesitate to contact:**

Dr Müge Satar

Newcastle University

Email:

[REDACTED]

Phone:

[REDACTED]